

MINUTES OF THE CENTRAL SERVICE COMMITTEE MEETING
HELD AT LEVEL 1, 36 CHURCH ST, RICHMOND, VICTORIA
ON TUESDAY 12th NOVEMBER 2019 AT 6:30PM

PRESENT:	Lena B (Chair Designate), John W (General Secretary), Jason M (State Trustee), Gail O’C, Sandy P, Scott P, Peter McK, Louise P, Sandy P, Scott P, Cam B, Garry Mc, Darryl V, Kerry B.
OPENING REMARKS:	Lena (Chair) thanked the members rotating off the committee for their service and welcomed our new committee members Cam B, Garry Mc, Darryl V and Kerry B.
APOLOGIES:	Trevor T and Steve C.
READING OF THE OBJECTS FROM THE PLAN OF PROCEDURE.	
BUSINESS ARISING FROM PREVIOUS CSC MEETING:	The Minutes for the Central Service Committee (CSC) meeting of the 8 th October 2019 were received. There was no business arising. Moved Scott P, Seconded Gail O’C that the Minutes of the 8 th October 2019 CSC meeting be adopted. Carried.
GENERAL SECRETARY’S REPORT:	<p><u>Update GSB/AA Victoria Reconciliation.</u> For the benefit of our new committee members, we sent a letter to GSB updating them on progress that the Committee and RUSVIC had made to date regarding GSB’s concerns with clauses in the RUSVIC Memorandum of Association detailing how RUSVIC should manage donations, bequests and gifts. Please understand that a company Memo and Articles of Association are legal documents and any proposed changes must be subject to legal advice. Our original pro bono legal counsel withdrew his offer of service. We now have the services of a solicitor, Mike H. Yesterday I mailed him the document pack and he has undertaken to review the possible impacts of the existing clauses versus removing the clauses as GSB wants versus substituting our proposed amendment. Mike intends to provide written advice as expediently as time allows. <i>The State Trustee provided the new members of the committee with a brief background of the current GSB / AA Victoria reconciliation efforts.</i></p> <p><u>Optus Multi-line installation saga.</u> After 10 months the saga of porting our telephone and internet account from Telstra to Optus is complete. We now have a robust internet based call-forwarding facility to support our 24-hour Help-line. Optus agreed credit us \$1890 compensation being the difference between what we paid Telstra and what Optus would have charged us for the period.</p> <p><u>Bequests and Donations.</u> In the last quarter your Central Service Office has received a very generous bequest for \$18,762 and an anonymous donation for \$2,000. Both conform to the requirements of Clause 12 of Plan of</p>

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Procedure and we have been able to ascertain beyond reasonable doubt that both were contributions from AA members.

TREASURER'S REPORT:

The FY19 Financial Review Report has been received from the accountants. The report indicates that for the Financial Year 2019 AA Victoria has shown a modest change in our cash position of \$25,733. Accountants Conclusion of Financial Review Report FY19. "Based on our review, which is not an audit, there is nothing has come to our attention that causes us to believe that the financial report of the association is not in accordance with the special report requirements and the accounting policies outlined in note 1 to the financial statements."

The committee reviewed the FY19 Financial Review Report and found it satisfactory. Moved Louise P, seconded Darryl V that the FY19 Financial Report be accepted. Carried.

The cash position of the Office is shown in the table below.

CASH ACCOUNTS @ 08/11/19	SUB-TOTAL
CSO Trading Account	\$6,382
Prudent Reserve	\$20,540
Events Fund	\$4,210
Cash on Hand	\$610
TOTAL Available Cash	\$31,742.00

FY20 Year-to-Date has seen 120 groups in Victoria contribute \$30,933 towards helping your Central Service Office carry our Message of Hope to the alcoholic who still suffers. The Members Contribution Club also contributed \$6,208. Below is the Aged Receivables Summary Report.

