**CENTRAL SERVICE COMMITTEE MEETING**

**United Memorial Church**

1. **Young Street, Halifax**
2. **Welcome and Open:** Meeting opened by Foster L. at 7:00 p.m. with a few moments of silence followed by the Serenity Prayer. All were welcomed to the June CSC meeting.
3. **Call for Items to be added to the agenda:** Need to add to Old Business– Election of Co-chairs for Entertainment and Phones.
4. **Twelve Traditions:** The Twelve Traditions were read by Carol A.
5. **Roll Call:**

***Executive:*** Foster L. – Chair, and Arlene P. – Secretary.

***Committees:*** Michael H. – Hospital Visitation Chair, Samaira G. – Entertaiment Chair, Leah C. – Phone Chair, and Bill P. – Bluenose Bulletin Editor.

***CSRs:***Pedro G. – Atlantic, Rick H. – Highland Park, Ken C. – Keep It Simple, Debbie W. – Downtown Dartmouth, Ken M. – Hubbards, Mary T. – West End Step, Pamela M. – Acceptance, Allan M. – Sunrise, Garry M. – Second Chance, Carol A. – Cole Harbour, Sarah S. – Living in the Solution, and David C. – St. Margaret’s Bay.

***Alt-CSRs:*** Peggy A. – Colby Village BBS

***Double Duty:*** Heather L. – Web Admin. / CSR Back to Basics, Evan McF. – Literature Chair / Four Seasons CSR, and Heather C. – Phones Co-chair / Alt.CSR Four Seasons

***Others:*** Cathy MacN. – District 2 Alt.-DCM, and Ferne McC. – observer.

1. **7th Tradition:** $37.80 collected, taken by Foster L.
2. **Minutes Approved from Previous Meeting:** Errors – Entertainment Report – it should have read Tom P. instead of Mike (Pg. 4 of 6). In the Website report – it should have read “continued to grow” instead of “continued to group” (Pg. 3 of 6)

Recommended by approval – Evan.

1. **Reports:**

***Executive:***

**Secretary:** Good evening, everyone. The minutes were completed and on the website in two weeks. I up-dated the contact list the same day that I sent the minutes out for review. Unfortunately this time, sickness and work commitments were the delays getting the minutes completed. I cannot stress enough the importance of taking good notes while you are at the Central Service meeting in case there is a delay in getting the minutes finished.

Again, no additional information has been sent in from outside sources, so the only additional up-dates to the contact list came from our attendance sheet. **(For those not in attendance of tonight’s meeting - please send in your contact information, especially if you are your group’s representative (CSR, Alt. CSR or contact person.)**

Thanks again to everyone who took time to send in their reports prior to the meeting tonight. I did send out confirmation emails to all who sent in their reports over the last couple of days. Please email secretary.aahalifax@gmail.com if there are any questions pertaining to the minutes. My other contact information is in the Contact List on the AA Halifax website as well as the Bluenose Bulletin.

Yours in service, Arlene P., Secretary

No questions. Recommended for Approval by Samaira.

**Treasurer:** (Absent, report sent in and read by Secretary.) Good Evening, please accept my apologies for my absence for this month`s CSR meeting as my place of employment required my presence this evening, which was non-negotiable.

 This month I met with Evan and we went to the bank as he made a $1000.00 transfer from the Literature account as repayment for inventory from previous months, as indicated on your report. I then transferred $498.40 to the Literature account as part of our Out-reach program; in this case, literature Murdo felt was desperately needed in Nfld. (Remote Communities)

 We began the month of May with an opening balance of $5526.67, Credits - Debits totaled $1593.70 with 2 cheques clearing totaling $206.18 for the AA phones and Church rental leaving the bank total at $6,914.19 with a cheque outstanding for the phones in the month of May for $175.03, leaving us with an Operating balance at the end of May of $6739.16. Prudent reserve accrued $0.13, finishing at $3165.99. Total Available funds on the 31st day of May is $9,905.15.

