



DARWIN DISTRICT
AREA "A" NORTHERN REGION
Minutes of Meeting

Meeting Type: Quarterly District Meeting
Meeting Location: Via ZOOM Conference Call
Meeting Date: 3rd June 2020
Start Time: 7pm
Chaired By: Mick G: Darwin District Committee Member (DCM)
Minutes Taken By: Pat Mac

Present:

Name	Group	GSR (Y/N)	District Position
Mick G	Big Book Recovery Tuesday	N	District Committee Member (DCM)/Webmaster
Pat Mac	Nightcliff Saturday	Y	Treasurer/Acting Secretary
John S	Friday Casuarina	Y	Registrar
Caroline B	Big Book Recovery Tuesday	N	Literature Officer
Deb H	Parap Friday	Y	Treatment Facilities Coordinator
Denis P	Big Book Recovery Tuesday	Y	Office Maintenance
Dan T	Palmerston Thursday There is a Solution	Y	PI Coordinator
Sam H	Monday Daily Reflections	N	Office Coordinator
Susan B	Big Book Recovery Tuesday	N	Editor Serenity Times
Marg M	Monday Daily Reflections	Y	
Bob W	Tuesday Harbour View	Y	

Apologies:

Bill H	Parap Thursday	Y	
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Traditions and Statement of Purpose

Statement of purpose was read by Mick G, Traditions read in turn by all present.



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Acceptance of previous minutes

Denis P moved that the minutes of the previous meeting be accepted, seconded John S carried unanimously.

Outstanding business action items

No.	Item	Who	When	Status
1	<u>6 Feb: Brief talks on Traditions –</u> At each meeting more experienced committee members will deliver brief talk on the tradition that matches the month number, starting with John S Tradition 3 for March meeting <i>Moved Marg M Seconded Mike B Approved unanimously</i>	Dan T – Tradition 7	8 Jul 2020	3 Jun: Mick G delivered talk on Tradition 6
2	<u>6 Mar: Vacant position – Editor Serenity Times</u> Call for nominations	All	3 Jun 2020	3 Jun: Susan B nominated for the position, seconded Pat Mac. <i>Elected unanimously.</i>
3	<u>6 Mar: Vacant position – Roundup Coordinator</u> Call for nominations	All	8 Jul 2020	3 Jun: See previous minutes for compete history (removed to save space). Latest status from Bob W - Bill W Camp committee will now meet June 21st after NT Government updates travel situation on 19th. No decisions firm yet since situation constantly changing. One possibility is to put on a camp for locals only if



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				borders are not likely to be open by Show weekend (July 24). The committee will consider all issues and advise the DDO committee of the outcome.
4	<u>6 Nov: Vacant position – Correctional Facilities Co-ordinator</u> Call for nominations	All	2 Sep 2020	3 Jun: No nominations
5	<u>4 Dec: Set up digital storage of Darwin District records for archive.</u> This is necessary to preserve our records in an accessible format. First step would be to scan existing paper records and then think about a permanent storage solution for archived records – Dan T suggested a solid-state drive. This will require some thought as to design, indexing, retrieval etc. First step would be to scan existing paper files currently held in arch folders. <i>Moved John S seconded Pat Mac approved unanimously</i>	Mick G	8 Jul 2020	4 Mar: Ollie has taken on the task of digitising the archives – Mick will enquire re status 6 May: Mick contacted Ollie who is unable to complete the task and will return the documents to the office. John S and Denis P will start scanning in the documents and see if we can avoid using an outside service. 3 Jun: Ollie will deliver the documents next weekend.
6	<u>4 Dec: Vacant Position – Secretary Darwin District</u> following withdrawal of previous nomination this position is now	All	2 Sep 2020	3 Jun: No nominations. Pat advised he will definitely step down from the



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	vacant, Pat Mac acting temporarily			District Committee in September.
7	<p><u>5 Feb: Prison and Stringybark Rosters</u></p> <p>Currently we don't have a Correctional Services coordinator. However, the DDO continues to do the groundwork so that if groups decide to take up this service opportunity it can be implemented quickly.</p>	Mick G	2 Sep 2020	<p>5 Feb: Mick to contact Leon and advise no ability to set up a Stringybark roster right now. Also, we will encourage interested members to obtain security clearances while negotiations with Corrections continue. Mick will make up a flyer inviting interested group members to a "sign on" day 22nd Feb to get the security clearance process started. Mick will also advise Leon of outcomes from this meeting.</p> <p>3 Jun: See DCM report below.</p>
8	<p><u>4 Mar: Computer Upgrade</u></p> <p>Agreed that it would be useful to have Skype operational for meetings by conference both for Area meetings held at the office and the ability for members to attend District meetings remotely – especially considering the Corona Virus impact. It will be necessary to install a conferencing-capable</p>	John S	8 April 2020	<p>6 May: After discussion it was agreed that the current PC is outdated, lacks USB ports and needs replacement, cost would be around \$900. We rely on good</p>



