

DELEGATES MEETING MINUTES - SUNDAY, 11TH FEBRUARY, 2024

MEETING COMMENCED : 2.05 PM

ATTENDANCE: 33 in total

Delegates	25	
Committee	6	
General Secretary	1	
Observers	1	- Wendy P - sign in person.

1. Chairs Opening Remarks
2. Briefing – Zoom Meeting Procedure
3. Apologies
Aala (Progress Not Perfection)
Larissa B (CSC Committee)
Robyn M (CSC Committee)
Barry (Murumbeena)
4. Read Objects of Plan of Procedure
5. Read Twelve Traditions
6. Table Minutes of Delegates Meeting 12th November 2023
7. Business Arising
Item (8) moved by “Andy K Heatherton” – amend to read “Hampton Recovery Hour”
Item (9) “Tom Moore giving his advice to CSO on a pro-bono basis”? Adnan confirmed that he was.
Item (14) re: service dogs. Was this discussed at CSC meeting? Doug confirmed this to be discussed later in this meeting.
8. Adoption of Minutes 12th November 2023
Moved: Trevor T (Sandringham) Seconded: Gary O (A Few Good Men)
9. General Secretary’s Report
Matters arising:
Reiterate calls for office volunteers
Adnan commended for his work
10. Treasurers Report
Matters arising:
Running at a loss (quantified at \$2000 each for Nov and Dec 2023)
Extra expenses: incurred with accumulated tax debt, this has been addressed; costs associated with consulting CPA; increase of Superannuation from 9 to 9.5%
Sales: decline in sales and MCC donations
Suggested actions:
Increase profile of office: open days; video of walk-thru of office especially Archives;
increase awareness of Literature available; appeal to groups for contributions; qualify what services CSO provides
Update of website: Andy K appealed for someone to take over the webmaster role
Reduce expenses

Shaz (Central Victorian District) outlined model of their operations including events income funding public info and resources for newcomers

11. State Trustees Report

Adoption of reports:

Moved: Gail (Harmony)

Seconded: Rob W (CSC Cttee)

12. CSC Reports

Phone helpline (Larissa) – presented by Doug. Noted warm appreciation and thanks to Larissa for her hard work.

Victorian Prisons Intergroup (VPI) (Doug) – as per minutes attached with Agenda, If available to volunteer in Prisons please contact VPI.

Indigenous Liaison (Rob): researching why Indigenous people may not accept AA. Rob is speaking informally to people, and will continue with this before presenting conclusions.

Innovations: (Damian) Looking at presenting better digital presence (update of website)

Xmas Lunch: (Gail) reported on a successful event enjoyed by 80 people, despite the wet weather. \$1000 profit was made.

Adoption of CSC reports:

Moved: Ray (Melton)

Seconded: Mark (Flemington)

13. Correspondence:

Matters arising:

Item (2): St John of God (rehab) requesting speakers: Adnan advised this has been referred on

Item (3): Vicky re: dogs in meetings. Adnan forwarded V the GSO information.

Some discussion from members re: difficulties found when dogs in meetings (eg biting incident)

Current law allows Guide Dogs by their handlers or trainers in venues (see attachment)

Doug to follow this up with GSO

Item (7): telephone conversation with ATO – Adnan spoke with ATO personnel and late fine was withdrawn

Item (28): Adnan confirmed that Thomas M had resigned due to their time being completed

Item: speakers for Kingswood College. Adnan has followed up and 2 members will attend as College requested.

Adoption of Correspondence:

Moved: Mausie (Wodonga)

Seconded: John (Springvale)

14. General Business;

Motion to elect Larissa B as the help line co-ordinator on the CSC Committee

Moved: Adnan

Seconded: Doug W

Shaz (CV District) outlined some PI projects

Donations - 60-30-10 plan was discussed.

Doug suggested engaging with younger members – events? Co-ordinate with others eg 12 step office to arrange events?