Yours in Service, Andrew P., Treasurer

Question – pertaining to the amount of monies in available funds. Foster reminded everyone that originally we said that we were going to look at the funds in June. Since there was a surplus, that the amounts that were all ready budgeted to send off for GSO and Area 82 would be honoured and cheques will be written and sent to both this month.

Recommended for Approval by Bill.

**Co-chair:**  (Position vacant at this moment.)

**Chair:** Good evening, May was a relatively quiet month for me. Apart from attending the two district meetings, I had a second meeting with the Webmaster to discuss proposed changes to our website. I am excited about the streamlining and am hopeful the new format, once live, will be well accepted. Our hope is that it will be more user-friendly for both the membership and general public. Heather can explain changes made so far and when we can expect to see more.

I have been attending as many meetings as possible in search of a committee co-chair and am hopeful somebody will step up soon.

I have been advised by our broker that changes are pending for the group insurance policy. Details of what I know to date will be provided under old business.

I have received direct feedback to the changes to the Bluenose Bulletin from many groups and all have been positive; to date, not one negative comment. Thanks to Bill for this initiative.

A special thanks to all of you for the great service you are providing. Do not hesitate to contact me should any of you have questions and please continue to encourage others to become involved in carrying the message.

Yours in service, Foster L., Chair, Central Service Committee

No questions. Recommended for Approval by Pedro.

***Committees:***

**Mid-Winter Round Up:** (Absent, report sent in and read by Secretary.) There is no winter round-up report. There has been no mid-winter meeting since the last CS meeting due to the way the dates fall. Our next meeting is this Sunday, June 7 at 1pm, Club 24. We are still looking for volunteers to fill positions. My attendance at tonight’s meeting is contingent on my work schedule.

Jacqueline K, Chair of 2016 Mid-Winter Round-up committee

Recommended for Approval by Michael.

**Webmaster/Website/Email:** We had 2,029 visits to the web site in May. Top pages continue to be the Meeting List and Newsletter, followed by Events, the AA Halifax Contact Us page and the Detox Schedule.

Our subscriber list continues to grow. An additional 11 people subscribed last month for a total of 480 subscribers receiving the monthly e-mail with links to the meeting list, newsletter and other areas of the web site.

I updated the Community Liaison web page to add Donald R. as co-chair of CPC.

I had a second meeting with Foster on May 20th to review proposed changes to the web. I have made many of the changes which mostly involved a re-arrangement of the three menus; the two at the top and the General Information side menu.

The intention is to make the top-most menu contain links for the public: I Need Help, Community Liaison and Contact Us, which is now a drop down menu with links to pages that were already in the menus but as separate links: AA Halifax Contact, Central Service, District 1&2, Area 82, GSO, CSC contact list and Web Administrator. As well a new link “Request a Hospital Visit” has been added. So far this is a link to a page with the email for the Chair, but the page will be enhanced to add a form that AAs can fill-out and which will be emailed to the Chair.

The second top menu contains links meant for AA members: Newsletter, Meeting List, Book of the Month, Order Literature, Events, Group Service Schedules and Service Meeting Minutes and Guidelines. Most of these are simply drop downs of existing pages (e.g. Group Service Schedules is the Weekend Phone, Detox and Forensics pages), and others are links moved from the General Information side menu (e.g. Events). I have created 2 new looking links, Book of the Month and Order Literature, which are 2 pieces of what was the Literature page.

I have more changes left to do and will include those changes in future reports. For example, the same form which we’ll add to the Request a Hospital Visit page so users can submit their request will be added to other pages like the Meeting List so they can submit changes and to the Events page. We’re also looking at possibly updating the look of the web pages (color scheme and image at the top of the page).

I welcome feedback or questions about the changes so far or other ideas you’d like to see on your website. For example, if you are a chair of a committee, do you want an area where you can have news about your committee’s activities posted?