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	camera for this purpose and this may or may not involve upgrading the existing PC.			<p>technology these days – examples include the scanning project, having a reliable camera for remote meetings etc. Approval to replace will be sought at June quarterly meeting with GSRs.</p> <p>6 Jun: John S received advice from Kym (our IT consultant) that the best value for us would be an Asus from JB HiFi for \$799. It was proposed by John S, seconded by Dan T, approved unanimously, that funds up to \$900 will be made available for the replacement of the existing PC. It was also agreed that John S will confirm the exact configuration of the proposed Asus to committee members and GSR's by eMail so that an out-of-session approval can be sought to proceed with the purchase.</p>



New Business Action Items

No.	Item	Who	When	Status
1	<p><u>3 Jun: Problems with PC file structures</u></p> <p>John S reported that the PC needs to be cleaned up to remove duplicate files and folders that exist on both the hard drive and the cloud (Onedrive). This causes confusion regarding which files are the most recent and makes updating of information potentially unreliable. John proposed that Kym (our IT Consultant) is engaged to clean up the system and ensure that all our data files are located on Onedrive.</p> <p><i>Moved John S Seconded Pat Mac Approved unanimously</i></p>	John S	8 Jul 2020	3 Jun: John S to arrange cleaning up files with Kym.
2	<p><u>3 Jun: Acquire District Debit Card</u></p> <p>We have two recurrent payments – Microsoft (for MS Office 365) and Bluehost (web hosting) that require payment by credit/debit card. In addition, online purchases of supplies also require a card facility. Currently members private cards are being used in these cases and reimbursement made after the fact, however this is not a satisfactory solution. A card would also make local purchases above the petty cash level much easier. A limit of \$1,000 would reduce the financial risk and procedures for use and custodianship would further reduce the risk. It is understood that a debit card by its nature would not require authorisation by two signatories and will be a</p>	Pat Mac	8 July 2020	3 Jun: Pat will arrange with the Bank and obtain the necessary forms. Pat will draft a procedure covering the use of the card for approval by GSRs



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	<p>separate account, whereas our existing account requires authorisation by two signatories for debit transactions (such as transfers and withdrawals) and this will not change.</p> <p>Proposal: That we establish a debit card linked to our NAB bank account with a limit of \$1000.</p> <p><i>Moved Mick G Seconded Dan T</i> <i>Approved unanimously</i></p>			

REPORTS – OFFICE BEARERS

DCM – Mick G:

The Darwin District has continued to operate as “normally” as possible since the Covid-19 restrictions were put in place. This is due the efforts of many people. Thank you to all. Darwin has 15 meetings per week. During the restricted period Darwin managed to maintain 12 ZOOM meetings and one remaining “face to face” meeting. During that period many ex Darwin members re-joined the meetings from all over the country and internationally, notably Alaska, other states of the USA and Spain. Many Darwin members joined meetings all over the world also and most members have expressed their excitement at the ZOOM possibilities of meeting new friends and becoming regular members of international and national meetings. “Carrying the message” has still been achievable, with more “technologically advanced” members setting time aside to teach other members how to ZOOM. One new member has joined the fellowship through ZOOM that I am aware of. I would like to thank the FOUR hosts that have dedicated their time and resources to running ZOOM meetings over this time. There have been many requests to maintain ZOOM meetings as things return to normal. I have suggested to those hosts that will continue to host ZOOM meetings to try to avoid “clashing” with normal meetings as they reopen. At present there are 5 meetings that have returned to normal.

The Darwin District Office reopened on Friday 15th May under direction and permission from the Darwin City Council and the Northern Territory Government having met the conditions of the “business action plan”, provided by the District Committee Member. The AA Darwin Office has received its initial “COVID 19 safe certificate” after meeting the requirements of both authorities. All volunteers have undergone an induction, prior to commencing their shift and relevant directions and materials have been made available. Thank you, Denis P. The Darwin Office had its COVID 19 audit by the NT Government on Friday 29th of May. Denis P and I attended the audit meeting with Denis inducting the two NTG health officials to the office process and procedure. They were most impressed that AA had met the Covid-19 “business plan” in an exemplary fashion and duly provided the COVID SAFE Certificate. Thank you, Denis. Under the current guidelines, all Darwin District Office meetings and Area meetings will be required to continue on ZOOM, due to the limited office space allowing for only a maximum of 4 people, to meet the “social distancing” regulations. I would like to thank the Office Coordinator Sam H, and volunteers, Dennis P and Deb H for their work in making this possible.