Mention made of:

(past) Southern Regional Event

Some areas eg Outer Eastern are very strong

Bayswater Lunch was also held on Xmas day but this was their normal meeting time and a (local) group event

Heard of a Group putting basket contributions to outside entity (eg a charity rather than AA/12 step/GSO/District) – keep groups aware of the purpose of 7th tradition
Question: Does AA have an umbrella exemption for GST (eg. Group venue hire of centres which charge GST). Answer: No, but group can do its own application to ATO.

MEETING CLOSED AT 3.45 PM

Appendices:

General Secretary's Report

Although it has been another busy month at our Central Service Office, I will keep my report brief.

We welcome our new Central Service Committee members. There were 5 candidates for the 4 vacancies. Rissa B. was not present for the entire Delegates Meeting and was overlooked for election. One of incumbent CSC members, Andrew K, withdrew his membership for personal reasons. Rissa was asked to fill the vacancy and she gracefully accepted and will need to be approved by the Delegate's body today.

Following on from our previous meeting, CSOV Ltd. has lodged an amended Constitution, which now appears on the ACNC website. Accordingly, CSOV Ltd. has lodged an application to be classed as a Public Benevolent Institution (PBI) Sub-Type – we are currently waiting for approval. We can apply for Donatable Goods Recipient (DGR) status after the PBI sub-type is approved.

I want to thank all members of CSC who agreed to become a Director and Responsible Person of CSOV Ltd.

Our new Treasurer Jess C. inquired why we were not collecting GST on our literature sales. Further investigating revealed that Alcoholics Anonymous Victoria has a Private Ruling from the ATO which allows GST-free sales, but the circumstances for the ruling are currently unknown. I have made an application to the ATO for Early Engagement and guidance on how CSOV Ltd. can get a similar ruling, otherwise we will have to collect GST from all sales.

Our elevator is now operational, but occasionally the door fails to open when called. The agent has been made aware of this.

Dr. Chen has tentatively agreed to our proposed Lease Assignment from Rusvic to CSOV, but would like his solicitor check the legalities before formally approving it. Dr. Chen requested that the bond be increased from 2 months rental to 3 months rental. This will be done by providing the agents with a Bank Guarantee from our bank. Our bank requires the whole amount to be put into a term deposit account which cannot be withdrawn for the life of the Bank Guarantee.

Again, I want to thank our regular volunteers for giving up their time to lend a hand in our office. Wendy and Gail are doing a terrific job with their day-to-day office duties.

Our regular volunteers, Robin M, Mark, Gail O'C, Nicky C, and Angelique, all deserve a big "thank you" for turning up week in, week out. We appreciate them giving up their time to lend a hand in our office. Wendy and Gail are doing a terrific job with their day-to-day office duties and the extra work they had with organising our Christmas Day Lunch event. I thank them for keeping me on my toes and for stepping up while we are working on improving our processes using the XERO accounting software.

Yours in Service

Adnan E.

State Trustee Report (Doug W, State Trustee)

As we move into 2024, I hope all in your worlds and that you all have had a sober and safe Xmas New year period. Myself I ramped up my meetings going to some of the meetings that were strong for me when I first came into the rooms. They are still good for me. Elsternwick, Brighton, Kew among others that showed me that there is a sober space for me if I worked on it and did the drill.

A big thank to all the committee members ongoing and new. A big shout out to Adnan who has worked tirelessly to fill the gaps in AA Victoria's ACNC obligations. Adnan and Jess (Treasurer and Vice Chair) are working on ensuring XERO is completely accurate and can be audited and reported on clearly and simply.

Some important issues are apparent at the moment, Finance and Safety are very important to the survival of AA. I ask that all meetings affiliated with AA Victoria continue to send seventh tradition group donations as regularly as possible. The cost of everything has risen significantly and we need a solid Prudent Reserve in place if another COVID type event occurs. Don't forget the Member Contribution Club (MCC) where members can donate one time or regularly as a direct debit. I know the Committee is working on cost savings, one that could happen is that we purchase the phone system rather than lease it. We need to make sure that doesn't affect warranties or servicing.

