

# MINUTES SMR Business Meeting Study

June 23, 2023

Attendees: Jim R, Rene, Sarah, Vivienne, Patricia, Boaz

## I. Call to Order: 10:00

Jim R. called to order the initial meeting of the Business Meeting Study Group, on the SMR Zoom account at 10:00 am Eastern, on June 23, 2023. We opened with the Serenity Prayer.

## II. Call to Service

The following attendees offered to be of service as:

Meeting Chairperson - Jim R                      Timekeeper\* - Rene

Recording Secretary - Jim R                      Other\* - [Name]

*\*optional*

(Record the meeting) Not Recorded

## III. Approval of the Minutes

This is our first meeting, so there are no minutes. In the future, minutes will be posted to our website. Participants may read the minutes and voice any concerns.

## IV. Open issues

*We began with an overview of the responses to the Recent Survey (conducted in May)  
Lots of comments regarding our business practices*

### a) The scope of our work

Suggestions: (general headings of topics we may want to consider - editable)

- Business Meeting Script
- Process for proposing new ideas
- Issues about maintaining business focus/ timing discussions
- Safety. Clarity of business routine
- Explore other models of doing business
- Education - Explain how our business meetings operate
- Education - Explain to the newcomer
- Website utilization / polling and voting
- Rules - important
- Accountability for inappropriate behavior
- Business meeting structure / capable leadership
- Review Position Description (GC Chair) / qualifications
- Outline for taking Minutes / creating Agenda

The Business Meeting could be regulated, effective and without surprise

### b) Business Meeting Script Introduction

We explored the  SMR Biz Survey - 1    Survey results

We discussed the concepts of stating the Business meeting purpose and the group's values. This would be in addition to Rules and Guidelines.

V. New business for next meeting

- a) Possibly moving our meeting time to both a weekday and a weekend day
- b) The possibility of having the Self-Care reading on the day of the Business Meeting be the ACA Traditions

VI. Announcements

None.

VII. Adjournment

Motion to Adjourn: Sarah; Rene Seconded

Closing prayer

Next meeting: Tuesday, July 11th, at 9:00 am Eastern, after the morning meeting

Minutes submitted by: Name

Below is an example of a committee calendar. Our information could include events and our communication campaign, among other things.

## Committee Calendar, *for the Ballot Prep Committee of the ACA World Service Organization*

The following is a broad view of the work for the Proposal season for the Ballot Prep Committee. In some instances, the dates are established. In other cases, such as workshops and Town Hall sessions, the dates and times have yet to be determined.

MONTH	Focus Tasks
June/July	<b>Committee Review and Planning</b> Discuss the effectiveness of the previous season and possible improvements Map out and draft a communications campaign for the year ahead
August	<b>Proposals</b> Call for Proposals begins (August 1), BPC available for assistance 'Crafting a Proposal' workshops offered – for questions about the proposal process 1 <sup>st</sup> Workshop – Friday, Aug. 19 <sup>th</sup> , 8pm ET 2 <sup>nd</sup> Workshop – Sunday, Aug. 28 <sup>th</sup> , 1pm ET
September	<b>Proposals</b> BPC available to offer experience and assistance Proposal Submission Deadline (September 30)
October	<b>Proposal Reviews</b> Review submissions. Communicate with proposing groups, suggesting edits and alternatives as needed. Possibly make referrals to the Board or Committees for direct action Final Deadline for edits to Proposal (October 31)
November	<b>WSO Response and Translations</b> Work with the Board and Committees to prepare the WSO Analysis Announce the opportunity for translation groups to participate starting in December

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December    **Translations**  
Due December 31

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January     **The Ballot Published and Town Halls**  
The Ballot of Proposals are published (January 8)  
Groups are asked to begin their discussions of the proposals  
Town Hall sessions are conducted to provide additional proposal information

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February    **Town Halls and Voting**  
Town Hall session(s) continue  
Voting begins (February 15)

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March       **Voting**  
The voting ends (March 31)

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April        **The Results**  
The results of the voting are published in the first week of April

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