

Illawarra & South Coast Central Service Office Inc

Secretary Report for AGM 18th August 2025

Correspondence:

- 1) **The Office handles a lot of email and mail correspondence**, as you will see later in the Office Report, mostly of the following types
 - a) Literature, medallions and other products enquiries and orders and all the correspondence that goes with that.
 - b) AA Events information
 - c) AA general information from other CSOs, Areas and the General Service Office
 - d) Invoices for general office functions (rent, water, electricity, phone, it etc) and Invoices from our suppliers etc,
 - e) Spam
 - f) CSO Committee matters
 - g) Other issues
- 2) **This past year the CSO had some specific requests**
 - a) National GSO requesting financially support for the 80th Convention – which our CSO did give.
 - b) Paramatta CSO to financially support for the June Remote Communities Professional Awareness Day – which the CSO did give An annual meeting with Professionals in Remote Communities was organised for the same day and time, and had 108 professionals in attendance
 - c) To join a National Quarterly CSO online (Zoom) meeting – which Ro has attended
 - d) To forward onto our member groups and other members, surveys and requests for donations (e.g. the Founders' Day Brown Paper Bag Appeal for supporting countries in our region Asia-Pacific region)
- 3) **CSO relocation** has mean considerable correspondence related to
 - a) Sale of the building and proposed increased rent etc.
 - b) Finalising our arrangements with the previous Estate Managers., and with the new owners etc.
 - c) Researching possible venues and follow-up with Council, churches, real estate and other bodies
 - d) Organising the lease and associated bond, etc. More in Secretary's Report.
- 4) **Correspondence related to the Committee and Membership.** This involved the following:
 - a) Preparing notices and agendas for Committee and Quarterly Members Meetings
 - b) Working with our Minute Secretary (Anne) to finalise draft minutes. Thank you all
 - c) Preparing notices for these meeting sent out by our Office Volunteers (Tim and Debbie). My thanks to them also.
 - d) Updating records on the ACNC website and the ABN Register etc.

Secretary Report.

Since stepping into the role of Acting Secretary, there have been some major projects involving the CSO secretary:

- 1) **Updating of the Constitution and the proceeding to become a legally incorporated non-profit community association.** There are important reasons for doing so – public credibility and limiting the financial liability of the management committee from unseen events. This involved:
 - a) Researching what was needed to do this and the tasks required after that application to NSW Dept of Fair Trading was approved.
 - b) Comparing the old. Constitution with the NSW Model Constitution to ensure groups rights were maintained, our objects matched to re-obtain Charity Status etc., and other important items where maintained, but also to make changes to update the Constitution to meet the changing dynamics and structures in AA Australia. The Committee worked hard over several face-to-face and zoom meetings to achieve this with Marianne doing the proof readings for us. My thanks to all Committee members for their hard work on this.
 - c) Renaming and updating the CSO to Illawarra & South Coast Central Service Office, as well as other terms e.g. a “*delegate*” becomes a “*service representative*”,
 - d) Handling all the correspondences and tasks associated with our Incorporation,
 - e) We were incorporate on 2nd July (Certificate on our website) so this many processes have changed to get us here to elect the first Management Committee of our new legal body.
 - f) Followed up most of our current service reps (delegates). We have 9 registered groups (need quorum of 5 present to hold the AGM) and a Returning officer.
 - g) Ensuring the AGM has had the appropriate notice time etc. as per our new constitution.
 - h) Membership approved by the Committee.
- 2) **The Office Relocation** involving:
 - a) Related Tasks: confirmed specifications and amenities, organising and signing Lease, Bond (*obtaining a Common Seal stamp*), insurance upgrades to cover glass, obtaining the keys, etc.
 - b) Tasks related to transfer of the phone system, mail, records etc. involved in the move.
- 3) **Office management** – related to Secretary role.
 - a) Reviewing office administrative practices to steam-line work and improve efficiency, particularly between the Webmail and office computer.
 - b) Arranged one of our volunteers (Deb) to do the Monthly & Quarterly Office Report .Thanks Deb
 - c) Arranged for one of our volunteers (Tim) to look after the Stock Inventory. This was done with Bill from Unanderra’s assistance. Thanks Tim and Bill.
 - d) Arranged for digital records to be filed in our aawollongong.com.au website for ease of Committee use and future archiving– See Web Tech Report

Thanks for the opportunity to be of service

Ro G

Acting Illawarra & South Coast CSO Inc Secretary, and
Corrimal Steps and Traditions Service Rep