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There are TWELVE positions on the Darwin District Office Committee. ELEVEN of those positions are filled. It is wonderful to see the continuing "strength" of AA in Darwin, as indicated, by a near full committee.

Literature: Thank you to Caroline B, our Literature Officer, who has kept the provision of literature and literature sales as normal as possible, by simply mailing out individual orders or meeting people who required literature at her own house, during the period that the office was closed.

Corrections: Also cancelled over this period. However, I recently suggested to the Alcohol and Drugs team that it may be more efficient to operate ZOOM meetings on commencement of their program. While not dismissing "face to face" meetings, but due to the requirement of Corrections for only weekdays, mid-afternoon meetings, and security clearances, including inductions, it is logistically difficult for most members, who are employed to meet ALL of these requirements at present. Corrections have not yet given any indication as to whether ZOOM meetings maybe an option. The Corrections Coordinators position is still vacant.

Bill W Camp and Darwin Unity Weekend: At a meeting last weekend both committees decided to continue with both events, at present. At present and under current restrictions, both events will be open to "Territorians".

Moved that report be accepted Pat Mac seconded John S accepted unanimously.

Secretary – Pat Mac acting:

Checking PO Box regularly - "Message of Hope" magazine from SA CSO which I will place in office, statement from DCC showing the credit for April rental of office, Area A bank statement which I will also place in office and phone bill which is paid automatically by direct debit.

Moved that report be accepted Bob W seconded John S accepted unanimously.

Literature – Caroline B:

Last Monday I received an email from Chris Surplice at GSO asking for a late payment going back April 24th, and my last order will be on hold till Tony is contacted. Thanks to Pat for taking care of the matter at hand nice and quickly. I emailed Chris back to let him know the matter is taken care of and to let me know when my order is put through. The order is 25 sponsor packs. Yesterday Gillian contacted me to say a member stopped by to purchase a big book and needed to contact myself, till now he hasn't contacted me. Good to see the literature sign thanks to Mick is affective and the authorisation is being practiced. Thanks, Pat for your service.

Moved that report be accepted John S seconded Denis P accepted unanimously.

Treatment Facilities – Deb H - (Mission Australia Rehab/Banyan House)

We started back at Banyan House rehab last week, the residents were really happy to see us again. We will be continuing to visit them every 2 weeks. I haven't yet contacted Mission Australia to start visiting them but I will soon. Can the secretaries of the groups please announce at their meetings, we have gone back to Banyan House and we most likely will be going back to Mission Australia and that we are in desperate need of volunteers.

Moved that report be accepted Pat Mac seconded Sam H accepted unanimously.



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Registrar – John S

All rosters, meeting lists and other advice to Groups are updated regularly. Meetings lists have not been updated due to the temporary closing of nearly all meetings. Mick admirable job in updating the website with current meetings information including online meetings. Last week instead of attempting to update meetings lists I printed out the information as shown on the website as a substitute. These have been placed in the receptacle at the office front door and on the desk. This raises the question of are the meeting lists still required when the information is readily available online? I would like the DDC to discuss this bearing in mind that the lists are important for newcomers and contain other information such as Roundups (which are also available online)? *(although this was not a formal proposal, after discussion the majority view was to continue producing meetings lists).*

The position of Registrar came into being during the reorganization to a District rather than Central structure for Darwin. I believe the Registrar's duties can effectively be by done the Office staff under the guidance of the Office Coordinator. *(although this was not a formal proposal, after discussion the majority view was to keep the Registrar role as a separate position).*

Moved that report be accepted Deb H seconded Caroline B accepted unanimously.

Office Co-Ordinator – Sam H

The Nightcliff Community Centre is now open therefore the DDO is operational under strict COVID-19 procedures requested by the Darwin City Council. All office volunteers have completed an Induction prior to commencement of their first shift - thank you to Denis P. The current office roster is as follows:

Monday - Denis P
Tuesday - Gillian R
Wednesday - John S
Thursday – Vacant
Friday – Vacant
Saturday - Vacant

Please announce these vacancies at home groups, this is a great opportunity for sponsors to suggest service work to their sponsees.