Meetings - It is important that your meeting information is up to date with at least a name and number of a contact for meeting information or just a local contact in an area. This is an easy process that can be found at [Report Changes to the Meetings List - Alcoholics Anonymous Meetings \(aa.org.au\)](#)

ISSUE RESOLUTION

Safeguarding Alcoholics Anonymous Policy - All people, regardless of their length of sobriety, age, gender, race, religious beliefs, family or social backgrounds, regardless of health conditions, disability or impairments, sexual orientation, or gender have a right to feel safe.

Safeguarding Alcoholics Anonymous Code of Conduct - Purpose This Code of Conduct outlines the standards of behavior required of all members and employees of AA. The Code of Conduct is intended to be consistent with the Twelve Traditions of AA and to support the wellbeing of AA members. Both can be found at [SAFEGUARDING ALCOHOLICS ANONYMOUS \(aa.org.au\)](#) To assist where there may be an escalation of an issue there is a reporting process that can be found at [Incident Report Form - Alcoholics Anonymous \(aa.org.au\)](#)

(GSO response dogs in meetings)

The following notice was published in the September 2000 issue of AA Around Australia ATTENTION ALL GROUP SECRETARIES IMPORTANT ANNOUNCEMENT DOGS AT MEETINGS At an AA meeting this year, a dog attacked and seriously injured a member. Legal action has been taken against the General Service Board as a result of this incident, which could result in a substantial judgement against us. We are not sure, at this time, whether or not our public liability insurers will cover this claim. If they do not, and a judgement is made against the General Service Board, this will have serious ramifications for the Fellowship financially. More importantly, a member's life has been seriously affected by this attack. The insurance company that had covered us for public liability insurance decided not to renew our public liability insurance policy. Fortunately, after many rejections, we have found another company willing to insure us. However, it is expected by the insurance company that all group secretaries will make every endeavour to ensure that members are safe during meetings. We strongly suggest that groups do not allow members to bring dogs (other than guide dogs) to meetings. Your meeting venue and equipment used should also be inspected for potential dangers. Some common causes of injury are: falls (steps, loose mats, slippery/wet floors); burns/scalds (make sure your urn/electric jug is not positioned so that it can fall; check that the cord is out of reach of any children that may be present); electrocution (make sure any equipment you use conforms with safety standards). Perhaps a safety officer could be appointed at your next group conscience meeting. Source: GSO Australia

AA Victoria November 2023 Financial Report

Overview of Financials

	As at 30.11.2023	
CSO Trading Account	\$6,390.00	These totals are taken directly from the Bank Statements
Prudent Reserve	\$45,454.23	
Events Fund	\$3,825.74	
Undeposited cash (to be banked)	\$117.15	
New CSO Trading Account 063217 10620789	0.00	Not yet used as at 30.11.23
	\$55,787.12	Total cash on hand

Aged Debtors Summary at 30 Nov – taken from Xero

Total outstanding	0-30 days	31-60 days	61-90 days	90+days
\$ 5656.89	\$ 5,938.60	\$ 218.35	\$ - 490.38	\$ - 9.68

AA Victoria December 2023 Financial Report

Overview of Financials

	As at 31.12.2023	
CSO Trading Account	\$4,018.18	These totals are taken directly from the Bank Statements
Prudent Reserve	\$45,508.73	
Events Fund	\$3825.74	
New CSO Trading Account 063217 10620789	0.00	Not yet used as at 31.12.23
	\$53,352.65	Total cash on hand

Aged Debtors Summary at 31 Dec – taken from Xero

Total outstanding	0-30 days	31-60 days	61-90 days	90+days
\$ 12,301.61	\$ 5,602.38	\$ 5,528.96	\$ 1,170.27	

