

MINUTES SMR Business Meeting Study

Wednesday, Oct. 4, 2023

Attendees: [15] - Angela, Shana, Boaz, Kate NC, Sarah, Michele, Dominic, Karen C, Eric R, Katerine T, Brooke B, Vivienne, Sara L, Veronica K., Jim R

01. Call to Order [9:00]

Jim R called to order the meeting of the Business Meeting Study Group, on the SMR Zoom account at 9:05 am Eastern, on Oct. 4th, 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 - Veronica
- c. Timekeeper* - Kate
- d. Other* - [Name]

**optional*

(Record the meeting) **Not Recorded**

03. Statement of Purpose

NEW - To be composed and added for focus, clarity, and especially for newcomers to the Business Meeting Study

04. Meeting Guidelines - (Comportment Agreements)

NEW - Undiscussed, and needed, a brief statement reminding members how this gathering's members will conduct themselves. To be determined.

In discussion:

I. Meeting guidelines requested

A. 2 minutes

B. Raise your hand

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.

06. Open issues (*Old Business*)

a. Norms for the Study Group:

*Note: This was placed ahead of other items as it pertains to the health and unity of **THIS** group*

- i. Formal adoption of a 'Purpose' statement for this Study Group

Paraphrased from the Acamorning website:

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. (Reading timed to less than 30 seconds)

In discussion:

Boaz added to not include "we all hope...that our thoughtful recommendation will be adopted.

Tanya said it sounded a bit leading to say "will be adopted." Implied that one must adopt what is suggested or is leading.

Point made: group needs to be respected, all to be mindful, not write in chat and distract.

However, disruptive definition seemed over much to be specified in great detail. There has not been any disruptiveness in these meetings, Boaz brought up.

There was a discussion that the original wording injected the idea of disruptiveness and we do not need to police others or make a scapegoat and then "protect' everyone else here.

Shana suggested that "will be taken into consideration" was not so leading. Or "handing it over for consideration."

It was said that making a suggestion already means it is meant for consideration.

Katherine from TX thought the initial wording in the motion sounded codependent.

Jim edited the motion (above) and it was approved for formal adoption

- ii. Formal adoption of a set of 'Comportment Agreements' outlining our Study Group meeting practices and norms.

Possibilities:

Comportment Agreements:

- 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 to distract others with written chats
- ~~Disruptive participants (as outlined below ?) will be asked to be silent and may be asked to leave the meeting.~~
- 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
(Reading timed to about 1 minute, 30 seconds)

In discussion:

of study group practices and norms on rules and guidelines for the comportment agreement on how we behave in business-group conscience setting.

As noted above, the point about disruptive participants was stricken. A 2-minute speaking limit was included.


The Motion to adopted the Comportment Agreements was carried without objection. The vote was final.

THE FOLLOWING WAS TABLED FOR FUTURE DISCUSSION

- b. **Current Need for SMR Business Meeting Chair** - Priority Item
In November there will be a vote for a variety of Trusted Servants, including a Business Meeting Chair or CoChairs. We can look briefly at the service position description and discuss whether anyone might be interested in serving.
Position description - <https://www.acamorning.org/group-conscience-secretary/>
NOTE: This description could use review and revision.
- c. **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
- 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. **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

07. New business

- a. **Continued Surveying.** Would polling the SMR membership be part of the process? Discuss our opportunities to continue surveying our members.

08. Announcements

09. Adjournment

Motion to Adjourn: Seconded:

Closing prayer

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

Minutes submitted by: Veronica K., with assistance from Jim R

BUSINESS MEETING AGENDA OUTLINE WORKSHEET

<https://www.acamorning.org/our-meeting/minutes-agendas/>

The current SMR Business Agenda:

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