El Cerrito Fellowship AA

Business Meeting Minutes, October 13, 2025

Call to Order, 5:30p	▪ This meeting is recorded
	▪ October Sobriety Birthdays
	  ▪ Jayme: 38 Years
	  ▪ Margie B: 37 years

Review of September Minutes	▪ Corrections/Call Outs ▪ None ▪ *Motion Made to Approve*: Judi ST ▪ *Seconded*: Margie B ▪ ***Approved Unanimously***
Review of October Agenda	▪ Millie reviewed Agenda ▪ Corrections/Call Outs/Additions ▪ None
Officer Reports, 5:41p	**Treasurer, John C, Treasurer** September Treasurer Report ▪ Beginning Balance: $16,084.17 ▪ Income: $1,164.35 ▪ Expenses: $2,299.75 ▪ Net Income: - $1,135.40 ▪ Ending Balance: $14,948.77 ▪ Lowering Total Amount was purposeful; we doubled last contributions upstream **Secretary Coordinator, Millie Update for Bethany** • 6-8 court card regular verification requested; 1-3 new requests per month **Literature, Siobhan** ▪ Email account issues have been fixed ▪ Well stocked currently **Birthday Meeting Secretary, Suz** ▪ All good. **Chip Person, Bethany** ▪ Not in attendance. No Update

Rep Reports	**General Service Rep, Margie B** ▪ Workshops coming up from Safety Committee ▪ Margie B attending Fall Assembly on Nov 1st **Intergroup Rep, OPEN** ▪ This position needs someone to take it on **Hospitals and Institutions Rep, Rebekah** • Not Present; No Update.
Old Business	**Group Inventory Update** • Talia gave an update – they've met 6 times. • They're reviewing all questions with a goal to choose 12-15 questions. They are on track to have these questions sorted through and selected by the November business meeting to present. **Court Card Verifications - Secretaries** • Continued discussion – some 8:30p secretaries have been verifying court cards outside the fellowship's established process. As such, when attendee expected another secretary to do this and was denied, they were very upset. Question arose: how would that work? Secretary would have to get the person's email address and send them a pre-scripted email. Most folks expressed concern about a change in process – using personal emails, knowing how/what to do. Agreement was to keep the policy in place and to remind secretaries of the policy. If someone deviates from the policy, that's their decision as we only require a desire to stop drinking in AA.
New Business, 6:08p	**Update the Roster for Trusted Servants** ▪ The roster has not been reviewed/updated in quite some time so a handful of folks took on reviewing them. A number of positions were identified that are no longer needed while there was a need to add some. **Recommendations:** o Remove the following positions: ▪ PICPC ▪ Grapevine Rep ▪ Celebration Coffee Person ▪ Coffee Manager ▪ Supply Manager ▪ Activities Committee Chair ▪ Heating and Lighting Manager o Removal Discussion:

        - Margie B thought we should keep a Grapevine Rep. This was discussed months ago at a business meeting so we're going to go back in the notes to see what was discussed and decided previously.
    - Consider the following – is it needed?
        - Assistant Secretary Coordinator
        - Newcomer Service Coordinator
    - Discussion:
        - Assistant Secretary Coordinator was discussed. Would they be a back up to when the Secretary Coordinator wasn't available? Is that needed? Can we even do that since you need access to the email?
        - Newcomer Service Coordinator was discussed to look like a Greeter role. We're suggesting removing a lot of local-required positions, and there are not a lot of opportunities in the fellowship for people in early sobriety (1-2 years). Everyone seemed to agree it would nice to have an official greeter at meetings. However, this will be up to each meeting to decide if they want it. Suggestion made to change position name to Greeter
    - Add the following
        - Zoom Trainer: 2 yr sobriety, 2 year term
    - Discussion: Yes on Zoom Trainer.

Suggest to Secretaries to make their meeting a Step One Meeting if someone is there for their first AA Meeting

- Discussion: When someone is at their first AA meeting it's hard/uncomfortable when the topic is a tradition or a later step. The thought is to add it to the secretary training workshop and guidelines so secretaries know they have this option. And to communicate this to the meeting when it comes into play so everyone knows Step 1 is the topic. Unanimous to add this as a suggestion.

Action Items

- ✓ Kathy and Millie to work together to pull notes from previous discussion on Grapevine Rep
- ✓ Work on a position description for the "Greeter" that secretaries can take to their meeting to ask if folks want it at each meeting
- ✓ Add Proposed New Agenda Items for next meeting: Set a timeline on the storage; Phone List
- ✓ Pull notes regarding Phone List from previous meeting.

Send any new business items to Business Manager, Millie in order to get them added to the agenda: business.manager@ecfaa.org

Closing, 6:45 pm	▪ The meeting closed at 6:45pm with the Responsibility Statement ▪ Recording stopped.