AA Victoria January 2024 Financial Report

Overview of Financials

	As at 24.01.2024	
CSO Trading Account	\$5,010.72	Taken from Statement Balance on 31 st Jan.
Prudent Reserve	\$45,517.91	
Events Fund	\$4,856.78	
	\$55,385.41	Total cash on hand

Aged Debtors Summary at 31 January– taken from Xero

Total outstanding	0-30 days	31-60 days	61-90 days	90+days
\$ 15,550.02	\$ 8,850.79	\$ 5,528.96		\$ 1170.27

Treasurer's Comment on Financial Position

I note that the outstanding payments are not entirely accurate. The amount for \$5,528.96 is being looked into as it was allocated incorrectly to an income account with Xero and has actually already been paid. Further, the amount of \$1,170.27 has also been paid in 2 transactions but has somehow been missed in the conversion to Xero. This is also being looked at and will be journaled out once a workaround has been sought.

January sales are down by approximately 40% compared to normal, partly accounting for the loss made in January. The balance would be attributed to bookkeeping fees. The transfer of funds for the Christmas lunch have now been completed and made to the Events account.

Our Cash on hand is down on previous months, however we have incurred almost \$5,000.00 in accounting expenses for the financial year that would not usually appear on the P&L.

We have had to engage a CPA to compile the financial statements and returns for FY22 and FY23 as these had not been previously completed. This has also meant additional bookkeeping services have been required to assist with reconciliations and BAS lodgments.

I can confirm that the PAYG debt that was owing to the ATO has now been paid in full and our obligations are currently fulfilled. Approximately \$12,700.00 has been back paid to bring our Tax liabilities up to date for previous years. Further, the 0.5% superannuation increase from 9% to 9.5% has been addressed and these obligations are now up to date and have been back paid where necessary. This was a cost of approximately \$1,300.00

We will need to address these increased bookkeeping costs and employment costs as I forecast that CSO will continue to operate at a loss and eat into our prudent reserve if we do not either reassess our cost of sales figures, or increase our literature prices to cover costs.

I note that upcoming expenses prior to our next delegates meeting are our BAS lodgment - \$3,800.00 due, and approximately another \$1,500.00 in bookkeeping costs for the next quarter.

AA Helpline Coordinator Report

I am pleased to report that our Helpline Team is doing a fantastic job on the phones, providing support to those in need. The dedication & commitment of our members have been instrumental in ensuring that our Helpline continues to be a valuable resource for the still sick & suffering alcoholic. I am extremely grateful to all the members who have been stepping up whenever there is a need to fill temporary shifts. Their willingness to respond to these requests has been crucial in maintaining the effectiveness of the Helpline service. I have provided a request for volunteers to be of service for the CSO webmaster: Volunteer Opportunity: Join Our After-Hours Helpline Team Are you passionate about helping others on their journey to recovery? The AA Richmond CSO is seeking volunteers to join our after-hours Helpline team. Members are required to have a minimum of 12 months of sobriety. We also welcome individuals with less than 12 months of sobriety who are eager to be of service through 12th step work on the phones. These volunteers can come into the Richmond office & take calls in a supportive environment. If you're interested in making a difference & supporting those who are still suffering, we'd love to hear from you. Please contact us for more information on how you can get involved. Thank you all for your continued support & dedication to our Helpline service. Currently, we have 10 phone shifts that need to be filled on the current roster. I encourage anyone who is available to consider volunteering for these shifts & to get the word out to other members to encourage them to consider being of service to ensure that we can continue to provide uninterrupted support to those reaching out for help.

Warm regards, Rissa B AA Helpline Coordinator

Victorian Prisons Intergroup Report to Areas in Southern Region –December 2023

The VPI, an autonomous Intergroup of AA, has the primary purpose of facilitating the carrying of the AA Message of recovery to inmates in Victorian Correctional Facilities and in transition back into the community. It meets 4 times a year, varying with via Zoom or Face-to-Face. It is responsible to the AA Groups who fund it and has the following service positions: Chairperson, Secretary, Treasurer, Literature Officer, Public Information Officer, the AA Members who act as the AA Volunteer Roster Co-Ordinators for the various Correctional Facilities, and, in addition, any AA Member who wishes to participate in carrying the message into these Facilities.

The VPI met most recently face to face on Sunday 26th 2023 November at 10.00am, our fourth meeting for 2023. There were eight attendees, and two apologies. This Report contains updated information as at that Meeting: STATUS OF PRISON VISITS AA Prison Visits/Meetings active in most facilities, current position as far as we know is:

Barwon (male prisoners) Thurs 9.00am – 11.00am Lara Karreenga (male prisoners) Tues 3.00pm-4.30pm
Marngoneet (male prisoners) Wed 3.00pm – 4.30pm Ravenhall (male prisoners) Tues 9.30am – 10.30am Ravenhall
Dame Phyllis Frost (female prisoners) Sun 12.00noon to 4.30pm hourly Meetings are held consecutively – 2 in Protection and 1 in Mainstream Metropolitan Remand Centre (male prisoners) Thursday 12.25pm – 1.30pm
Truganina Port Phillip (male prisoners) Thurs 9.30am – 10.45am (currently not operating due to insufficient AA

Volunteers available) Castlemaine Loddon Wed 10.00am – 11.00am Middleton Wed 11.30am – 12.30pm Maldon Tarrengower (female prisoners) Wed 5.00pm via Zoom except last Wed of month is face to face Dhurringile Dhurringile (male prisoners) Current times and format to be advised Sale Fulham (male prisoners) Thursday 1.00pm Beechworth Beechworth (male prisoners) Monday 6.00pm Trawalla Langi Kal Kal (male prisoners) Currently not operating due to insufficient AA Volunteers available Melbourne City Melbourne Assessment Prison (male prisoners) Current situation unknown Ararat John Hopkins (male prisoners) No AA Volunteers visits occur

2 - THE FUTURE OF THE VPI IS BEING CHALLENGED The VPI needs more AA Members to volunteer to be on a Prison Roster or take on a Service Position so we can continue to carry the message into Correctional Facilities throughout Victoria. Currently, with Prison Roster Volunteers ●for some Facilities we have no volunteers, whilst ●for several other Facilities only one or two; Without more Volunteers, it will become more and more difficult to continue the AA Meetings. AA credibility is vital. It is critical that, if having arranged with the Correctional Facility to conduct the regular Weekly AA Meetings, we do not have sufficient co-ordinators and volunteers to ensure it happens. (A) To join a Prison Volunteers Roster you need: (1) be able to commit to regular attendance at the Facility, ideally weekly but at least fortnightly, with the Meetings at facilities occurring on predominantly on a weekday; (2) have a reasonable minimum period of continuous sobriety – 1-2 years; (3) be actively working the Steps in your life and attending regular, frequent Meetings; (4) be prepared to undergo a full background check for security clearance and to follow strict non-negotiable protocols and requirements at each Facility; and (5) ideally possess a driver's licence for ease of getting to the Prison. (B) We also need Members to volunteer for Service Positions with the Prisons Intergroup. At our Meeting on 26th November 2023, the positions of Chairperson, Literature Officer and Treasurer became vacant but no nominations were received and hence they remain vacant. If the VPI is to continue to function in accordance with its stated purpose, we need to be able to fill these positions. A member can fulfill one of these roles without also having to be on a Prison Volunteers Roster. If you are willing to consider undertaking a service role with the VPI, or becoming an AA Prison Volunteer, please email the Secretary, Jason, at victorianprisonsintergroup@gmail.com and a VPI member will contact you. In the meantime, our Meeting on November 26th established an Administrative Group to consider how we might move forward and continue to be able to carry the AA Message to Correctional Facilities. It aims to bring specific proposals to the Meeting scheduled for Sunday 25th Feb 2024. FINANCE The VPI relies entirely on donations from Groups to fund its operation. The most significant expense is the purchase and supply of AA Literature for distribution to inmates attending our Meetings. In addition there may at times be some expenses connected to the various Service Positions. –

