**ACA SMR**

**Positions Description Committee Meeting**

June 24, 2021, 8:45am Meeting #25

Attendees: Paul KF, Wendy F, Craig, Barbara, Trisha, Vivienne C, Jean N, James K, Heloise, Pam, Arian, Jim R, Jean, Kathy

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 850am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: James K

Agenda for meeting was screen shared by Paul KF

*1. Call to order/opening prayer*

*2. Meeting Secretary, time-keeper and agenda*

*3. Minutes of the June 17, 2021 meeting*

*4. Review of comments on service position descriptions:*

 *Room Host*

 *New comer – Greeter*

 *Web Servant*

 *WSO Representative*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Other possible positions:*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Vivienne to accept the agenda as proposed. Second was Craig. Motion passed.**

**3. Minutes of the June 17, 2021 meeting:** The minutes from June 17th meeting were screen shared by Paul KF.

**Motion was made by Vivienne to accept the minutes as presented. Second was Craig. Motion passed.**

**4. Review of comments on the service position descriptions:**

 **Meeting Chair:** Paul KF screen shared this document. Duties were reviewed as was nomenclature. The phrase “loose and relaxed” was reviewed and a history was given on how it came about.

Following the script as written was brought up as it was reported that one of the breakout rooms did not follow the script and “winged it”. The wording for this was addressed.

Then a “best practice” was added for lowering hands and screen sharing.

Discussion about revising the script in total came about. It was suggested that maybe interested parties get together to form a committee, share insight and possibly revise this document.

**James called time. Motion was made to extend 5 minutes by Jim R. Jean R was the second.**

It was discussed to table this discussion until next meeting.

Common Elements was screen shared by Paul KF to show group what it contained at this time.

 **New Comer – Greeter:** Tabled for discussion in next meeting

 **Web Servant:** Tabled for discussion in next meeting

 **WSO Representative:** Tabled for discussion in next meeting

 **Tech Scheduling Secretary:** Tabled for discussion in next meeting

**5. Next steps:** Other possible positions that need a description

**6. Next meeting:** Next meeting will be held on Thursday, July 01, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Jim R to adjourn meeting at 942am. Second was made by Vivienne. Motion passed**. This was followed by the Serenity Prayer.