As always, you can reach me via email at webmaster.aahalifax@gmail.com.

Yours in service, Heather L., Web Administrator

Question – pertaining to why the comments are left on the bottom of every page. Are they necessary? The Website Admin is the one who approves them being added to the website, but she (Heather) will look into whether they can be removed all together.

Recommended for Approval by Rick.

**Help Email Co-ordinator:** (Absent, report sent in and read by Secretary.) Good day fellow members, this is an overview about help emails during the month of May 2015.

In total there were 8 emails; however that does not include responses by email or phone calls as well. The emails ranged from those looking to find their first meeting to those looking specifically at meetings geared toward LGBT. We also received a request from Success College looking for a guest speaker from AA. That email was forwarded along to the PI committee.

Hope this information proves helpful. Do not hesitate to contact me with any questions, concerns, or queries.

Also, as mentioned in last month's report, I have found a backup for the help emails, but he is unable to attend the June meeting because of a work commitment. We will aim at introducing Rich to Central Service at some point over the summer months.

Thank you for allowing me to be of service.

Kind Regards, Carol-Anne D., Help Email Coordinator, AA Halifax/Dartmouth, Area 82

902-407-5955

Recommended for Approval by Samaira.

**Hospital Visitation:** Carried out audit of website pertaining to the Hospital Visitation. Found it difficult to navigate website to find pertinent HVC info to request visitation. Discussed with website administrator Heather L. possible changes. The end result was excellent. Hospital Visitation website changes have made easy access to those requesting visitation, taking the guess work out of last names, hospital etc. It is worth mentioning that Heather L.’s selfless work is a large part of the solution for making the website user friendly. Much thanks.

New Business - Meeting with Leah, Phones Chairwoman.

1. Discuss if current list of 12 step personnel is willing to play second roll as hospital visitation call out list.
2. Audit Phone SOP. The goal is to ensure that if people requesting hospital visit have chosen to give information over the phone, that the phone volunteers will have guidance that can link the request to the HVC website dropdown.

Humbly yours to consider, Mike H., Chairman Hospital Visitation Committee.

Question – pertaining to whether or not there was a phone number for the Hospital Visitation Chair available? Yes there is, but as was discussed last month, all references for the Hospital Visitation Committee will have the AA phone line number listed and then the Phone committee will contact the Hospital Visitation Chair directly.

Recommended for Approval by Mary.

**Telephone**: Good evening everyone, I would like to report that Laura E. informed me that she has to step down as phone Co-chair effective immediately due to her busy life schedule. I would ask that you announce at your meetings that we are in need of a Co-chair and ask anyone interested to contact me for any information they may need in regards to the position and to come to the next Central Service visit and put their name forward.

Everything else is going well. I am pleased to say that two members have stepped up to volunteer for the daytime phones which bring the amount of daytime volunteers to 9.

As it was discussed and decided at the April 2015 meeting that the phone number for Hospital Visitation be changed to list the AA phone number, I have been discussing with Mike H.-Hospital Visitation ways that we may be able to work together in regards to making things easier for Hospital Visitation. As Mike is having a hard time getting volunteers for his Hospital Visitation list, I suggested the possibility of the phone committee contacting the members on the 12 step list to see if any of them would be interested in having their name added to the hospital visitation list as well. If we even got a few members from the list it would be a huge help to Mike. The phone recently had a request from Sagewood Nursing Home in Sackville to have people visit a member who is a resident, and that was passed to Mike, which I believe he is working on.

Thank you, Leah C., Phone Committee Chair

Question – pertaining to whether or not the binder had the Hospital Visitation phone number in it. They are in the process of up-dating the binder.

Recommended for Approval by Ken.

**Newsletter:**

1. The Bulletin was posted on May 31, 2015.
2. The Committee exercised a dollop of compassion for late notices.
3. The Committee awaits responses from groups in light of the change in format.

