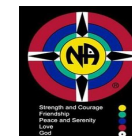
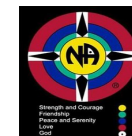




Sussex Area Online Committee (SAOC)

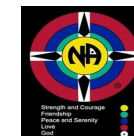


Committee meeting minutes	15/11/2020 10:00am	Zoom - https://zoom.us/j/96107761705	
Chair of the meeting:	Paul R	Paul welcomed everyone and started the meeting with a moments silence, followed by the serenity prayer.	
Reading of 12 Concepts:	Not done today		
Agenda items for meeting:	Introductions Opening treasury balance Reports AOB - Guidelines Request for funds Closing treasury balance Next meeting date		
Those present:	Paul R - Chair Babs T – Treasurer Jez C - Webservant		
Apologies:	Neil P – Vice Chair		
Position Vacant:	Vice-treasurer (3yr ct) Minutes Sec (1yr ct) Webservants, 2 positions (1yr ct)		Please announce in meetings. Positions still available: Vice-treasurer (3yr ct) Minutes Sec (1yr ct) Webservants x 2 (1yr ct)
Approval of last meetings minutes:	Paul		
Opening treasury balance:	£250	Request for funds was made for £250 from Area. Although this was more than we originally agreed the committee	



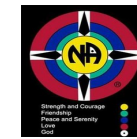
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		agreed this was appropriate and in line with other committees' requests for funds.	
Chair report:	Paul R		Paul will attend ASC and give report. ASC – Wed 18/11/20
Vice Chair report:	Neil P	<p>Email from Neil: After discussion at ASC the COVID disclaimer is now on the meetings page. Jez and Neil to upload audio shares this month</p> <p>Stats for the last month are up again. 6160-page views from 471 users. Main hits were: On-line meetings, For Members, Service Meetings, Events, Tradition 7.</p> <p>There is a small issue with the ASC email in that it does not forward to the whole committee. Neil has asked Aimee to investigate it.</p>	Neil will check with Aimee re: ASC email.
Treasurer report:	Babs T	<p>Neil paid the Shoestring invoice £315 from the PayPal account under the arrangement he had with Kat.</p> <p>The Co-op bank account we need is called Community Direct Plus and comes under the Business Banking arm, it is an account appropriate for charities, CIC's etc. It has free banking and does not look like it would incur any charges for how we would want to use it. Due to COVID there is a 3-month delay on new accounts being opened. Babs contacted Kat to see if there were any dormant bank accounts we might use in the interim, it would appear not and, in any case, it takes a very long time to change signatories. We discussed as a committee if we would stay with the Co-op or should be consider another bank that</p>	<p>Babs to continue application with Co-op.</p> <p>Jez to investigate Starling as an alternative.</p>



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		<p>might open the account quicker. We discussed a few alternatives, especially online banks and decided that we would proceed with the Co-op application but also investigate Starling.</p> <p>We also discussed that having a solely online bank would remove the delay created by signatories being changed and not being able to access money but would increase potential risk. Using cheques with signatories has traceable accountability whereas members having a username and password means that one person could move funds instead of two (we).</p> <p>We discussed how online banking feels important to us as an online committee. Jez noted that cheques will probably be withdrawn in the future, it feels prudent to start moving with the times and perhaps spearhead an approach towards online banking which would include clear guidelines around the transfer of funds, including where possible security measures that would prevent one member alone from transferring funds. This needs to be balanced with the fact that we are trusted servants.</p> <p>We discussed how we might manage finances until the bank account is up and running. Paul says we will use the ASC bank account until we have our own.</p>	
Webservant report:	Jez C	<p>Jez is finding the ropes and doing some uploading of audio shares next week.</p> <p>Jez reported that the meetings with the mobile numbers on the website are going to get a burner phone for the</p>	



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		meeting that will be switched on on the day of the meeting.	
AOB:	SAOC Guidelines Website	Babs had emailed the Guidelines. Drew attention to the statement of quality at the start of the Guidelines which had been reworked to reflect the broader work of the committee. We agreed these as our Guidelines and will keep updating and reviewing as necessary. The website looks great, good separation of online and face-to-face meetings. Members area looks good.	SAOC Guidelines to be posted on Website
Request for funds:	Nil		
Closing treasury balance:	£250	Not sure if this is ringfenced or if we have a cheque	
Next meeting date:	Saturday 12/12/2020 10:00am	Zoom - https://zoom.us/j/96107761705	Meeting closed with the serenity prayer.