Aged Receivables Summary					
As of 08 November 2019					
Name	Total Due	0 - 30	31 - 60	61 - 90	90+
NOV 19 Total:	\$10,564	\$5,072	\$2,721	\$522	\$2,248
NOV Ageing Percent:		48%	26%	5%	21%
JULY Total:	\$10,292	\$4,766	\$656	\$1,628	\$3,242
JULY Ageing Percent:		46%	6%	16%	32%

Attachments:

- YTD Surplus + Deficit Report
- YTD Group Contributions Report

Moved Sandy P, seconded Scott P that the General Secretary and Treasurer's reports be accepted. Carried.

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<p>STATE TRUSTEE REPORT:</p>	<p>Firstly a big thank-you to John and the team of volunteers for the continued support of the office to ensure we are able to continue to carry the message via the groups to the still sick and suffering alcoholic.</p> <p>Since we last met RUSVIC has met twice (both times achieving a quorum) first regarding the extra ordinary meeting to action the resolution of the delegate body regarding reconciliation and secondly our quarterly scheduled meeting. During these meetings we discussed and agreed unanimously to move forward with draft wording as directed by the AA Victorian Delegate Body on Sunday 11th August 2019. The wording is currently under review via legal connections and an update will be communicated to the CSC for communication to the GSB. We also locked in the annual AGM to take place on Thursday 21st November 2019 at 6.30pm. It should also be noted that the RUSVIC members are fully behind the reconciliation process and look forward to a unified approach to our primary purpose.</p>
<p>PORTFOLIO REPORTS:</p>	<p>Events Sub-committee – Sandy P.</p> <p>AA Victoria is putting on a 2nd Mindfulness and Meditation workshop, on Sunday 24th November at the Gratten Gardens Community Centre. 2 AA members also qualified in meditation and mindfulness share their experiences and show how to begin to practice the processes.</p> <p>We have also held a Silent Auction for a painting which was donated by a member Mark D from Prahran Sunday Recovery to raise money for Christmas day at the Gahan Centre. At the time of writing this report the bid is at \$500. Not only is Mark stoked, we also are very grateful for the support given to the auction and the funds raised which will be put towards purchasing food on the day. Thank you too many of the groups which have already sent in contributions for the day, approx. \$1250 worth. Some groups and members have donated directly to raffle ticket sellers instead of buying a ticket. Hopefully you would have seen members selling tickets at various meetings. If you would like to be involved in selling raffle tickets at the meetings you go to please see myself or Gail and we can help organize it. There are some fantastic raffle prizes which have been donated and purchased, these include a Delonghi kettle and toaster, Sony speakers, a portable DVD player, JB Hifi vouchers, Woolworths and Coles/Myer gift-cards and more.</p> <p>Last year approximately 160 people attended throughout the day, many helping with food preparation, setup and the tiring pack up at the end. If you or anyone wishes to be involved contact Central Service Office. Here's hoping for another very merry Christmas.</p>

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	<p>Hospitals & Rehabs – Trevor T. The Facility rosters are all adequately staffed at present, with cycle of visits ranging from 6 to 9 weeks. Oznam House rosters have been disrupted since the expansion of the facility from 30 to 130 beds. Management has still not responded to approaches by Peter B. Gaps in rosters are generally filled, by canvassing the existing rostered members to suggest any appropriately experienced members to fill gaps as they arise. Some additional volunteers can usually be slotted in, provided they have a sound sobriety and are ready to make a commitment to regular service.</p> <p>The NEWS – Louise P. I am happy and grateful to report we are now receiving at least one article for the News from local members. This is really heartening, together with receiving art work as well. This has been used on the covers of recent copies of the News. In addition, we are planning to reprint articles from local members going back to the 1980's. We are also continuing to print transcriptions of shares at our last Founders Day.</p> <p>Moved Gail O’C, Seconded Kerry B that the State Trustee and portfolio reports be accepted. Carried.</p>
CORRESPONDENCE:	<p>The report from Mordialloc Friday Morning re Traditions & AA Events was carried over to General Business. Moved Cam B, Seconded Sandy P that the correspondence be accepted. Carried.</p>
GENERAL BUSINESS:	<ol style="list-style-type: none"> 1. The Chair raised a concern that we appeared to be struggling to keep the various rosters for hospitals and rehabs sufficiently covered. It was agreed that Peter B should be approached to ascertain the extent of the problem and that the committee members actively plug this as a service. 2. A spill of committee portfolios was conducted so that existing and new committee member experience and preferences could be addressed to best advantage. After considerable discussion the new committee was settled. A new shared portfolio was created for Revenue Planning, the Prisons Portfolio was re-named the Prisons Intergroup Liaison and the PI and Country Liaison portfolios are now shared. As an interim measure the Treasurer’s responsibilities are covered by the Revenue Planning members. The Events portfolio remained vacant although Sandy P undertook complete organising the Gahan Xmas Lunch. A complete list of portfolio allocation is attached.