3 - To ensure we have sufficient funds we maintain a prudent reserve of \$1600.00 which is the average quarterly Literature cost. For Group Donations our current CBA bank account details are Account Name: Victorian Prisons Intergroup BSB: 063-541 Account No: 1086 2793 Below are the details of Income and Expenses for the period 4th August to 10th November 2023 We thank all of the Groups listed below for their generosity and support. (listed)

(Please note that the apparently large Opening Balance of \$3547.53 was due to the timing of the Literature Order with GSO, the reason also which explains the larger than usual cost of the Literature Order on 18 October. The current Account Balance is slightly less than our preferred Prudent Reserve of \$1600.00) NEXT MEETING Date and Time and Venue and Format (unless otherwise advised) Sunday 25th February 2024 10.00am – 11.30am Jubilee Centre, Sacred heart Church, 9 Newcastle Street, Newport Face to Face For queries or questions related to this Report please contact the VPI Secretary, Jason, on Email: victorianprisonsintergroup@gmail.com

Correspondence

Serial #	Date	Document name
1	15/11/23	ACNC online lodgement of amended CSOV Ltd. Constitution.
2	21/11/23	Email from St. John of God. Re: Arranging AA speakers at their facility.
3	22/11/23	Email to Vicky from Geelong: Information regarding dogs at AA meetings

4	23/11/23	CSOV Change of Charity Sub-Type lodged with ACNC.
5	23/11/23	Email Invitation from Liquor Control Victoria re: Community Stakeholder Forum.
6	24/11/23	Email from Estate Agent informing of 3% rental increase
7	29/11/23	ATO: Telephone confirmation of remission of \$1350.90 penalty imposed by ATO.
8	29/11/23	Alcoholics Anonymous Victoria Financial Statements for FY22 and FY23 emailed to all Affiliated Group Delegates
9	04/12/23	Email invitation to attend Area-C Assembly.
10	05/12/23	Email confirmation from CorelloHorton that all 3 Insurance Policies have changed to CSOV.
11	06/12/23	Email from Andrew K. re: Withdrawal from CSC.
12	06/12/23	Invitation to Rissa B. re: CSC vacancy.
13	07/12/23	Email from Central Victoria District re: website and charity registration.
14	11/12/23	Telephone call to ATO: Final payment and completion of Payment Plan.

15	18/12/23	Email to AA Central Victoria District Re: Outcome of CSC Special Meeting held on 14/12/23
16	21/12/23	GoDaddy: Confirmation of registration of domain names: <ul style="list-style-type: none"> • centralserviceoffice.org.au • centralserviceoffice.org
17	21/12/23	Email to GSO Re: GST-free literature sales
18	22/12/23	Email from AA Central Victoria District Re: New domain name and web traffic forwarding proposal
19	05/01/24	Telephone call to ATO Re: Private Ruling for GST-free Sales
20	11/01/24	ASIC: 3-year renewal of Central Service Office Victoria business name
21	16/01/24	ASIC: Notification of Change of Officeholders
22	17/01/24	ACNC: Notification of Change of Responsible Persons
23	19/01/24	Email to Nexgen requesting Contract details
24	25/01/24	Email to GSO Re: Alcoholics Anonymous Victoria contact details not being on AAWS website
25	25/01/24	Email to AAWS Re: Request to list Alcoholics Anonymous Victoria contact details on AAWS website
26	31/01/24	ACNC: Lodgement of 2022 and 2023 Annual Information Statements for CSOV Ltd.
27	01/02/24	Inspection of elevator repairs by real estate agent.
28	05/02/24	Email from Thomas Moore indicating he will resign as CSOV Ltd. Director as per Constitution.
29	06/02/24	Telephone call to Dr. Chen (Landlord) regarding Lease Assignment.