The 24hr AA phone roster is currently full. Roster is as follows:

Monday - Peter M
Tuesday - Caroline B
Wednesday - Katherine T
Thursday - Di G
Friday - Peter L
Saturday - KittyKat
Sunday - Susan B

Moved that report be accepted Pat Mac seconded John S accepted unanimously.

Office Maintenance – Dennis P

I was able to meet Mick G , Sam H and Deb H at the DDO and put together an action plan and procedures for re-opening the office as requested by Darwin City Council. Mick G gave me \$100 of his own money for office supplies that needs to be reimbursed. I have all receipts for supplies bought.



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Have inducted Caroline B , John S and Gillian on new office procedures as well as two government health officials as mentioned in Mick's report. The office wall clock does not work after checking with a new battery. I ask if I can get some money to buy a cheap wall clock and batteries for the DDO over the next few days, and some Panamax for the first aid kit as suggested by Caroline. Thank you all for your work, love and support.

Moved that report be accepted Pat Mac seconded Deb H accepted unanimously.

Treasurer – Pat Mac

Attached. Pat also added that the large literature expense is not related to current literature purchases made by Caroline – it is payment of old invoices prior to Caroline's time that had not been presented to the Treasurer for payment and thus slipped through the system. A thorough reconciliation of previous orders and payments in conjunction with GSO has ensured that all outstanding payments have now been made. We just need to get literature sales up again and groups should be reminded that literature is available, and Caroline is always available to help.

Moved that report be accepted Deb H seconded Marg M accepted unanimously.

Webmaster – Mick G

Not a lot to report, continuing with updating information and links to AA guidelines etc. Groups are reminded to send me details when re-opening.

Moved that report be accepted Pat Mac seconded Denis P accepted unanimously.

PI Coordinator – Dan T

- TV ads commenced 1st week of May on Channel 10. Will be running until June 12th at which time we will need to re-apply for the slot I believe.
- Community Service announcement will be airing on Channel 9 in 2-weekly time slots soon. Application form has been submitted but they have not got back to me with dates that announcement will run.
- Cards have been placed at Police Watch-house
- St Johns Ambulance have been contacted requesting some feedback from Cards (today). Will hopefully be continuing with this initiative.

Moved that report be accepted John S seconded Deb H accepted unanimously.

GROUP REPORTS

Monday Daily Reflections (Marg M): Currently on ZOOM. Looking for a new venue that is affordable and conforms to COVID-19 size requirements. Considering continuing with ZOOM as well as face-to-face when we finally re-open. We now host our own ZOOM meetings rather than using Mick's account and extend our thanks to Mick for the assistance.

Palmerston Thursday TIAS (Dan T): Currently without a venue and all meetings via ZOOM. At the last Group Conscience meeting we discussed post-Covid re-opening. One option is not to re-open as a face to face meeting - the Parap Thursday meeting is an alternative for members. Further GC discussions will arrive at a decision.

Friday Lunchtime Parap, Monday Lunchtime and Sunday Morning (Deb H): These meetings are all on ZOOM and with popular with attendance ranging from 5 to 9. No plans for re-opening face to face meetings at this stage.



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Tuesday Big Book Recovery (Denis P): ZOOM meetings are going well with various ex-members joining in. The Group Conscience will monitor the situation and decide when to re-open with the possibility of continuing to offer ZOOM as an option. There are six group members and we follow the 60-30-10 plan.

Friday Casuarina (John S): The meeting has re-opened at the Pandanus Room, Nightcliff Community Centre and initial attendance was eight. This venue is expensive and contributions at this stage just cover the costs. We will have to see if it remains financially viable. We are looking at offering ZOOM in addition to face to face. We recently changed our bank account to People's Choice Credit Union.

Nightcliff Saturday (Pat Mac): We decided to stick with ZOOM until we locate a suitable venue – we have the use of the Pandanus Room until the end of the month, but as a permanent option it is too expensive for us.

MEETING CLOSED AT 8:45 PM

The Serenity Prayer was read by all.

NEXT MEETING

The next meeting will be a monthly Office Committee meeting 7pm Wednesday 8th July 2020.

The next Quarterly meeting for committee members and GSRs will be at 7pm Wednesday 2nd September 2020 at this stage via ZOOM Conference call. This will be the final meeting for 2019/2020 and several committee members will be rotating off including Secretary, Registrar and Treasurer, so please encourage group members to take up the vacancies and keep the Office functioning.