

MINUTES SMR Business Meeting Study

Sunday, Oct. 8, 2023

Attendees: [12] - Jim R, Boaz, John J, Brooke, Chris, Karen, Kathy, Lisa M, Rene, Sarah, Stephen, Vivienne

01. Call to Order [9:06]

Jim R called the meeting of the Business Meeting Study Group, on the SMR Zoom account, on Oct. 8th, 2023.

We opened with the Serenity Prayer.

02. Call to Service (*The following attendees offered to be of service*)

- a. Meeting Chairperson - Jim R
- b. Recording Secretary - Jim R
- c. Timekeeper - Boaz
- d. Other (*optional*) -

(Record the meeting) **Not Recorded**

03. Statement of Purpose [read by Boaz]

*We meet to discuss the various topics related to the business practices of the Strengthening My Recovery ACA meeting group. Our **GOAL** is to recommend to the meeting membership, for approval, standardized practices for conducting our business. All members are welcome to participate.*

04. Comportment Agreements [read by Vivienne]

- Raise hands to be recognized to speak
- Priority is given to those who have yet to speak
- **Limit yourself to speaking for no longer than 2 minutes**
- If a point has been made, ask yourself if it needs to be repeated
- Be mindful - do not distract others with written chats
- Anyone recognized and holding the floor may make a motion
- The Chair may ask if anyone has a motion around an issue
- We will have one minute of silent meditation after a motion has been seconded and discussed, just before voting
- A motion passes with a simple majority (50% + 1)
- We note those participants who voted in the minority and up to three of those members may offer an opinion. If anyone in the majority chooses to change their vote, another vote is taken - asking whether there should be a revote. A revote is final.
- A participant may ask, at any time, to have the Agreements read or may call for a one minute silent meditation break

05. Approval of the Minutes - Approved without objection

The minutes have been posted to our website. They are found at:

<https://www.acamorning.org/study-business-meeting-practices/>

The minutes will not be read into the record. Participants may read the minutes and be prepared to voice any concerns.

NOTE: The Minutes from Wednesday are being prepared by Veronica and have not yet been posted to the website. It was explained that at the last meeting we moved to accept the the Statement of Purpose and the Comportment Agreements.

It was noted that the website language does not mirror our Statement of Purpose and that the webpage copy could be adapted accordingly. Great idea, with no objections.

Suggestion was made that a limit to speaking time - 2 minutes - be added to the Comportment Agreements. All approved (see above).

06. Open issues (*Old Business*)

a. **Current Need for SMR Business Meeting Chair** - Priority Item

- i. In November there will be a vote for a variety of Trusted Servants, including a Business Meeting Chair or CoChairs.

Discussion arose around the timing of this vote (ideas begun in an email). Agreed to vote for Chairs in December

- ii. Look briefly at developing a revision to bring to an SMR Business Meeting
**The jist - have the vote for a business chair/cochairs in December,
- AFTER an SMR Group approval of a revised 'position description',
at the SMR Business Meeting, Nov 20th;
- AFTER the Business Meeting Study Group (ourselves) approves of the revision, Nov 1st or 5th;
- AFTER the volunteers, Rene, Vivienne and Jim create a revision that may incorporate comments from the meeting fellowship, completed in October.**

- **Members of this working group and those who have expressed interest will be invited to comment.**
- **Our Mail Chimp service may help inform/involve the larger group as we ask for approval and adoption of the new position description in November**

This timeline was adopted. R, V and J will begin work tomorrow.

- iii. Does anyone here have interest in serving as a Business Meeting Chair?


NOTE: This description could use review and revision. Position Description Doc:

[GC Sec Position Decription - Original](#)

THE FOLLOWING WAS TABLED FOR FUTURE DISCUSSION

- b. **Recommendations.** Can we make some recommendations for the group's new meeting practices? Here are the concepts we determined were important recommendations to develop into proposal-style language:

- i. Maintain a 1 hour meeting limit. (Possibly 30 -20 minutes?)

- ii. Behavioral agreements. (assistance from the Safety Group)
- iii. Forgo the newcomer session on the day of the business meeting
 - 1. Address the newcomer in the script
 - 2. Offer options
- c. **Purpose.** Question was raised around the purpose of a business meeting. A member offered a link to a World Service Organization published trifold, titled, Conducting A Business Meeting. Link:
https://adultchildren.org/wp-content/uploads/Literature/Conducting_a_Business_Meeting_EN_US_A4.pdf
To reexamining our recent survey which asked our members for their opinions, both about our business meetings' purpose and about the values we prize as a group, here are the results:  SMR Biz Survey - 1.pdf
- d. **Meeting script.** Adopt an outline for the content of a business meeting.
 - i. The current SMR Business Agenda Outline:
 - 1. Call to Order
 - 2. ACA Serenity Prayer
 - 3. General Guidelines
 - 4. Call for Service
 - 5. Motion to Adopt the Agenda
 - 6. Reading of Traditions and Commitments to Service
 - 7. Approval of Minutes
 - 8. Reports
 - 9. Old Business
 - 10. New Business
 - 11. Announcements and Next Meeting
 - 12. Adjournment and Closing Prayer
 - e.

07. New business

- a.

08. Announcements

09. Adjournment [10:10]

Motion to Adjourn: Vivienne Seconded: Lisa M

Closing prayer

Next meeting: Wednesday, Nov 1st, at 9:00 am Eastern, after the morning meeting.

Minutes submitted by: Jim R