**ACA SMR**

**Positions Description Committee Meeting**

September 22, 2021, 8:45am Meeting #36

Attendees: Paul KF, Craig, Jim R, Barbara S, Robert F, Wendy C, Vivienne C, Rene, Barbara E, Kare, Erica C, Emilie, Brian G, Chris (Madison), Chris J, d awn, Pam, Jean, Christy K, Tammy, Cheryl’s Iphone, Will B, Katherine TX, Kimberly C

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 851am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Sect: Craig & Kimberly... Time-keeper: Wendy C

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 September 9, 2021 meeting*

*4. Review of draft position descriptions:*

 *Technical Secretary*

 *Service Team Secretary*

*5. Next steps:*

 *Network directory and organizational chart*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

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

**3. Minutes of the September 9, 2021 meeting:** The minutes from Sept 9th meeting were screen shared by Paul KF.

**Motion was made by Rene to accept the minutes as presented. Second was Jim R. Motion passed.**

**4. Review of draft position descriptions:**

 **Technical Secretary:**

**Service Team Secretary:** Paul K-F screen shared the current draft of the Service Team Secretary. Barbara shared the history of this position, its responsibilities and a general overview. Members began to share their thoughts. Barbara suggested we call this “service team coordinator” instead of “service team secretary”.

**Brian G made a motion to have 3 people on this team as volunteers and the “secretary” to be elected. Jim R was the second. Jim R made friendly amendment to have co-secretaries and accept the draft accepted as is being presented. Brian accepted this amendment. Paul made friendly amendment to accept draft as presented, in order to simplify this motion. Brian agreed. Wendy was the second. All in favor = 9, No = 1. Barbara presented her viewpoint. She felt that we are being premature with this document to vote on it as we have not covered the document in its entirety. Second vote was taken.**

**Wendy called time. Kimberly C motioned for 10 minute extension. Krista was the second.**

**All in favor = 6, No = 1. This motion carries.**

**Wendy called time. Wendy motioned for 4 minute extension. Jim R was the second.**

Next step is to post this on the website for group viewing and then to revisit document with group comments. Two weeks on the website was the initial suggestion then it was also suggested that seven days is a sufficient amount of time. The group decided to meet in the middle. This will be a 10 day comment period which starts Sept 23 and will end on October 3. The feedback will be gone over and then it will be decided on how to proceed.

The monthly scheduled business meeting is Monday, October 18. This timeframe allows for a group care meeting prior to the monthly business meeting should the committee decide that is a necessary undertaking

**5. Next steps:** Network directory and organizational chart

**6. Next meeting:** Next meeting will be held on October 6, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Wendy C to adjourn meeting at 10am. Second was made by Jean. Motion passed**. This was followed by the Serenity Prayer.