



**DARWIN DISTRICT**  
**AREA "A" NORTHERN REGION**  
**Minutes of Meeting**

**Meeting Type:** Monthly District Office Meeting  
**Meeting Location:** Via ZOOM Conference Call  
**Meeting Date:** 8<sup>th</sup> July 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 and other Zoom meetings	Y	Treatment Facilities Coordinator
Dan T	Palmerston Thursday There is a Solution	Y	PI Coordinator
Sam H	Saturday Women's Group	Y	Office Coordinator
Mike B	Observer (Travelling in WA)	N	

**Apologies:**

Denis P	Big Book Recovery Tuesday	Y	Office Maintenance
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**Traditions and Statement of Purpose**

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

**Acceptance of previous minutes**

Sam H moved that the minutes of the previous meeting be accepted, seconded Mick G carried unanimously.



**Outstanding business action items**

No.	Item	Who	When	Status
1	<p><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</p> <p><i>Moved Marg M Seconded Mike B Approved unanimously</i></p>	Sam H – Tradition 8	5 Aug 2020	8 Jul: Dan T delivered talk on Tradition 7
2	<p><u>6 Mar: Vacant position – Editor Serenity Times</u></p> <p>Call for nominations</p>	All	3 Jun 2020	<p>3 Jun: Susan B nominated for the position, seconded Pat Mac.</p> <p><i>Elected unanimously.</i></p> <p><b>Closed</b></p>
3	<p><u>6 Mar: Vacant position – Roundup Coordinator</u></p> <p>Call for nominations</p>	All	8 Jul 2020	<p>8 Jul: See previous minutes for compete history (removed to save space). Latest status from Bob W: Kyra has advised that Katherine members have decided to cancel their Roundup this year. Katherine meetings are expected to re-open later this month – date to be advised. I have advised John for future meeting lists and queries. Douglas Daly is a goer, probably simpler without the catering. We do expect a few “regulars” from SA, and possibly a couple of Victorians who are out of their State – but will the NT let them in? One among a few</p>



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				<p>unanswered questions. As you know, Terry is not well but a few of us can easily put the camp together – and he’s saying he wants to be there (with two of his daughters who will be here) – so I hope that can happen. As far as the following (Unity) weekend goes, nothing very firm. The Tuesday BBRG has offered to put on an extra meeting if we do get a few visitors (Saturday lunchtime perhaps). As far as the Saturday night barbecue/meeting/dance goes, that very much depends on how Terry is. Bob is not really involved and there doesn’t seem to be a firm committee for the weekend. By the time of our final Douglas Daly meeting on Sunday 19<sup>th</sup> July we should have an idea of visitor numbers (I think probably only a few) and how Terry is. So, someone might want to take over the “Unity Weekend” or just wait and see what develops. With Covid-19 and all, maybe members won’t be keen to do anything much this year.</p>
4	<p><u>6 Nov: Vacant position – Correctional Facilities Co-ordinator</u>            Call for nominations</p>	All	2 Sep 2020	8 Jul: No nominations



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5	<p><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.</p> <p><i>Moved John S seconded Pat Mac approved unanimously</i></p>	Mick G	8 Jul 2020	8 Jul: Denis has collected the Darwin AA archives from Ollie and placed them in the DDO cabinet not to be removed. Denis to meet John S at the office next week to start scanning. See New Business Item 4 below re decision to buy new SS drive to house the archives.
6	<p><u>4 Dec: Vacant Position – Secretary Darwin District</u> following withdrawal of previous nomination this position is now vacant, Pat Mac acting temporarily</p>	All	2 Sep 2020	8 Jul: No nominations. Pat advised he will definitely step down from the 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 22<sup>nd</sup> 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.</p>



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				8 Jul: No progress as institutions in lockdown.
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 camera for this purpose and this may or may not involve upgrading the existing PC.</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 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>3 Jun: John S received advice from Kym (our IT consultant) that the best value for us would be to replace peripherals – USB hub and Logitech web camera. Ps 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> <p>8 Jul: Further advice from Kym that it would be more economical just to replace peripherals – USB hub and Logitech</p>



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				web camera. Awaiting delivery.
9	<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	<p>3 Jun: John S to arrange cleaning up files with Kym.</p> <p>8 Jul: Files have been reorganised as much as possible.</p> <p><b>Closed</b></p>
10	<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</p>	Pat Mac	8 Jul 2020	<p>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</p> <p>8 Jul: Pat has appointment to meet with Stewart at NAB Mitchell Street. Bank needs to sight minutes to set up the process, then there will be some additional forms to sign. There will probably be a requirement to register one person as the custodian. Pat will report via eMail so that this can</p>



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	<p>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 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 Approved unanimously</i></p>			progress without waiting for next meeting.