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	<p>3. The committee considered the report (Item 32 of Correspondence) which the Mordialloc Friday Night Group had tabled without notice at the November Delegates meeting. The committee agreed that the report failed to make a clear linkage between the quotes from the Traditions (long form) and the flier promoting a Mindfulness and Meditation Workshop thus making it difficult for the reader to understand the issue. The committee felt that with the benefit of hindsight, in the future it might be beneficial to have a third party proof read event fliers in order to minimise any perception that Traditions may in some way be compromised.</p> <p>In the spirit of harmony, the organisers of the Mindfulness and Meditation Workshop made the decision to cancel the event for this year.</p>
<p>VALES:</p>	<p>Ken Blyth (Camberwell), Peter Fox (AA), Alan (Croydon & Bayswater), Sinikka H (Glenroy & Reservoir), Terry Langdon (AA)</p>
<p>CLOSE:</p>	<p>There being no further business the Chair thanked all present for their participation and declared the meeting closed at 8pm.</p>
<p>Lena B. CSC Chair</p>	<p style="text-align: right;">Jason M. State Trustee</p>

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Surplus & Deficit Statement				
July 2019 To October 2019				
Income				
Donations (income)			\$31,269.87	
Members Contributions			\$8,058.50	
Bequests (Deceased Estate)			\$18,762.71	
Prison Literature Fund			\$17.65	
Literature				
Conference Approved Stock	\$17,256.90			
Non-Conference Approved Stock	\$11,153.40			
News Group	\$6,320.00			
Total Literature			\$34,730.30	
Fundraisers			\$160.00	
Freight & Postage			\$2,106.81	
Misc/Group Rent Assist			\$0.01	
ATO GST Refund			\$16.00	
Total Income				\$95,121.85
Cost Of Sales				
Literature			\$15,751.75	
Lit Stock Take Adjustment			\$5,262.38	
Freight			\$4,171.05	
Total Cost Of Sales				\$25,185.18
Gross Profit				\$69,936.67
Expenses				
Audit & Accounting Fees			\$200.00	
Advertising / Public Info			\$103.68	
Bank Fees			\$25.56	
Bank Merchant Fees			\$143.64	
Computer Expenses			\$857.06	
Dues & Subscriptions			\$179.39	
Electricity			\$1,713.43	
Filing Fees			\$267.00	
Printing & Stationery			\$380.99	
Printing - Rent for Copier			\$1,940.26	
Postage			\$4,317.42	
Rent			\$13,717.62	
Telephone			\$4,832.10	
Salary & Wages				
Salary - General Secretary	\$20,713.86			
Payroll - Admin Wages	\$18,846.00			
Superannuation Expenses	\$3,560.40			
WorkCover	\$487.82			
Total Salary & Wages			\$43,608.08	
Bad Debt			\$1,289.79	
Misc Adjustments			\$63.70	
Total Expenses				\$73,639.72
Net Surplus/(Deficit)				(\$3,703.05)

