

Minutes SMR Business Meeting Study

Wednesday, Nov. 1, 2023

Co Chairs - Jim R, Vivienne, Lisa G

Attendees: [Began with 35, approx]

01. Call to Order [9:00]

Jim R called the meeting of the Business Meeting Study Group, on the SMR Zoom account, on Nov 1st, 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 - Stephen
- d. Other (*optional*) -

(Record the meeting) **Not Recorded**

03. Statement of Purpose [read by Vivienne]

*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 Cliff]

- 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. Adoption of the Agenda

Motion to Adopt: Stephen; Second, Vivienne - carried unopposed.

- a. Approval of the Minutes
- b. Open Issues (*Old Business*)
 - i. Business Meeting Chair / CoChairs Position Description
 - ii. Recommendations
 - 1. Business Meeting time limit
 - 2. Behavioral Agreements
 - 3. Changes to the SMR format on Business meeting days
 - a. Newcomer Session
 - b. Self-care reading**
 - iii. Purpose
 - iv. Business Meeting script

06. Approval of the Minutes

Participants were asked if they wanted revisions to the Minutes. We glanced at the link below.

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.

07. Open issues (*Old Business*)

We moved on to the Business at hand. We agreed to look at our 'time' at 45 minutes after the hour; whether to extend.

a. The NEW SMR Business Meeting Chair / CoChairs Position Description

- i. Review and approve of the new description. This will be brought to the November Business Meeting for Group members to approve. With a revised document we will find our CoChairs in December.

We looked at the first draft of the revision, which was developed by the sub-group. There were a few sections that needed further clarity. The Group went through the entire document making improvements. The final version of the Position Description was approved to bring to the SMR Business Meeting as a recommendation for acceptance.

Our discussion turned to introducing the new Position Description, as well as the invitation to consider taking on the service role. We felt it would be worthwhile to:

- Utilize our website, in particular the Latest News
- Send a direct email to members
- Organize a Town Hall to facilitate discussion and learning

A sub-group was created to direct these efforts, the initial group being Boaz, Vivienne, Jim and BonnieLee. Others are welcome.

Motion was made to set the date of a Business Meeting Study Group 'Town Hall' to discuss the position of Business Meeting Chair. The date was set at December 3rd

Note: the meeting was extended by agreement to 15 minutes after the hour (75 minutes total) in actuality we continued till about half passed the hour

- ii. Does anyone here have interest in serving as a Business Meeting Chair?
This was not addressed.

NOTE: The old Position Description:

<https://www.acamorning.org/group-conscience-secretary/>

and the **final version of the new Position Description:**

[Position Description Revision - Biz Mtg Chair 23-10](#)

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

08. New business

a.

09. Announcements

A final order of business - our next meeting. Since there is an election planned for Sunday, we decided to skip our next meeting, which would have taken place at the same time. Rather than reschedule, we will next meet on the first Wednesday of next month, and the subsequent Sunday, as is our custom. In this case, December 6th and the 10th.

10. Adjournment [10:25ish]

Motion to Adjourn: Vivienne Seconded: Boaz

Closing prayer

Next meeting: Wednesday, Dec. 6th, at 9:00 am Eastern, after the morning meeting.
Minutes submitted by: Jim R

Motions:

To adopt a revised version of the Business Meeting CoChairs (formerly GC Secretary) position description for recommendation to the SMR membership.

To hold a Town Hall Meeting on Dec 3, as part of an informational campaign.