In Service, Bill P., Bluenose Bulletin Chair

Question – Why is the Contact List missing from the Bluenose Bulletin? It was removed to help shorten the length of the bulletin (pages) and they were also waiting for up-dated contact information. Comments were that folks loved the new layout and size, but they would like to have the Contact List re-instated.

Recommended for Approval by Samaira.

**Entertainment:** (Samaira was present and gave a report, but no report sent in.)

Secretary Note: Question from Samaira to CS table re: Venue for New Year’s Eve Dance - does it have to be at St. Teresa’s? The hall costs $500 to rent for one night and she would like permission to look for something more reasonable. Comments were that it would be nice to find an accessible location as well as lowering the cost for tickets I.e.: the cheaper venue would reflect in cheaper ticket prices.

Recommended for approval by Carol.

**Literature:** Good evening all, first I’d like to thank Curtis for filling in for me last month in my absence.

It has been a fairly busy month for literature. I received and filled orders from numerous groups and delivered literature that was on back order. I may be over-stating a little since I haven’t been here in two months, but it has been quite steady. The book of the month has been a novel idea with April’s being a big hit. I have mostly been selling them at meetings when I announce it which is fine. Nobody seems to call about the book of the month. I am not saying this is a problem, just an observation. If that book gets sold for someone to read and enjoy through a connection at a meeting, then great.

After speaking with the Early Riser’s Group, I have clarification that there won’t be a literature table at the AA Day. However, we did come up with a list of books they are going to buy to give out for their draws throughout the day.

I have no date yet for a literature day, and I am unsure at this point if I’ll have it. If I do, I am thinking of an afternoon in August. Maybe I could get some more feedback from the table tonight in regards to if it should go ahead, and if so, then it will be in July’s newsletter and I’ll start promoting it. The book order for the Remote Communities shipment has been completed. I received the books I ordered for Murdo and he was able to get them shipped off to the respective communities. I was also delighted to see at AA meetings I attended in and out of the district that there were groups that donated literature themselves to be sent up north to help out. I thought that was a very nice gesture.

As far as the money that was owed back to Central Service from literature because of the error a few months ago, I have started to repay what was missing. On the 14th of May, I transferred $1000 to the Central Service account and will have the rest paid back over the next couple of months. I have been using the proper payment procedure ever since, so there have not been any further mistakes. I apologize again for the error.

Next up - the account information. As of today, the balance in the Literature account is $1213.21, the value of the Literature inventory is $6331.10, and I have one cheque in the amount of $78 that I forgot to deposit. All for a total of $7622.31.

Now, as for the subject of the literature inventory it has been brought to my attention that is quite a bit of confusion regarding the inventory value by some people around the table. I have also heard the idea that the Literature committee has a “surplus”. That is ridiculous and untrue. The amount of the literature inventory that I announce (this month $6331.10) is the value of all the books, pamphlets, etc. that we have on hand. It’s not a surplus. It’s not exorbitantly high. I try to keep every book to a certain level within reason, especially the high selling books such as big books, 12 and 12’s, etc. We have a lot of different types of literature and literature related materials, so the value of all those items will add up.  I am not going to try to sell off literature quicker, or try to get the inventory down. When I sell literature I have to replace it. I actually had a few weeks in early May where I had a flood of orders and I had to re-order multiple books. A lot of Big Books, in particular. Having the book/s on hand makes it easier when someone calls, emails, etc. to get it for them rather than have them wait. If the funds are available to order the books that are low (especially the high sellers) I will go ahead and do that. So, I hope that clarified the “Inventory Issue” for anybody that needed it clarified.

We are doing fine. We have available funds. We have lots of literature, and I am only hearing that the literature committee is doing a great job around meetings. I’ve received calls from people from out of town wanting to buy literature. One man came down from Port Hawkesbury and bought some literature when he was coming to visit his daughter. So the books are selling.

It is so nice to be back at the table. It gives me great joy to be able to be of service to the people of the districts and beyond. I wish you all a wonderful happy summer. Now if we could only get some warm weather!

