

**SUNDAY BDA ONLINE — BUSINESS MEETING — 3<sup>RD</sup> SUNDAYS,**  
**7:25-7:55PM EASTERN, 4:25-4:55PM PACIFIC, ETC.**

Working agenda for business meeting on 21/02/22

**Open**

**Introductions**

**Minutes summary**

**Treasurer report**

**Open**

Marc opened the meeting with the Serenity Prayer

**Introductions**

Completed (Marc/Lynn/Chris/Gayle/Heather)

**Minutes summary**

Lynn completed this. No amendments or objections.

**Marc - Minutes were approved.**

**Treasurer report**

All 3 reports were emailed (Nov/Dev/Jan). Gayle will add to the website. Sept was also added. Previous member has been moved from the accounts. Gayle will fax/mail form to the bank and will be added as a co-signor. The previous member and Chris set up a Club Account. This has been emptied into Chris's personal account to be held until we have the new account set up. Now that we are on Venmo we do need to figure out when the fees are, this should be a simple process moving forward. Chris has no issues handling cheques that may come our way.

**Actions:**

- **Marc – Chris** is confirming how to open a new club account or previous member being removed from the old account. If anything requires a signature **Marc** can help Chris to achieve this.

**Marc - Treasurer Report has been approved**

**Urgent Business**

**1) Bank Account**

**Actions:**

- **Chris & Marc** working on this to remove Bob from the account

**2) Service Positions**

**For discussion at March meeting**

- **Meeting Chair** - Heather K will continue until end of march
- **Newcomer Greeter** - Evelyn willing to do 3 months - end of March

An ongoing requirement is the updating job descriptions with hand off information and process specifically for Tech and Treasurer to ensure passwords, log ins and access are all handled correctly.

### **Actions**

- **Marc** to update prior to next meeting. Marc to coordinate with **Chris & Gayle on completing these**

### **Website needs to be updated to reflect positions being filled**

- Meeting chair - Heather K will continue until end of march
- Newcomer Greeter - Evelyn willing to do 3 months - end of March
- Speaker getter - Gayle P - Dec 22
- Business meeting chair - Marc E - End of June
- Business meeting record keeper - Lynn C - End of June
- Tech coordinator - Gayle P - Dec 22
- Treasurer – Chris B can stay - Dec 22

### **3) Kindle Account/Gmail**

Marc proposed that we have an integrated a Kindle Account. He will look into sourcing the group materials.

**Actions:** Marc will look into this.

### **4) Speaker Recording**

Explore the co-host option on Zoom to enable us to have the Speaker Getter be the person who is recording the speaker.

Actions: Gayle to look onto our zoom account to establish how to do this

### **New business (not introduced at a business meeting yet)**

- 1) **REVISED TOPIC FROM OUR JULY 2021 BUSINESS MEETING:** *When we created our current format of weekly topics, the Promises pamphlet had not yet been published. Would we consider replacing our monthly Step speakers with monthly speakers on the Promises? (Although we wouldn't be reading the Promises pamphlet in the meetings, we could possibly suggest that our meeting participants read that pamphlet as preparation for hearing the speaker and sharing about the DA Promises.)*

**\*\*** should we read the promise of the month in its entirety prior to introducing the speaker?

- 2) **LOW PRIORITY BUT NOT FORGOTTEN:** Do we want to create a committee to plan a group inventory for spring 2022? (Our most recent group inventory was in May and June 2019.) - No interest currently - can revisit in the 1st quarter of next year
- 3) Kelly wants to make a motion about the GSR report gets posted on the website prior to the GSR meeting