**ACA SMR**

**Positions Description Committee Meeting**

July 27, 2021, 8:45am Meeting #29

Attendees: Paul KF, Craig, Jean N, Jim R, Wendy (Montreal), Leslie L, Kate NYC, Pete D, Chris J, Karen W, ReneSam, Shon, Macy (TN), Drew D, Anastasia T., Arian, Gail, Katie K

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 845am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secty: Craig Time-keeper: Wendy (Montreal)

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 July 15, 2021 meeting*

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

*Moderator*

*Web Servant*

*WSO Representative*

*Key Holder*

*Tech Scheduling Secretary*

*5. Next steps*

*Other possible positions:*

*6. Next Meeting*

*7. Adjournment and closing prayer*

**Motion was made by Leslie L to accept the agenda as proposed. Second was Wendy (Montreal). Motion passed.**

**3. Minutes of the July 15, 2021 meeting:** The minutes from July 15th meeting were screen shared by Paul KF.

**Motion was made by Wendy (Montreal) to accept the minutes as presented. Second was Jim R. Motion passed.**

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

**Moderator:** Paul K-F screen shared proposed position’s description. Tech Hosts who were in attendance at this meeting were asked for their input as well. Discussion ensued on Duties/ Responsibilities as to what current experiences are revealing for this position.

**Wendy called time. Jim R motioned to extend the meeting by 10 minutes. Wendy (Montreal) was the second.**

Discussion ensued on Moderator’s help for room safety. Current examples were given by Rene and Wendy (Montreal).

Paul KF screen shared “Room Moderator” which is currently open for suggestions. Discussion ensued on this document.

Wendy called time. It was suggested to table this document for the next meeting.

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

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

**Key Holder:** 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 Tuesday, Aug 3, 2021 at 845am.

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