

**Minutes Greater East Bay ACA Intergroup (GEBACA)
Saturday May 25, 2024 10:30 a.m. - 11:30 a.m.**

Zoom only meeting.

A. Serenity Prayer and Introductions

Present: Carmen B (Chair); Marcus H (Secretary, IGR- Thurs. 7pm *Oakland*); Jesse (Webmaster/Treasurer); Zoe H (Communications Officer); Carla (IGR- Thurs 7pm *Clothesline Group*, Fremont); Terri (IGR- Tues 4-5:30pm *Tuesday People of Color*, Oakland); Rich (IGR- Fri 7:30-9pm *Zoom Boom Room Friday Night Speaker Meeting*); Claudia G (IGR-Monday 10:30am *Courage To Change*, El Cerrito)

B. Standard Meeting Readings

- . GEBACA Mission Statement.
- . Concept V
- . Tradition Five
- . Tradition Five Meditation

C. Review and Approval of Agenda

Approved as written.

D. Review and Approval of April Meeting Minutes

Approved as written.

E. Guest Input

F. Trusted Servant's Reports – 3-to-4-minute reports

1. GEBACA Chair Report chair@gebaca.org
2. Secretary Report secretary@gebaca.org
3. Treasurer's Report treasurer@gebaca.org

May Report

Income

7th Tradition - Meetings 1,272.92

Total Income 1,272.92

GROSS PROFIT 1,272.92

Expenses

Purchases 472.79

Taxes & Licenses 525.00

Uncategorized Expense 21.92

ZOOM 164.46

Total Expenses 1,184.17

NET OPERATING INCOME 88.75

NET INCOME 88.75

Ending balance \$4,262.15

4. Literature Report literature@gebaca.org
 - a. Sales and inventory
 - b. *New Hope: ACA Beginner's Handbook* book available soon

5. Communication Report communications@gebaca.org
Update Contact List
Sent out information on Steps Survey being pulled for later re-issuance, on the formation of a WSO team to work on a new book on boundaries, on the new information helpline being organized by the ACA Region Connecting the World, on an in person retreat in October hosted by the Orange County ACA Intergroup
6. Website Report webadmin@gebaca.org
 - a. Upgrading Zoom 1 to business account with 500 participant max.
Zoom Boom meeting often reaches the maximum of 100 participants.
In order to have Saturday Events and Friday Zoom Boom on the same account a meeting will need to move to a different account. The cost of the increased capacity add on is \$50 a month whether you add it monthly or for an entire year.
Tabled: Discussion to add it for a year was tabled to June in order to assess the budgetary situation and if there are any Zoom discounts.
Motion: that we upgrade a Zoom account to 500 participants for June to accommodate the “Reclaiming Our Cultural Identity” workshop event.
Passed by Unanimous Consent
 - b. Policy on small closed 2 person meetings using Zoom accounts
Discussion took place of the size/type of meeting eligible and that regular meetings would have scheduling preference. Secretary will research previous motion and bring it to this discussion at the next meeting.
 - c. Consent form verbiage for posting recorded shares
Motion : To approve a consent form for posting of recorded shares asking for first and last name, phone number, email and date signed.
Made (Jesse) Seconded (Rich) and Carried (M/S/C) Unanimous
We will make it clear to speakers that the last name is for legal requirements and will not be made public.
7. Public Information info@gebaca.org. November
8. H&I hospital-institution@gebaca.org.
9. Diversity and Inclusion Committee diversity@gebaca.org
“Reclaiming Our Cultural Identity” event is being rescheduled likely to June 29.
10. Intergroup Rep Updates
Oakland Thursday 7pm Marcus- IGR The meeting is looking at going hybrid with a new Thursday meeting being started by the *Berkeley Tuesday 7pm in-person meeting*.
Thurs 6-7pm Becoming Your Own Loving Parent Rich has been Secretary for 1 year and meeting has been struggling. No others doing service. Attendance is quite low. Last week I was the only one there. The meeting is going to end.

G. Old Business

1. Review and Update of Service Positions Document
Motion: To approve the Service Positions Document as updated. See below *
M/S/C Unanimous with 1 abstention.
2. Items for discussion from Goals for 2024
 - a. Finalize the Review and Update of Service Positions Document

Completed in G.1. above.