Yours in Service, Evan Mc, Literature Chair Central Service

No questions. Recommended for approval by Heather.

District 1: (Report was received after meeting, so it is added after the fact.) The District is running very well at this time. The committees PI, CPC, Treatment and Corrections now all have Chairs and Co-Chairs. They are getting members from groups to help with the work that they will be doing. It is nice to see that we are getting the word out there to other members to take part in these committees. I am thinking we are getting other members involved because we are going out to the groups and spreading the message we need help at the district with these committees.

I know that I am trying to make as many meeting as I can and speak about working on these committees. So far I have been to 16 groups out of the 28 groups in the district and will be attending the rest of the 28 groups when I get back from Ontario.

For me, this is really hard to do because of travel from Black Point to Halifax, Sackville, Bedford and my own area St. Margaret’s Bay, this take a lot of time and travel. Yet I took on this responsibility when I put my name forward to be the DCM.

Now this month, I will be going to Toronto so I will not see you for a while, then off to Atlanta, Georgia to the World Conference. What a thrill this will be for me to see my family and my brother who lost his two legs this year. Please think of me in your prays, which I will need. My hope is that we can make a big difference this year with District 1.

Yours, in love and service, Fred D., DCM for District 1

**District 2:** Both the DCM and Alt. DCM have been attending the group meetings and have now a complete list of GSRs and contacts for all groups in District 2. Our last meeting was May 24 and attendance has tripled. We trust this is because of both the personal and phone contacts that have been made. We will continue to attend one meeting per week and telephone each group prior to District 2 meetings.

Workshop: There was a workshop held in May sponsored by the Public Information committee. Attendance was 6 plus the committee. Both workshop chairs were unable to attend, but we have been advised that the workshop was a success.

The next workshop is being held at 3 Dundas Street (Club 24) on Saturday, July 11 from 1-3pm and it will be on the 7th Tradition. We would appreciate it if each CSR announced this workshop at their meetings and encouraged their members to attend.

P.S. The workshop presenter would like to get the numbers of the groups that contributed to Central Service in 2014 as part of his presentation. He does not require the group names, just the number i.e.: 5 out of 20 groups.

Yours, Cathy MacN., Alt. DCM for District 2

No questions. Recommended for Approval by Leah.

**Area 82:** no report tonight

**Other:** no report tonight

**Old Business:**

1. **Elections:**
2. **Committee Co-chair -** no nominations, carried over to next month.
3. **Hospital Visitation Co-chair –** no nominations, carried over to next month.
4. **Newsletter Co-chair –** no nominations, carried over to next month.
5. **Entertainment Co-chair –** no nominations, carried over to next month.
6. **Phones Co-chair –** no nominations, carried over to next month.
7. **Group Insurance Update (Info) –** Foster – the invoices were prepared to bring to this meeting, but he contacted the broker to find out the exact amount of the invoice and was told that there have been a few changes to our policy. The carrier has changed to Royal Insurance and the premium will be $1000 instead of the expected $1250.00. Also the Groups will no longer have to provide contact information to the insurance company. The deductible has not changed though; it is still $1000 for each claim made. Once Foster received the up-dated billing information, he will get the invoices ready for each group in on the policy.

**New Business:**

1. **Committee Meeting Place (Discussion)** – Foster – has been contacted by the church that we hold our monthly meetings in. The building is slated to close as of December 31, 2015. So Foster was looking for permission from the table to start looking for a new location to meet in. All were in agreement and there were some suggestions for the new meeting space to be accessible and have better parking, if possible.

**Announcements:** (that didn’t make it into the Bluenose Bulletin)

The listing in the Bulletin for the Highland Park Group’s 45th Anniversary is in error. It should actually state Thursday, June 25 instead of July 25. Meeting starts at 8pm.

**Next CSC Meeting is July 7, 2015.**

**Meeting adjourned** at 8:31pm with the Responsibility Pledge.