**New Business Action Items**

No.	Item	Who	When	Status
1	Amend the Office Volunteer Manual to make it clear that any email messages requesting information relating to the media or other non-AA organisations must be forwarded to the Public Information Coordinator	Sam H	5 Aug 2020	8 Jul: Sam H will organise this
2	Change the settings on the DDO eMail account so that copies of all incoming mail are automatically forwarded to both the DCM and the Registrar personal accounts, so that enquiries are answered promptly	John S/ Dan T	5 Aug 2020	8 Jul: Dan T will help John S to implement the change in Outlook
3	Re-format meetings lists to update including Zoom information	John S/Pat Mac	5 Aug 2020	8 Jul: Pat will meet John in the office on Wed 15 July and assist



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				with MS Word formatting
4	Acquire a 1TB solid state drive to house the scanned archives (which can also be backed up in the Cloud)  <i>Moved Mick G Seconded Pat Mac approved unanimously</i>	Mick G	5 Aug 2020	8 Jul: Agreed if cost is in the vicinity of \$100 or so – Mick will check with Officeworks and purchase if cost is reasonable

## REPORTS – OFFICE BEARERS

### DCM – Mick G:

Welcome and thank you to everyone who has attended tonight.

Thank you to all the committee members who continue to maintain the operations of their positions in what are still and will continue to be, different times.

Darwin currently has 18 weekly meetings.

- 9 meetings have reopened
- 9 meeting remain on ZOOM

I would like to thank and congratulate all the groups who, in their “autonomy” have followed their Group Conscience Decision and then implemented that decision.

It is extremely important that those groups who are meeting “face to face” continue to follow any and all directions mandated by the NT government in respect to COVID 19 practises, including those required by their “landlord”.

At times such as this, we are fortunate to have the legacy of the 12 Traditions to give us clear direction as to how each group may approach this situation.

I suggest that the following Traditions : Tradition 1, Tradition 4 and Tradition 10 are paramount in the Group Conscience decision in the development, operation and function of each group holding “face to face” meetings, lest the AA name be brought into disrepute.

I am sure many meetings and some new ones may remain on ZOOM, providing AA, its members and newcomers with a valid meeting option, while allowing all AA members a broad capacity to “carry the message” in numerous ways. Thank you again for the financial generosity, of the four hosts of zoom in the Darwin District, but also the time that is given to host those meetings.

Welcome to the new Editor of the Serenity Times, Susan B, and what a great first issue under her new direction.

Darwin District Treasurer and Secretary, Pat Mac, will be rotating off in September this year. Please seek support from your groups or those in AA who may be interested in either of these positions.

There are 12 positions on the Darwin District Committee, 11 of which are currently filled. This has been proven to be a strong and effective Darwin District Office, in its delivery of “service” to the Darwin AA groups. By September there is a possibility, through rotations, that this number will reduce by 4 positions maybe more.

A “half full Darwin District Office” can only supply/operate the services that has members “sitting” in





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those committee positions. Realistically, even less than half, as each member "grows weary" of trying to "cover too many bases".

The future outcomes in these matters, will be in God's hands – but the efforts made by all members of AA Darwin will **reflect the need or not, for** the Darwin District Committees future and the Groups of AA Darwin's actual requirement for service or not.

If those who are rotating off or deciding to, in September, could please advise the Secretary as soon as possible, the DDO will then have something "concrete" to offer to the groups, as far as "positions vacant" and hopefully new members willing to step up, will be able to be voted in at the September District Meeting, leaving as few positions as possible vacant, for as short a time as possible.

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

**Secretary – Pat Mac acting:**

Checking PO Box regularly – usual statements from Telstra and Darwin City Council (paid automatically by direct debit); Area A bank statement for May placed in the Area folder and the 2020 World Services Literature Catalogue left in the Literature folder.

*Moved that report be accepted John S seconded Caroline B accepted unanimously.*

**Literature – Caroline B:**

15th June 2020: I made two literature sales of \$100 including two big books one was for humpty doo group. I banked the \$100 same day and sent Pat the bank statement.

22nd June 2020: I picked up my literature order for the office being 25 beginner packs, left the invoice in the treasurer folder.

29th June 2020: I put a literature order together for Monday night daily reflections group.

I picked up ordered banners serenity prayer 12 steps and 12 traditions from post office that was ordered for the Monday night daily reflections group 30th June 2020.