- b. Facilitate the setting up of member Study Groups for Steps, Traits and Loving Parent Guidebook – – in need of volunteer to implement service. Secretary will check on method used by a San Francisco meeting where a spreadsheet has been implemented.
3. GEBACA sponsored speaker meeting in the fall
The Pleasant Hill meeting has expressed interest in hosting this. Reserve for discussion at the next meeting. Intergroup is open to any groups hosting speaker meetings.
4. How to archive GEBACA documents
5. Changing regions - on hold
6. Change Intergroup meeting time
Alternate meeting times discussed and consensus was to keep existing time of 10:30-11:30am with the possibility of going later if needed.

H. New Business

I. Announcements

Next GEBACA Meeting:

June 22, 2024 10:30am-11:30am PST

Zoom only - Meeting ID: 116 286 465 Passcode: 103012

<https://zoom.us/j/116286465>

Intergroup meetings are held on the 4th Saturday of the month at 10:30am via Zoom.

2024 Meeting Dates: Jan 27th, Feb 24th, Mar 23rd, April 27th, May 25th, June 22nd, July 17th, Aug 24th, Sep 28th, Oct 26th, Nov 16th

*

DRAFT 4 GEBACA SERVICE POSITION DESCRIPTIONS

January 2024

Formerly “GEBACA Service Positions – Role and Responsibilities”

Service Positions & Mission Statement

To serve the members and meetings of the San Francisco Greater East Bay Area under the guidelines of the Twelve Steps, The Twelve Traditions, and the Twelve Concepts, this Intergroup shall:

1. Help coordinate communication among members and groups
2. Establish and support Public Information.
3. Carry the message to Hospitals and Institution meetings.
4. Obtain and distribute Conference approved literature to member groups at the lowest possible cost, and,

In the interests of fellowship, unity and growth in recovery, organize and hold ACA activities, workshop and events.

CHAIRPERSON

Recovery Two Years. One-year term.

Draft updated description: Conducts monthly Intergroup business meetings. Finds replacement to chair meetings if unable to attend. Prepares monthly agenda and distributes to Board/Intergroup Reps before monthly meeting. Coordinates with webmaster to post the monthly minutes and agenda on website. Insures that State and Federal tax filings are accomplished per deadlines. Presents Intergroup issues to WSO. Participates in the monthly WSO Business Meeting. Attends half the home group meetings within the Intergroup, splitting the schedule with Vice Chairperson. Encourages fellow travelers to get involved in ACA service work. Encourages all board members to attend intergroup meetings, in particular those without intergroup representative.

Former description: Conducts monthly Intergroup Meetings. Responsible to find Chair replacement, if unable to attend Intergroup monthly meeting. Prepares the monthly agenda and distributes to the Board/Intergroup Reps 10 days before the monthly meeting. Posts the monthly agenda in Box and on GEBACA website 10 days before the meeting. Presents Intergroup issues to WSO, Participates in the monthly WSO Business Meeting. Coordinates and leads Intergroup Events. Encourages fellow travelers to get involved in ACA service work.

VICE CHAIRPERSON

Recovery Two Years. One-year term.

Draft updated description: Attends monthly Intergroup business meetings in person or online. Assists Chairperson as needed in performing Chairperson duties. Fills in for Chairperson when Chairperson is not available. Assumes role of Chairperson at the expiration of Vice Chairperson's term. Assists with coordination of Intergroup events, including Quarterly Speaker Meetings. Supports Intergroup activity leads such as Literature and Events Officers. Participates in monthly Region Business Meeting.

Former description: only change is "Attends monthly Intergroup business meetings in person or telephone" to "in person and online."

