

Illawarra and South Coast Central Service Office

Committee Meeting Agenda

This agenda is for the Illawarra and South Coast Central Service Office Committee Meeting, to be held at 10:00 am on Saturday 12 SEPTEMBER 2026 via Zoom

12 September 2026 | 10:00 am

Zoom Details

ID: 852 5753 3037

Passcode: 276 127

<https://us06web.zoom.us/j/85257533037?pwd=dqXdq3ZZsq4htdr2A6wJOrGt5mUHy5.1>

ITEMS

1.

OPENING

Chair — Anne S for first Committee meeting — to facilitate

- Welcome
- Members Present:
- Note apologies:
- Lead Plural Serenity Prayer
- Confirm voting status - Voting Members are:
i.e. Josh T, Anne S, Tim K, Ro G, Paul W, Rhia B, Rusty A, Kt H, Zara D Anna M
- Read the Traditions or Concepts for World Service
 - Chair to read the Twelve Traditions (short form, p.562); or
 - Group members to take turns reading the Concepts for World Service (short form, p.574)
- Note that the Rally Committee update will be provided under Item 1. Refer to Item 4 for sub-committee reporting motions.

2.

MINUTES OF THE PREVIOUS MEETING (8 August 2026)

Chair to facilitate

- Ask for any amendments or questions regarding the previous minutes
- Seek a motion to accept the minutes
- Confirm mover, seconder and outcome

When Accepted — Discuss Business Arising in table below from responsible members

Business Arising - Action	Responsible	Update
AA National Service Forum Sponsorship —	Ro / Committee	

	proposal		
	Change of Quarterly Service Representative Meeting DAY AND TIME	3RD SUN AT 3PM of each Quarter starting NOV 26	Please note
	Committee meetings the 2nd Sat of each quarter prior to Quarterly Service Reps Meeting: Dates on this Service Meetings Notices webpage- scroll down https://www.aawollongong.org.au/notice-meeting	Ro put on website	Note Dates - Committee and volunteers to diarise
	Soup kitchen meeting - not opening. Decision needed about outstanding money held on their behalf	Committee decision needed	
	Bank signatories - Now have Tim, Josh. Anne, Ro, Bill K, and Dave H, Rusty A plus office volunteers — Deb and Cassie	Committee to note 2 to sign Main Acct, 1 for Debit Acct	
	Office price list update and website changes	Cassie Ro	Done
	Office maintenance issues (if any outstanding) - toilet lock/waste management	Thanks Tim for toilet latch	Other issues for Sept 19 Office Sub_Comm
	Dedicated Zoom account for the CSO	Rhia	Done
	AGM tasks all completed well.	Previous Committee	Done
	All AGM Reports are on the Website: https://www.aawollongong.org.au/meeting-papers	Committee to decide how much to stay??	
3.	OFFICE BEARER REPORTS Chair to facilitate - Seek motions to accept the Office Bearer Reports individually - Confirm mover, seconder and outcome		

	Reports are: ● Chairperson Report - Josh T - we assume none. Any Questions about this role ● Secretary Report - Ro ● Treasurer - Tim - reports bank balances of the follow accounts: - CSO Main Statement Account - CSO Debit Card Account - CSO Rally Account - Table Bank Statements if available ● Web Reports - Ro ● National CSO Quarterly Meetings For Committee's Information	
4.	SUB-COMMITTEE REPORTING Chair to CHECK TIME and whether to do DRIVE TRAINING before Sub-Com Reports Rally, PIPA and Office Committee Reports ● Rally Report - Josh ? ● PIPA Report - Anna ○ Seek motion to accept choice of PIPA expenditure items as per Anna's 7/8/26 email (total of \$833.62) ● Office Report - Ro ● Seek a motion to accept the Sub-committee Reports individually ● Confirm mover, seconder and outcome	
5.	Drive organisation and access - Rhia to lead a training session.	

- ▼  CSO Drive
 - ▶  A. CSO Legal-Compliance-Associated
 - ▶  B. CSO Committee
 - ▶  C. Service Reps Quarterly Meetings & P...
 - ▶  D. CSO Sub-Committees
 - ▶  E. CSO Office Files
 - ▶  F. Projects
 - ▶  G. Misc Resources

- ▼  A. CSO Legal-Compliance-Associated
 - ▶  1. Constitution
 - ▶  2. Public Officer
 - ▶  3. Policies
 - ▶  4. Permanent Registration Info
 - ▶  5. ACNC Annual Reports
 - ▶  6. Other Legal

	▼  C. Service Reps Quarterly Meetings & P... ▸  2025-11 meeting ▸  2026-02 meeting ▸  2026-05 meeting ▸  2026-08 AGM	
	▼  D. CSO Sub-Committees ▸  CSO Office Committee ▸  PIPA Committee ▸  Rally Committee	
	▼  E. CSO Office Files ▸  Forms	

	Name  Owner Date modified File size Forms me Sep 2 — AA-Meetings-List.xlsx me Aug 19 99 KB AA-Secretaries-List.xlsx me Aug 31 68 KB CSO Invoice Log & Banking.xlsx me Aug 31 87 KB CSO OFFICE SUBCOMMITTEE AGENDA.docx me 12:10 PM 439 KB CSO-Association-Members.xlsx me Sep 2 68 KB CSO-Mailing-list.docx me Sep 3 440 KB CSO-Pricelist-260225..pdf me Feb 25 103 KB FLOAT-PETTY CASH.docx me Aug 19 15 KB Illawarra Shoalhaven Anniversary Start Dates (1).xlsx me Aug 19 14 KB ISCCSOI-Order-Form-260822.docx me Aug 22 15 KB SCAASC-241113-OFFICE-VOLUNTEERS-ADPT.pdf me Aug 22 98 KB
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6.	MEETING CLOSE Chair to facilitate - Any final matters - Confirm date and time of next meeting Sat 7th November 2028 - Close Group/Plural Serenity Prayer	
NOTES		

Signed:

Date: