

**Greater East Bay ACA Intergroup
February 23, 2019**

Time: 10:30-12noon

Location: St. Paul's Episcopal Church, 1924 Trinity Ave, Walnut Creek, CA 94596

If you are unable to join in person, join by Phone: Call 855-880-1246 and use Meeting ID 919 237 0898. Or join via the ZOOM App: 919 237 0898

A. Open with ACA Serenity Prayer and Introduction

B. Review and Approval of today's Agenda

C. Review and Approval of January Minutes

D. Review of Board Positions and Roles

- a. Deposition of the approved Roles and Expectation Doc
- b. Board Director positions clarification
- c. Open Crucial Positions – Vice Chair, Communication Officer
- d. November 23, 2019 confirmed as last meeting for 2019
- e. Temporary Coverage for managing Box and GEBACA email

E. Trusted Servant's Reports

1. Literature Report

2. Treasurer's report

- a. Quick Book
- b. Prudent Reserve
- c. E- Commerce
- d. State and Federal Tax Filings
- e. G Suite
- f. 7th Tradition to WSO and Region

3. Website/Communication Report

- a. Updating content
 - i. New Fund Flow Model
- b. Updating Contact List
- c. Communication Team Approach

4. **Events/Activities**
 - a. **10th Step Event with Sacramento Speakers**
 - b. **Sponsorship Event**
5. **WSO February meeting report**
 - a. **ABC in Sweden – remote voting training**
 - b. **Review of the ABC Proposals**
6. **H&I**
7. **Young People Liaison**

F. Quarterly Speaker Meetings

1. **Fremont April 13, 2019 QSM**
 - a. **Facility**
 - b. **Speakers**
 - c. **Refreshments**
 - d. **Service positions - microphone**
 - e. **Event Promotion – The Traveler and website**
 - f. **Budget**
 - g. **Sponsorship Corner**
2. **July QSM**
 - a. **Location?**
 - b. **Invite a home group(s) to host**
3. **October QSM**
 - a. **Facility – John Muir Concord pending Administration Approval**

G. Next Actions

1. **Set priorities**
2. **Deliverables for next meeting**

Next Meeting: March 23, 2019 Time: 10:30-12noon

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