TREASURER

Recovery one year. One-year term. Familiarity with Quickbooks required.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Finds replacement to discuss monthly report if unable to attend. Provides monthly Treasurer Report to Intergroup Officers and Representatives within 7 days of the monthly meeting. Provides a written monthly report showing money collection, deposits and all expenses. Prepares a written yearly budget with Chairperson in September for October business meeting. Provides written year end report in January for previous calendar year. Maintains Quickbooks. Maintains calendar of pending expenses. Pays bills for Zoom, rent, Quickbooks, insurance, accountant, taxes and mailbox. Transfers funds, as decided by GEBACA Intergroup, to WSO . Transfers money from Venmo and Paypal to Wells Fargo periodically. Works with Chairperson to prepare necessary reports for State and Federal tax filings. Checks the GEBACA PO box at least every two months and deposits donation checks into Wells Fargo account.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Provides a written monthly report showing money collection, deposits and all expenses. Prepares a written yearly budget with the Chairperson in September for October Business Meeting. Provides a written year end report in January for the previous calendar year. Posts the monthly Treasurer Report on Box and the GEBACA website within one week of monthly meeting. Maintains a calendar of pending expenses including rent, maintenance fees such as website, Quick Book. Insures proper State and Federal tax filings are posted. Responsible to find someone to discuss monthly report if unable to attend Intergroup monthly meeting.

SECRETARY

Recovery one year. One-year term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Finds replacement to take minutes at Intergroup meeting if unable to attend. Provides written Intergroup monthly meeting minutes, including motions, actions, decisions and person(s) responsible. Distributes Intergroup monthly meeting minutes to Board and Intergroup Representatives within 7 days prior to the meeting at which they will be voted on for approval. Insures that approved minutes are posted on the GEBACA website within 7 days after the meeting at which they were approved. Maintains an annual historical Book of Minutes of all Intergroup meetings comprised of all prior actions and policies.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Responsible for writing the Intergroup monthly meeting minutes including motions, actions, decisions and the responsible person(s). Distributes the Intergroup monthly meeting minutes to the Board and Intergroup Reps within 7 days of meeting. Posts the Intergroup monthly minutes on Box and the GEBACA website within one week of the monthly meeting or delegates to website master. Responsible to find Secretary replacement, if unable to attend an Intergroup monthly meeting.

LITERATURE & ASSISTANT LITERATURE OFFICERS

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Purchases and maintains literature inventory. Coordinates and distributes literature to home groups. Provides monthly Literature Report, including inventory, sales and purchases, to Website Officer, within one week of monthly Intergroup meeting, to be posted on GEBACA website. Provides written year end report in January for previous calendar year.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Purchase and maintain literature inventory. Coordinates and distributes literature to home groups. Provides a written monthly Literature Report including inventory, sales and purchases. Provides a written year end report in January for the previous calendar year. Posts monthly Literature Report to Box and the GEBACA website or delegates to the website master. Responsible to find someone to discuss monthly report if unable to attend Intergroup monthly meeting.

COMMUNICATIONS OFFICER

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Maintains and distributes GEBACA Intergroup contact list to Intergroup Officers, Intergroup Representatives and Contact People. Issues electronic communications to members, including information about events, Intergroup planning, elections, and WSO information, as requested by Intergroup and at the Communications Officer's discretion. Coordinates with Website Officer to update and maintain electronic Intergroup mailing lists. Provides the IGR Welcome Letter, GEBACA Bylaws and Service Positions Descriptions to new Intergroup Representatives. Provides the New Meeting Welcome Letter to new meetings. Submits GEBACA events to GEBACA and WSO websites for posting. Safeguards the electronic anonymity of all members by bcc'ing emails, in keeping with Traditions 11 and 12.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Maintain GEBACA Intergroup contact list. Distributes updated GEBACA Intergroup contact list to the Intergroup Board and Intergroup Reps/Alternates. Maintain GEBACA website mailing list. Issues electronic communication to members such as events planning, elections and meeting updates as requested by the Board. Updates website content. Coordinates and prepares quarterly website newsletter. Safeguards the electronic anonymity of all members in keeping with Traditions 11 and 12.

WEBSITE OFFICER

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Finds replacement to give monthly report if unable to attend Intergroup meeting. Provides monthly reporting/feedback to the functionality and usage of the website. Guides the Board on improvement to the GEBACA website. Provides maintenance and content updates to the GEBACA website as requested by the Board. Assures Intergroup monthly documents are posted on website within 10 days of receiving the documents. Adds, removes and updates meetings on website as needed. Adds content regarding upcoming Intergroup speaker meetings and events. Updates the Literature Pricing and Order Form as needed. Maintains Zoom meetings, including the technical management of GEBACA Zoom accounts.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Provides monthly maintenance and content updates to the GEBACA website as requested by the Board. Provides monthly reporting/feedback to the functionality and usage of the website. Guides the Board on improvement to the GEBACA website. Assures Intergroup monthly documents are posted on the website within 10 days.

