

Minutes SMR Business Meeting Study

Sunday, Dec. 10, 2023

Co Chairs - Jim R, Vivienne, Lisa G

Attendees: [Began with 17 members present]

01. Call to Order [9:05]

Jim R called the meeting of the Business Meeting Study Group, on the SMR Zoom account, on Nov 1st, 2023. We met in a Breakout Room.

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 - Anne
- d. Other (*optional*) -

(Record the meeting) **Not Recorded**

03. Statement of Purpose [read by Becca]

*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 Michele]

- 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: Boaz; Second, Vivienne - carried unopposed.

- a. Approval of the Minutes
- b. Open Issues (*Old Business*)
 - i. 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
 - ii. Purpose
 - iii. Business Meeting script

06. Approval of the Minutes

Approve: Michele, Seconded, Terry - approved

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*)

NOTE: We looked at the following outline of our tasks in the year ahead. We are tasked with making recommendations for the group's new meeting practices.


- a. **Logistics.** Here are the issues we determined were important to develop into recommendations:
 - i. Maintain a Business Meeting time limit. (1 hour?)
 - ii. Behavioral Agreements. (assistance from the Safety Group)
 - iii. TIMING:
 - 1. Which Day? (This may already have been agreed upon)
 - 2. Forgo the newcomer session on the day of the business meeting?
 - 3. Self Care reading on the day of the Business Meeting - the Traditions or the Concepts of Service.
 - 4. Address the newcomer in the script
 - 5. Offer options - Breakout Room
- b. **Purpose.** Develop a Statement of Purpose

Question was raised around the purpose of a business meeting.

Link to an ACA World Service Organization trifold *Conducting A Business Meeting*.

https://adultchildren.org/wp-content/uploads/Literature/Conducting_a_Business_Meeting_EN_US_A4.pdf

Link to 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:

 SMR Biz Survey - 1.pdf

NOTE: Suggestion was made to address the Purpose before the Logistics

- c. **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

General Discussion:

We began to look at the Business Meeting Statement of Purpose

08. New 'OLD' business

The Group was refocused on the topic of the Business Meeting Cochairs Position Description for which we held a Town Hall open discussion on Dec 3rd. The plan, agreed to weeks earlier and reminded to us by Boaz, was that we would take efforts to bring before the membership for adoption at the December Business Meeting, a revised Position Description so as to be ready for election of Business Meeting Cochairs by the start of the New Year.

We looked at the Minutes of the Town Hall Meeting.

- **Is the Description ready to be brought to the December Business Meeting?**
Ans: Yes. We will ask for an up or down decision. If voted down, then it's back to the drawing board. We will not be editing the document during the business meeting.
- **Who will bring the Report and the Motion to Adopt the Description?**
Ans: Jim R. We are asking for Also, a blurb will be drafted and sent to Joy for publication in the December Newsletter.

NOTE: Mention was made in the Position Description of the WhatsApp Group where Trusted Servants are able to communicate, quickly and effectively.

09. Announcements

10. Adjournment [10:05]

Motion to Adjourn: Seconded:

Closing prayer - Boaz

Next meeting: Wednesday, Dec. 6th, at 9:00 am Eastern, after the morning meeting.

Minutes submitted by: Jim R

Motions: