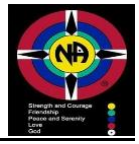

Committee meeting minutes	**19/09/2020** **10:00am**	**Zoom -** https://zoom.us/j/96107761705	
Chair of the meeting:	**Paul R**	Paul welcomed everyone and started the meeting with a moments silence, followed by the serenity prayer.	
Reading of 12 Concepts:	**Neil P**		
Agenda items for meeting:	Introductions Opening treasury balance Reports AOB Request for funds Closing treasury balance Next meeting date		
Those present:	Paul R - Chair Babs T - Treasurer Neil P – Vice Chair Jez C - Webservant		
Apologies:	Nil		
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:	Babs T		

Opening treasury balance:	Nil	No funds held at the moment.	
Chair report:	Paul R	Nothing much to report at the moment. Neil attended the ASC on my behalf. Website stats for July to August looking good. 3531 page views from 376 users. Main hits were: On-line meetings, For Members, Audio Shares, Tradition 7. Planning a sit down with Neil to refresh my memory on some site admin.	Paul will attend ASC and give report. ASC – Wed 21/10/20 Meeting with Neil Tuesday 22nd
Vice Chair report:	Neil P	Neil attended August ASC and delivered our report. No questions returned from the body. Neil suggested that SAOC take on the responsibility of updating both Sussex and UK sites with meeting and event info. ASC consensus was for this proposal. Neil has contacted our special worker to look into setting up the on-line store, ASC email address and also for cookie popup.	Neil will follow up on webstore, technical parts of the guidelines and cookie pop up and will try to get Aimee along to the next meeting. Meet up with Jez Monday 21st.
Treasurer report:	Babs T	Nothing much to report at the moment as we don't hold a stipend at present. Babs asked if the proposal had been taken to ASC? Neil apologised as he forgot to bring it up at the ASC. Paul stated he will ask at the next ASC in October and that there was no rush to have an account at the moment.	Paul will ask the ASC for consent to set up our own bank account.
Webservant report:	Jez C	Nothing much to report at the moment due to holiday/work etc. Jez asked for clarification on webservant email address, is he set up on this? Neil said he will check and make sure he is set up. Jez also express some discomfort around not being able to commit much over that last few weeks. The committee assured him that he is only required to do what he can with no pressure. Neil has been covering weekly updates at the moment.	Jez to meet with Neil in the coming week to continue with the 12 step handover of webservant position.

AOB:	SAOC Guidelines	Babs has been working on the next draft of the SAOC guidelines and raised a few points of clarification and approval: Firstly, Babs highlighted the fact that on the on-line meeting page there is a member's name and phone number as a point of contact for the Horsham meeting. This contravenes our guidelines and is also not in line with our Traditions. Paul also stated that this is something that we need to address and have the contact details taken down asap. Neil explained why this happened and agreed to speak to the groups GSR to obtain a hyperlink instead. Bab's then shared the working document and explained the ongoing work/amendments she has made. - Statement of Quality and Table of Contents to be completed once we are happy with the Guidelines - Removed references to 'Web' and the previously proposed committee SWPWG, and accountability to LSC. - Re-worked first 6 sections (moved some content around, changed a few things) Committee happy with these. - Section 7, 8 and to some extent 9 need a more technical eye. Sec 7- (Website content) Webstore to be added and meeting list will incorporate on0line meetings. Sec 8 – (Passwords etc) Amended to SAOC committee hold all passwords etc and removed SASC chair. Sec 9 – (Meeting schedules) Amended to "Meeting schedules will be updated in a timely fashion when notification from a group is received"	Neil will check on technical and privacy/cookie parts of the guidelines with Aimee and post answers to slack before the next meeting. If everything is OK Paul will take the guidelines to ASC for ratification. Neil will contact Horsham GSR about obtaining a meeting link and removing the contact phone number that is listed on the site.

		- Sec 10 – unsure of suggested clean time for web servants, we are working with one year but these guidelines state 3 years. Committee agreed that this should be reduced to 1year, this will help attract new members. Committee agreed to support any new member, so they don't get overwhelmed. - Sec 11 – I have left this short section completely intact as I am unsure of the 'PR function' of the committee Subsection 4 about financial requirements removed as this is covered in the treasurer section. - Sec 12 - is Amy now looking at this? Privacy/Cookie policy etc. Neil agreed to go over this with Aimee and to post suggestions on Slack.	
Request for funds:	Nil		
Closing treasury balance:	Nil	No funds held at the moment.	
Next meeting date:	Saturday 17/10/2020 10:00am	**Zoom -** https://zoom.us/j/96107761705	Meeting closed with the serenity prayer.