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# Secretary Notes - Minutes

August 21, 2021

**Chair:** Michael G. opened the meeting with the Serenity Prayer and read the second tradition.

**Secretary Notes:** Hennessy W. read secretary notes.

**Treasurer:** Michael G. wasn't at the meeting at the top so we skipped to Event Coordinator, Esther B.

**Event Coordinator:** Esther B. proposed hybrid housewarming event. There was some discussion on how to broadcast it. Thea mentioned that if it costs something we need approval of the group.

**Communications Coordinator/Website/Directory Database:** Sharon sent email to groups about updating their information and outreach and got a 20% response from the email blast. Updating is happening slowly but surely and hopefully groups will begin listing their website on BIGaa.org

**New Space Committee Report:** Mike B says the space is going great. Plenty of literature. Mike B requests people let others know we have literature. Contact Mike B. for a tour. We do need a computer. Thea asked about a sign and Mike B. said there is a sign outside with his cell number. There is no set time that the office is open but Mike B. is 10 min away if necessary. Michael V. mentioned we will need a computer. Thea said she may have a tower we can clean and use.

**Telephone Committee Report:**

**Speaker Exchange Committee Report:** The committee is going to meetings and finding out when their business meeting is and who their group contact is so that we can start going and getting people more involved. Ongoing.

**Outreach Committee Report:** Michael V. explained the goal of the committee is to get more groups involved with BIG and increase donations. The committee will be meeting for the first time this Thursday, July 22<sup>nd</sup> at 8:00 am. There was discussion about listing literature and a literature button on the website. How to get it, how to buy it, how to find it free...

**SENY Rep:** Joe L. explained that the general services structure takes a hiatus during July and August so there is nothing to report. Everything should be back up in September.

### **Unfinished Business**

Stefan needs to find a replacement phone chair. Needs to be able to work with basic computer/doc editing skills. Most important part is taking backup calls. Michael V. suggested we put necessity for new phones chair in email-blast. Joe asked if there could be a backup volunteer for all phone-volunteers. Mike mentioned we don't even have the regular slots filled and need to do that first, Also we are currently looking into other systems and ways of getting calls in. We are also looking into a landline.

### **New Business**

1. In Person Speaker exchange brought up by Michael V. But Michael G. was not there and we decided to table until next business meeting.