Marg picked up the banners and the literature for the group. Being for 6 newcomers packs, four 12 and 12 books, 4 little big books, 2, 4th ed. big books. Gillian let me know that Marg had picked up and payed for literature and banners by electronic banking in total of \$240.00 receipt number 63002484857.

6th July 2020: I checked literature tin \$25.50 for a sale which I will bank next week, and \$56.40 is in the float. (Pat Mac added that the accounts currently show float of \$59.40 – this will be adjusted in the accounts by deducting \$3.00 from literature cash sales).

*Moved that report be accepted John S seconded Dan T accepted unanimously.*

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

All is going well at Banyan House rehab - they are always happy to see us.

I contacted Mission Australia to ask if they wanted us to start visiting them, they want us ASAP so tonight will be our first night back after lockdown.

Can the secretaries of the groups please announce at their meetings that we are back at Banyan House and Mission Australia, so we need volunteers to come forward and share their experience strength and hope.

*Moved that report be accepted Caroline B seconded Dan T accepted unanimously.*

**Registrar – John S**

Things are getting behind in the Office with reduced numbers of volunteers. Computer and Microsoft Account problems have taken up a lot of my time.



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As I have mentioned earlier it is not good to have a newcomer's request for meeting details wait for a week and it has happened again today. An email from a prospective member last Thursday requesting details of face to face meetings was still unanswered when I came in. Gillian does not action emails and Denis does only some. This needs to be resolved as this is the primary purpose for the Office. Last fortnight I came in and there were 2 similar requests unanswered for a week. Pat and Mick may be able to advise on the MS account and debit card matters which are linked. The computer hardware has not been upgraded maybe because of the account problem. At this stage I still have to update some lists and re format the meetings lists which will have to be done 2 to a page instead of 3 due to the extra space needed to include Zoom meeting details.

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

**Office Co-Ordinator – Sam H**

The current office roster is as follows:

Monday - Denis P  
Tuesday - Gillian R  
Wednesday - John S  
Thursday – Gordo  
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 as follows:

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

Marg M on standby to answer calls when allocated volunteer cannot.

Sam announced that she would be rotating off from the position in September.

*Moved that report be accepted Pat Mac seconded Dan T accepted unanimously.*

**Office Maintenance – Dennis P**

My apologies for not being able to be there tonight. Nothing much to report on by memory vacuumed office floor emptied vacuum. Refilled the 70% metho 30 % water spray bottle checked stock plenty paper cups hand towels and disinfectant. I also picked up Darwin AA archives from Ollie and placed them in DDO cabinet not to be removed. Have spoken with John. S and going to try to meet at the office next week to start scanning. Thank you everyone have a great meeting and night.

*Moved that report be accepted John S seconded Mick G accepted unanimously.*

**Treasurer – Pat Mac**

Attached.

*Moved that report be accepted Mick G seconded Dan T accepted unanimously.*



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**Webmaster – Mick G**

The website aadarwin.org.au is hopefully serving our AA community, both as a “doorway” to zoom meetings and acting as “the current meetings list”. Reproduction of hard copy meeting lists was deferred at the last District Meeting, until there was more certainty about meetings that will open and some new and potential venue changes were to be confirmed. Thank you to everyone who has kept me updated on the changes so far.

The Australian AA Service Manual and AA guidelines have been added to the site under “AA Resources” on the District Meeting page, at the bottom. This will make them easier to access for all.

They will download as a PDF doc and be immediately readable and printable.

Alice Springs meetings are now ALL “face to face and simultaneous zoom ”.

Katherine Roundup is cancelled for 2020, waiting on further notice from Katherine as to their meeting status.

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

**PI Coordinator – Dan T**

I'm in an extremely busy phase at work at the moment thanks to Covid-19 and have nothing to report on the PI front other than our recent media announcements on CH 10 and 9 have expired and will be re-applied for in the coming weeks. At least one 12th step call was carried out as a result of these that we know of. As well as 9 and 10 I will be making enquiries as to airing something on SBS as it may reach a lot more of the community.

*Moved that report be accepted Pat Mac seconded Mick G accepted unanimously.*

**MEETING CLOSED AT 8:15 PM**

The Serenity Prayer was read by all.

**NEXT MEETING**

The next meeting will be a monthly Office Committee meeting 7pm Wednesday 5<sup>th</sup> August 2020.

The next Quarterly meeting for committee members and GSRs will be at 7pm Wednesday 2<sup>nd</sup> 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, Office Coordinator, Registrar and Treasurer, so please encourage group members to take up the vacancies and keep the Office functioning.