PUBLIC INFORMATION OFFICER

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Provides information about ACA and carries the message to the general public, medical and mental health facilities, educational and corporate institutions, and other 12 Step fellowships. This may be done through distribution of conference approved literature, public service announcements, participating in public events, and other means approved by GEBACA. Cooperates with meetings, Intergroups, Regions and WSO Public Services Committee to help support public information about ACA. Replies to inquiries at the GEBACA information e-mail and forwards emails to other Officers as needed.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Cooperates with meetings, WSO and GEBACA to help support Public Information of ACA. Helps facilitate global outreach to create and maintain open lines of communication and carry the ACA message to other 12 Step fellowships: AA, NA, Al-Anon, etc. Helps to facilitate public outreach that serves to carry the ACA message through outreach to institutions (educational and health) and corporations, including corporate wellness programs and media public service announcements.

HOSPITALS & INSTITUTIONS (H&I)

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Maintains a list of H&I volunteers. Coordinates ACA fellow travelers to take literature and meetings into hospitals, jails, and institutions. Maintain a list of facilities, facility contacts and admission requirements. Coordinates literature and pamphlet materials provided to hospitals, jails and institutions.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Maintains a list of H&I volunteers. Coordinates ACA fellow travelers to take literature and meetings into hospitals, jails, and institutions. Maintain a list of facilities, facility contacts and admission requirements. Coordinates literature/pamphlet material provided to hospitals, jails and institutions.

EVENTS COORDINATOR

Recovery one year. One-year Term.

Draft updated description: Attends and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Gathers suggestions for GEBACA events. Proposes and obtains Board's consent for GEBACA events. Establishes and maintains event budget including arranging site for event, finding and organizing volunteers, and donations of food and prizes for events. Requests necessary funds for events from the Treasurer. Creates and distributes flyers to Intergroup Representatives. Provides event information and flyer to Website Officer for posting and Communications Officer for distribution. Liaisons with other 12-Step meetings for promoting events. Maintains a list of volunteers.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Gathers suggestions for GEBACA events. Proposes and obtains Board's consent for GEBACA events. Coordinates the Quarterly Speaker Meeting. Establishes and maintains event budget including arranging site for event, finding and organizing volunteers, donation of food and prizes for events. Requests necessary funds for events from the Treasurer. Creates, prints and distributes flyers to Intergroup Reps. Provides event information and flyer to Website Officer for posting. Liaison with other 12 Step meetings for promoting events. Maintains a list of activities volunteers.

YOUNG PEOPLE & ASSISTANT YOUNG PEOPLE LIAISON

Recovery one year. One-year Term.

Draft updated description: Attends monthly and reports at monthly Intergroup business meetings in person or online. Provides monthly report to Intergroup Officers and Representatives prior to meeting if unable to attend. Researches potential for a GEBACA Young People's meeting (ages 18-26 years old). Interfaces and interacts with Young People in GEBACA area, identifying best ways to communicate and providing events of interest.

Former description: Attends monthly Intergroup business meetings in person or via telephone. Researches potential for a GEBACA Young People's meeting (ages 18-26 years old). Interfaces and interacts with Young People in GEBACA area, identifying best ways to communicate and providing events of interest.

INTERGROUP & ALTERNATE INTERGROUP REPRESENTATIVES

Suggested one-year of recovery. Must be active members of their home group. Meetings determine length of service.

Draft updated description: Attends monthly Intergroup business meetings in person or online. Communicates information and activity announcements from Intergroup and WSO to their home group. Shares concerns and questions from their home group at the GEBACA business meeting and reports information back to the home group. Volunteers to serve on GEBACA committees.

Former description: Suggested one-year of recovery. Meetings determine length of service. Attends monthly Intergroup business meetings in person or via telephone. Must be active members of their home group. Communicates information and activity announcements from Intergroup and WSO to their home group. Shares concerns and questions from their home group at the GEBACA business meeting and reports back to the home group information. Volunteers to serve on GEBACA committees.