

ACA Intergroup Agenda 8 February 2020

GSR Meeting Announcements

New Announcements

Hospital & Institutions (H&I) Service Position VACANT, and South Pacific H&I roster VACANCIES

- The roster for the South Pacific Private H&I meeting needs your support! The SPP Meeting is held every Monday at 7.15pm in South Pacific Hospital at Curl Curl.
- What happens at a H&I meeting? Two members tell their story of what brought them to ACoA, how they are working the 12 Steps and ACoA Program, and what impact ACoA has had on their lives. There is question time afterwards. For some SPP clients it is their first introduction to ACoA. There are Beginner Brochures and meeting lists to hand out.
- Usually, H&I volunteers attend five or six occasions over the calendar year, but less occasions can be catered for.
- Existing enthusiastic volunteers are getting 'over-rostered' and tire of the commitment. The more volunteers we have for this wonderful service opportunity, the better. This is a great service, to carry the message to SPP clients.
- If you want to get together with a running buddy, share transport, let the current H&I Coordinator Bill know and he can roster you on the same Monday.
- You can email your availability (including any periods you are not available in the year) to Bill at hospinst@acoasydney.com.au or phone 0412 631 150
- **The intergroup service role of H&I Coordinator is also vacant.** Bill has already done an amazing job filling most of the SPP shifts for 2020, and can arrange a helpful handover with you.

World Service Organisation Annual Business Conference 2020 Ballot

- Each group has the opportunity to provide their preferences for the WSO ABC 2020 Ballot to our Intergroup WSO Rep
- Descriptions of the proposals can be downloaded from the ACoA website > WSO page www.acoasydney.com.au/wso
- Remember we are NOT voting on whether we agree or disagree each Proposal, just on whether we think each one is worthy of being discussed, debated and voted on at the WSO ABC 2020.
- Group feedback needs to be emailed to info@acoasydney.com.au prior to **Saturday March 14.**

Group Monthly Reports

- The voice of your ACoA group is important and we want to hear from you! So please submit your Group Intergroup Monthly report – even if your GSR cannot attend the meeting in person.
- To make it even easier, you can now completed & submitted online by clicking on the following link <https://forms.gle/uVfJj7k3keswvoN48>
- A link to this form can also be found on the ACoA website > Sydney Intergroup page www.acoasydney.com.au/ig
- Please submit your form prior to the monthly Intergroup meeting, held on the second Saturday of each month.

Group Public Liability Insurance

- All groups need to complete the Group Contact Details Form using the link below in order to be covered by 2020 Public Liability Insurance. Once your form has been processed, the 2020 PL Insurance Certificate will be emailed to you.
- You can complete the PL Insurance online form by clicking on the following link <https://forms.gle/xgJAS9UZ6D1iGeow5>
- The link to this form can also be found on the ACoA website > Sydney Intergroup page www.acoasydney.com.au/ig
- Please note - if you have NOT completed this form, your group will NOT be covered by PL Insurance - even if you have a copy of the 2020 Insurance Certificate or have been covered by ACoA IG Insurance in previous years.

Regular Announcements

- **Next Intergroup Meeting** All Welcome!
Saturday 14 March 2020 11am Ultimo Community Centre, 40 William Henry St
GSRs can now attend via phone/Skype. Email info@acoasydney.com.au at least 2 days prior to arrange.

February 2020 Minutes

Welcome	<ul style="list-style-type: none">• Round the room ID• Service prayer “Higher Power, we are your trusted servants seeking to support ACA and its primary purpose. Please remind us that the life of our program and our own recovery depends upon our willingness to put the unity of our intergroup first, above our own will!”• Tradition 2 - For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.• Concept II – Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.
Attendees	<p><u>Service Positions</u> Chair (John M); Secretary (Tiffany); Treasurer (Debbie); WSO BD (Sharon); Literature (Leonard); H & I (Bill)</p> <p><u>GSR</u> Newtown Sun (John); Leichardt Thu (George); Narraweena Tue (Peter); Lilyfield Wed (Chris); Naremburn (Steve); Erko Fri (Janet); Erko Mon (John-Michael); Crows Nest Mon (Jules); Willoughby Thur (Deb); Waverley Fri (Margaret)</p> <p><u>Apologies</u> Chatswood Sat (Marlene)</p>
Previous minutes	<p><u>Approved</u> Janet <u>Seconded</u> George</p>

GSR Feedback & Reports

Group Feedback

ACoA 12 Step Message Are groups adequately sharing experience, strength & hope? Are meetings grounded in principles of the ACoA 12 Step Program solution (BRB, meetings, fellowship, HP, 12 steps, service, sponsorship)? Is focus on reparenting, working with inner critic & healing inner child? How to strengthen recovery message?

ACTION

- John M > Add to agenda for further discussion at IG March 2020

GSR Reports

GSR to complete prior to meeting (Friday COB) so GSR free to discuss non-business as usual comments, issues and queries during Intergroup Meeting.

ACTION

- Tiff > Create Google GSR Report Form
- Naomi > Attach GSR Form link & reminder via MailChimp

GSR Position Description

Communicate GSR PD to Groups as many do not know what GSR role involves or even that a GSR is required.

ACTION

- Naomi > Attach GSR PD via MailChimp

<p>Meeting Newtown Day Sunday GSR John Attendance Average 25 people Rent Paid Intergroup Contribution \$0 Service Positions VACANT</p>	<p>Meeting Erko Day Friday GSR Janet Attendance Average 15 people Rent Due next week Intergroup Contribution No Service Positions Literature VACANT</p>
<p>Meeting Willoughby Day Thursday GSR Debbie Attendance Average 11 people Rent Paid Intergroup Contribution No Service Positions Filled</p>	<p>Meeting Narraweena Day Tuesday GSR Peter Attendance Average 15-20 people Rent Paid Intergroup Contribution \$300 Service Positions Filled</p>
<p>Meeting Lilyfield Day Wednesday GSR Chris Attendance 10-15 people Rent Inner West No rent charged Intergroup Contribution \$800 Service Positions Refreshments VACANT</p>	<p>Meeting Erko Day Monday GSR John-Michael Attendance 20 people Rent Paid Intergroup Contribution Service Positions Filled</p>
<p>Meeting Leichhardt Day Thursday GSR George Attendance 10-15 people Rent Inner West No rent charged Intergroup Contribution \$100 Service Positions Notes Moving to ACoA Beginners Meeting (using ACA Beginners Handbook v3.0)</p>	<p>Meeting Crows Nest Day Monday GSR Jules Attendance 15+ people Rent Paid Intergroup Contribution Service Positions GSR VACANT</p>
<p>Meeting Waverley Day Fri GSR Margaret Attendance 15-20 people Rent Paid Intergroup Contribution No Service Positions Filled</p>	<p>Meeting Waverley Day Fri GSR Margaret Attendance 15-20 people Rent Paid Intergroup Contribution No Service Positions Filled</p>

Exec Reports

<p>Service Positions</p>	<p>Secretary Tiffany (see Insurance) Chair John H&I Bill (emailed) Web Support Maria (emailed) Literature Leonard (emailed) Insurance Kate Treasurer Debbie (emailed)</p>																																						
<p>Treasury Debbie</p>	<table border="1" style="background-color: #f2f2f2; width: 100%;"> <tr> <td colspan="2">Intergroup Account</td> </tr> <tr> <td>Opening Balance:</td> <td>\$6,164.25</td> </tr> <tr> <td>Interest</td> <td>\$0.51</td> </tr> <tr> <td>7th Tradition</td> <td>\$935.60</td> </tr> <tr> <td>H&I Literature</td> <td>-\$300.00</td> </tr> <tr> <td>Closing Balance:</td> <td>\$6,800.36</td> </tr> <tr> <td colspan="2"><i>Upcoming expenses</i></td> </tr> <tr> <td>Insurance 2020-21</td> <td>-\$1,027.80</td> </tr> <tr> <td colspan="2">Literature Account</td> </tr> <tr> <td>Opening Balance</td> <td>\$10,230.06</td> </tr> <tr> <td>Interest</td> <td>\$0.87</td> </tr> <tr> <td>Sales</td> <td>\$1,259.33</td> </tr> <tr> <td>H&I Literature</td> <td>\$300.00</td> </tr> <tr> <td>Postage and Handling</td> <td>-\$909.40</td> </tr> <tr> <td>Closing Balance:</td> <td>\$10,880.86</td> </tr> <tr> <td colspan="2">Activities Account</td> </tr> <tr> <td>Opening Balance</td> <td>\$1,207.85</td> </tr> <tr> <td>Interest</td> <td>\$0.10</td> </tr> <tr> <td>Closing Balance:</td> <td>\$1,207.95</td> </tr> </table> <p>Proposal > Set up Finance Working Group</p> <ul style="list-style-type: none"> • Proposal tabled to create Finance Working Group to clarify current account set up, bank requirements for signatories, best practice in shared accountability & responsibility, banking & account options moving forward & detailed reporting. • Motion passed to create Finance Working Group • Members Debbie, John W, Leonard, Bill & Sharon <p>ACTION</p> <ul style="list-style-type: none"> • Debbie > Arrange Finance Working Group meeting to discuss key tasks & delegation. 	Intergroup Account		Opening Balance:	\$6,164.25	Interest	\$0.51	7th Tradition	\$935.60	H&I Literature	-\$300.00	Closing Balance:	\$6,800.36	<i>Upcoming expenses</i>		Insurance 2020-21	-\$1,027.80	Literature Account		Opening Balance	\$10,230.06	Interest	\$0.87	Sales	\$1,259.33	H&I Literature	\$300.00	Postage and Handling	-\$909.40	Closing Balance:	\$10,880.86	Activities Account		Opening Balance	\$1,207.85	Interest	\$0.10	Closing Balance:	\$1,207.95
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<p>Literature Leonard</p>	<p>Order Fulfillment Times</p> <ul style="list-style-type: none"> • Order will only be posted on Saturday until Mid-May 2020. • Pick up Mon-Sun from my home on the lower North Shore can be arranged with 48 hours notice. <p>Stock Levels</p> <ul style="list-style-type: none"> • Newcomer Booklet (pack of 5) 22 • Banners 4 • BRB 18 • Yellow Steps workbook 33 • Daily reader 39 • Traits workbook 40 <p>South Pacific Private</p> <ul style="list-style-type: none"> • Have requested the BRB for their store. Verbally ordered 3, but as yet not completed order. 																																						
<p>Hospitals & Institutions Bill</p>	<ul style="list-style-type: none"> • Draft Roster for 2020 underway – currently around 17 people on roster. 13 shifts still vacant • In touch South Pacific Private about literature - will Intergroup consider donating literature to SPP? • H & I Coordinator Service Role available <p>ACTION</p> <ul style="list-style-type: none"> • Naomi > Announce via Mailing List • GSRs > Announce vacancies in groups particularly those located Sydney northern beaches. 																																						
<p>Insurance Kate</p>	<ul style="list-style-type: none"> • February 2020 PL Insurance Certificate received (Kate) • Invoice sent to Treasurer (Debbie) <i>Payment TBC \$1,027.80</i> 																																						

Continued Business

ACoA Phonenumber

- iPhone has been donated (Tiff)
- ALL Incoming phone calls to ACoA Phone will be redirected to a voicemail message (see below).
- Incoming calls are NOT able to leave a voicemail message.
- Phonenumber volunteers will have their mobile numbers listed on voicemail message > will receive incoming phone queries.
- Do we need a guide for volunteers on how to respond to phone calls?

ACTION

- Sharon > Confirm volunteers are happy to have their mobile numbers on phonenumber service message
- Sharon > Initial phone set up (Tiff to provide iphone)
- Sharon, Debbie, Margaret & Peter V > Volunteers for outreach

Phonenumber Voicemail Message

"Welcome to Adult Children of Alcoholics and/or Dysfunctional Families Sydney. Our program is a 12 step and 12 tradition program for those who grew up in alcoholic or otherwise dysfunctional homes.

Please note that we don't retrieve messages from this voicemail however we will list contact numbers after this short message.

- *The ACA program was founded on the belief that family dysfunction is a disease that infected us as children and affects us as adults.*
- *Our membership also includes adults from homes where alcohol or drugs were not present; however, abuse, neglect or unhealthy behaviour was.*
- *We meet to share our experience and recovery in an atmosphere of mutual respect.*
- *We discover how alcoholism & other family dysfunction affected us in the past and how it influences us in the present.*
- *We begin to see the unhealthy elements of our childhood.*
- *By practicing the Twelve Steps, focusing on the ACA solution and accepting a loving Higher Power of our own understanding, we find freedom.*

If you'd like to find a meeting go online to acoasydney.com.au. If you'd like to talk to a member first, here are a few of our Sydney contacts:

ACoA Volunteer 1 mobile number (repeat number)

ACoA Volunteer 2 mobile number (repeat number)

ACoA Volunteer 3 mobile number (repeat number)

ACoA Volunteer 4 mobile number (repeat number)

Thank you for calling Adult Children of Alcoholics &/or Dysfunctional Families Sydney"

New Business

WSO ABC Ballot

- To be tabled at Groups with responses to WSO Rep at IG March 2020

ACTION GSRs

- GSR > Discuss WSO ABC Ballot with their groups
- GSR > Email Group feedback to info@acoasydney.com.au prior to next IG Meeting Saturday 14 March

Insurance Renewal Process

- It is important to reiterate that we (Intergroup) need to have an accurate record of the venue and contact details for each group to ensure compliance with the Public Liability Insurance policy. If we have meetings on the list with incorrect details, the policy for all groups may be void in the unfortunate circumstance that we need to make a claim.
- To ensure that we have these details, the IG Secretary (Tiff) emailed via mailing list & posted on Facebook a request to all ACoA groups to submit their current group contact details using an online form. If this form is NOT completed, the group is not covered by the PL insurance.
- <https://forms.gle/cSuetAv7kLEq89q67>
- The online form can be easily exported to a spreadsheet format so apart from some data cleaning, we don't need to do any manual data entry.
- The information collected via this form also enables Intergroup to effectively liaise with ACoA groups - our primary purpose - and currently difficult to achieve without reliable contact details.

ACTION GSRs

- GSRs > Inform groups to fill out Group Contact Form for PL Insurance and IG communication > <https://forms.gle/tHpCfe4buUjeVsFi6>

ACTION IG Admin Working Group (Maria, Naomi, Debbie, Steve, Ruth, Tiff)

- Naomi > Send out a reminder for groups to complete forms
- Tiff > Collation of Contact form responses
- Tiff > Cleaning up data for Group Contact Database
- Tiff > Add emails to MailChimp Contact List including role + meeting location & day
- TBC > Follow up with groups who have not submitted form or not provided all information required via email
- TBC Contact Groups with only a telephone contact requesting the Contact form be completed
- TBC > Cross-reference existing meeting details from ACoA Sydney website, 2019 ACoA Insurance list & ACoA Vic List
- Kate > Email PL Cert 2020 to groups who have successfully submitted form

Proposal > IG Victoria to be included in ACoA Sydney IG PL Insurance Cover

- Trish Waterhouse from ACoA Victoria reached out in late January 2020 to enquire if Victoria IG and Sydney IG could combine insurance policies.
- All groups financially benefit if we share insurance costs
- **Motion passed** to use current policy to cover all groups registered with ACoA IG Syd & IG Vic.

ACTION Secretary (Tiff) ACoA IG Vic (Trish) Insurance (Kate)

- Tiff, Kate & Trish > Liaise re: next steps
- Trish > Distribute ACoA Group contact form for completion by all-Victorian ACoA groups seeking PL Insurance cover
- Tiff > Combine Sydney/Vic databases

Proposal > Set up Administrative Working Group

- Tiffany (Secretary) proposed that an Administrative Working Group be set up to share responsibility, workload and decision making involved in various ACoA IG administrative tasks including creating the Group Contact database, collating information for the IG Handbook with position descriptions & processes, insurance communication etc
- **Motion passed** to create Admin Work Group
- **Members** Tiff, Debbie, Maria, Jules, Steve, Naomi

ACTION

- Tiff > Arrange Administrative Working Group meeting to discuss key tasks & delegation.

Future Business

1. **WSO ABC Ballot – GSR feedback**
2. **WSO Annual Business Conference Delegate to USA**
3. **Vote on WSO proposal 2020-4 regarding copyright**
4. **Position Descriptions for roles**
5. **Vacant Intergroup positions** H&I, Email Contact, Group Coordinator, Communication Coordinator, Activities Chair
6. **Newsletter** Frequency? Content? Who?
7. **Adopt Safety Guidelines** How to communicate? Newsletter? Website?
8. **ACoA 12 Step Message** Are groups adequately sharing experience, strength & hope? Are meetings grounded in principles of the ACoA 12 Step Program solution (BRB, meetings, fellowship, HP, 12 steps, service, sponsorship)? Is focus on reparenting, working with inner critic & healing inner child? How to strengthen recovery message?
9. **IG Roadshow** Content? Who? Has a GSR been nominated? IG is here for the AC who isn't here yet. Without it, the fellowship folds.
10. **Inner West Council** No longer requiring 12 Step groups to pay rent. Research Tradition 6 & 7. How have other groups overseas dealt with this? Provide options to groups.

Next Meeting

14 March 2020 Ultimo Community Centre 40 William Henry Street

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