

Illawarra and South Coast Central Service Office Inc

Committee Meeting Minutes

Saturday 8th November 2025 at 10am

On Zoom: Meeting ID: 891 951577668 Passcode: 695615

1. Meeting opened with the Serenity Prayer.
2. Preamble and the Concepts of AA were read by Rusty

3. Attendance: Voting Reps: Rona G (Corrimal Steps) Rusty A (Bellambi Thursday), Steve (Wollongong Friday), Rhia (Wednesday Lighthouse), Danielle (Warilla Womens), Anne(Bulli Saturday) **Non-voting affiliate member:** Elise (Corrimal Steps). Apologies: Tony (Tuesday Corrimal Library).

*Rhia was concerned that she did not fully meet the criteria for election to the committee, however it was decided that Rhia did meet the necessary criteria, being elected as an affiliate member, and has a home group in the Illawarra which has now nominated her for their Service Rep. so her position on the committee is valid.

5. Previous minutes were read.

Business arising:

- i. Red book in which daily transactions were recorded has been replaced by a Tax Invoice Statement Book (in triplicate), and all CSO monies to be recorded in this. There is also a new Petty cash book.
- ii. Deb to do a stock take and update Inventory every Wednesday

6. Correspondence In /Out

i. Committee can access the CSO webmail with password Wisdom12x12*. It contains mostly literature orders, invoices, AA events, AA news and correspondence associated with Treasurer and Public Officer role.

Office volunteers are finding using webmail a little difficult with Committee correspondence, so aawollongong@gmail.com with same password has been reclaimed.

7. Secretarys Report: Anne resigned her position as Secretary effectively immediately. Rona nominated Rhia to take on the position, Seconded by Steve. Rhia gratefully accepted the role. Thank you, Rhia.

8. Treasurers Report: Since the AGM in August, these are the actions and suggestions taken as Treasurer and Public Officer.

- i. Bank Signatories: Rusty (Chair), Tony (Vice chair) and Rona were added to our Bendigo bank account.
- ii. Review of Cash kept on premises. Float reduced to \$75 from \$100.
- iii. Payment to Honorariums (\$30 per day) by Direct Debit from Statement account
- iv. Debit cards for Deb and Rona reduce need for cash kept in office. Cards to be used for postage and Amazon Orders etc.

v. With the election of new Committee (AGM 18th August) the Committee decided to remove Marianne as a signatory and debit card.

vi. Deb has her debit card loaded on to the CSO mobile, along with the QR code. Debs physical card kept in filing cabinet in Office.

vii. Added Tyro (EFPOS function) to our Mobile phone at no cost but a 1.4% on transactions. Allows credit card sales from the CSO.

viii. Rona advised that the Office currently is rental an honorariums is \$13, 200 pa. It was recommended to prudent reserve for the Office be \$15,000. Moved Rona, seconded Rusty

9. Chair report: Rusty thanked the committee, especially Rona for their time, contributions and dedication.

10. Office report:

	August 2025	September 2025	October 2025
Phone	9	38	47
Mail in/Out	13	10	9
Visitors	9	21	11
12 Step	0	4	1

11. Technology Report: Literature order forms and price list now available on the website.

There is also a page for Service volunteers <https://www.aawollongong.org.au/for-service-volunteers>

15. New Business:

i. PIPA. Public Information and Professional Awareness. Rhia led discussion on preliminary meeting with Elise, Danielle, Dennise and Rona to explore how such a program could be developed and implemented within the Illawarra and South Coast Area. To be discussed at the next delegates' meeting on 17th November.

ii. Discussion about getting a quote for Contents/Stock insurance for new premises. Rona to investigate.

iii. Signage for new premises. Molly has put forward some draft images. To be discussed at next Delegates meeting.

iv. Internet issues at Office. Office volunteers have reported problems with internet connections. Rona to contact provider.

v. Issue of no water to the new premises. Rona contacted the landlord and said we were prepared to pay the costs of connecting to the water that is available in the shop next door. Landlord said ok, although there will be a sharing of water usage, so payments will need to be adjusted. Discussion further at Delegates meeting.

vi. Rona has suggested that the Office could open on a Saturday, perhaps once a month, with a view to Literature sales for those members who can't access the Office through the week.

vii. Committee agreed to donate 30 starter packs to Kiama as part of their PIPA work with Triple Care Farm.

16. Meeting closed 11.20 with the Serenity Prayer.