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Alcoholics Anonymous Victoria			
Group Contribution Report			
July 2019 To October 2019			
	Name	Quantity	Amount
	AA ARTS CENTRE	1	\$96.00
	AA CITY SATURDAY GROUP (MELB)	1	\$54.05
	ALBURY STEPS, Thursday	1	\$6.70
	ARCH TO FREEDOM Blackburn	2	\$399.35
	ASHBURTON WEDNESDAY	5	\$355.55
	ASHBURTON WOMAN'S RECOVERY	4	\$348.90
	BAIRNSDALE MONDAY NIGHT	1	\$200.00
	BALLARAT MINI GALLERY	1	\$200.00
	BAYSWATER MONDAY STEPS	1	\$200.00
	BEECHWORTH ABSI	2	\$371.05
	BERWICK WED NIGHT	2	\$177.15
	BLACKBURN STH TUES	2	\$772.00
	BREAKFAST WITH BILL—St Kilda	4	\$261.00
	BRIGHTON	2	\$534.00
	BUNDOORA DISCUSS - Tuesday	1	\$100.00
	BURWOOD GROUP (Charles Street), St Faiths	1	\$57.00
	CASH SALE	1	\$4.00
	CASTLEFIELD @ Hampton Sunday 11am	3	\$443.55
	CASTLEMAINE SUNDAY	1	\$40.00
	CENTRAL SERVICE COMMITTEE	3	\$110.50
	CHELSEA TUESDAY DISCUSSION	5	\$836.90
	COBURG Tuesday	1	\$442.00
	COLAC AA Group	2	\$90.08
	COURAGE TO CHANGE	2	\$144.50
	CRANBOURNE	4	\$443.05
	CROYDON LOG CABIN SUN MORN	1	\$83.00
	DELEGATES MEETING	1	\$320.15
	DOVETON	1	\$515.35
	EAST BURWOOD DISCUSS	2	\$594.00
	EAST RINGWOOD WOMENS-SAT	1	\$150.00
	EASTERN TWILIGHT - WANTIRNA	2	\$160.00
	ECHUCA WED DAYTIME	1	\$350.00
	ELSTERNWICK	2	\$540.05
	EMERALD - Friday Night	2	\$244.25
	ENDEAVOUR HILLS - Thursday	1	\$150.00
	EPPING	1	\$37.00
	ESSENDON	1	\$119.00
	EUROA	4	\$198.00
	FERNTREE GULLY Recovery & Responsibility SAT.	1	\$136.50
	FERNTREE GULLY Thursday 11AM	1	\$96.00
	FIRST FIVE CHAPTERS	1	\$78.00

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FITZROY SAT STEPS	1	\$71.00
FLEMINGTON DISCUSSION	1	\$600.00
FOREST HILL FRIDAY GROUP	1	\$240.75
FRANKSTON BEGINNERS	1	\$300.00
FRANKSTON LUNCH HOUR-TUESDAY	1	\$250.00
FRANKSTON NORTH PINES BIG BOOK STUDY-Monday	1	\$300.00
FRANKSTON RECOVERY TWILIGHT	1	\$300.00
FRIENDS of DOROTHY	2	\$532.20
FRUITS OF RECOVERY	1	\$831.33
GALLERY GROUP	1	\$200.00
GEELONG INTO ACTION	1	\$49.50
GEELONG SUNDAY NIGHT RECOVERY	2	\$400.00
GEELONG YARRA ST BEGINNERS - Monday	1	\$100.00
GLENHUNTLY GROUP	1	\$320.00
GLENROY TWILIGHT	1	\$292.00
GREENSBOROUGH	1	\$51.05
HAMILTON GROUP	2	\$96.60
HARMONY GROUP	1	\$92.00
HEATHERTON GROUP @ Cheltenham (Wed)	1	\$162.00
HOBART THURSDAY CITY, TASMANIA	1	\$250.00
HURSTBRIDGE RECOVERY	2	\$200.00
KANANOOK GROUP	1	\$68.75
KEEP IT SIMPLE	2	\$87.05
KILMORE	1	\$235.50
LAKES ENTRANCE	1	\$482.00
LITTLE MALVERN	1	\$433.50
LOCH	1	\$200.30
McCRAE FRIDAY 1305	2	\$173.00
MELBOURNE MEN'S GROUP	5	\$409.31
MELTON-consolidated	1	\$150.00
MINDFULLNES MEDITATION WORKSHO	1	\$535.00
MOORABBIN - MCKINNON LIVING SOBER	1	\$150.00
MORWELL SUNDAY	1	\$25.45
MURRUMBEENA MONDAY GROUP	2	\$100.00
MYRTLEFORD	1	\$450.00
NEW NORFOLK WEDNESDAY	1	\$50.00
NORTH MELBOURNE SUNDAY	2	\$913.55
NORTHERN SHIRE (CARLTON) MENS THURS	1	\$80.00
OAKLEIGH	2	\$642.30
OCEAN GROVE DISCUSSION	1	\$300.00
PAKENHAM WED	1	\$489.50
PARENTS IN RECOVERY BERWICK	3	\$300.00
PAST SEVEN DAYS	1	\$45.80
PAYNESVILLE WEDNESDAY	1	\$12.00
PRAHRAN LGBTIQ GROUP	1	\$50.00
PRAHRAN RECOVERY THEMES	4	\$1,468.88
PRAHRAN TWILIGHT	1	\$35.00
PROGRESS NOT PERFECTION	1	\$720.00

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RECOVERY HOUR @ HAMPTON	1	\$146.00
RELAPSE PREVENTION GROUP	2	\$118.00
RESERVOIR	1	\$476.00
RICHMOND MEN'S GROUP	1	\$50.00
ROSEBUD DISCUSSION-Tuesday	1	\$192.00
ROSEBUD FRIDAY NIGHT	2	\$320.45
ROWVILLE JFT	2	\$162.00
ROXY SAT DAILY REFLECTIONS	1	\$192.00
RUSVIC Board Meetings	2	\$65.05
RUTHERGLEN ABSI	1	\$100.00
SALE RECOVERY THURS	5	\$62.00
SEAFORD WEDNESDAY	2	\$1,017.50
SERENITY NOW	1	\$136.77
SEYMOUR	1	\$437.00
SORRENTO SATURDAY NIGHT	1	\$86.00
SOUTHSIDE	1	\$232.00
SPOTSWOOD	1	\$183.50
SPRINGVALE	2	\$428.50
ST ALBANS ID	2	\$180.20
ST KILDA BEGINNERS	1	\$41.50
ST VINCENTS BEGINNERS - WEDNESDAY	2	\$247.40
STAWELL SUNDAY	1	\$18.00
SUNBURY FRI & WED COMBINED	1	\$57.00
SWAN HILL RECOVERY	1	\$100.00
TECOMA GROUP	1	\$196.00
TEMPLESTOWE	1	\$194.90
TRARALGON B 2 B	1	\$181.50
TWELVE & TWELVE AT TWELVE - MORNINGTON	1	\$187.45
WANGARATTA DAYTIME FRI	2	\$340.00
YARRA GLEN RURAL REC - CLOSED	1	\$81.00
Unknown	1	\$60.00
GROUP CONTRIBUTION Total:	186	\$30,993.67

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CENTRAL SERVICE COMMITTEE	
PORTFOLIO ALLOCATION	
As at 12 th NOVEMBER 2019	
NAME	PORTFOLIO
Lena B	Chair
Louise P	Vice Chair
	Treasurer (VACANT)
John W	General Secretary
Jason M	State Trustee
Peter McK	Revenue Planning Co-ord (Shared)
Cam B	Revenue Planning Co-ord (Shared)
Sandy P	P.I. / Country Liaison (Shared)
Gary McK	P.I. / Country Liaison (Shared)
Scott P	Prisons Intergroup Liaison
Darryl V	Hospitals & Rehabs
Kerry B	NEWS Group Liaison
	Events Co-ord (VACANT)