

TTF Meeting Minutes 12-08-22

Zoom [504 973 4809](https://zoom.us/j/5049734809) password serenity

Start 6:00pm End 7:23pm

Newt led the Serenity Prayer.

Newt read pages 202-203 from the Service Manual-Concept 11.

Newt introduced attendees by reading from the participant list: Newt, Michelle R, Cindy P, John H, Debbie S, SiSi, Julie H, Jane B, Brian B, Jay, Linda L.

Past meeting minutes 12-01-22 had no edits or corrections. Newt made a motion to accept minutes, John seconded, vote was unanimous.

Newt introduced the guests tonight offering their experience regarding two coordinator positions on agenda. Jay and Brian for Website Coordinator, Linda L and Jane B for Institutions Coordinator.

The next TTF meeting on December 15 will be followed by the General AIS meeting. The District Representative, the Alternate District Representative, D12 Treasurer and D12 Secretary will be elected as temporary officers by ISRs at this meeting. To encourage participation Newt suggested that TTF representatives announce this at their meetings. During that AIS meeting Cindy P and Newt G will present a GR overview including clarification of the GR commitment (in January all meetings will re-elect/elect GR's through the end of December 23) which will conclude with the current SCWS panel (elected for the term of Jan 2021 to Dec 2023). Questions and Answers will be welcomed during the AIS meeting.

Newt reported that the Ventura Al-Anon website was up to date on TTF progress and minutes posted. Note: Upon acceptance of minutes from 12-01-22, Michelle emailed minutes immediately to Jay for posting.

Website Coordinator position was discussed; Newt shared screen of the position draft. Moving forward there was agreement that email coordination was necessary and further discussion and a possible need for a sub-committee to explore what would be most efficient and useful for officers and coordinators a personal gmail or hosting a website email service for positions. AIS has some emails set up as gmail accounts so what new officer is elected the new officer takes on the gmail and changes the password then passes it next term to the new officer.

SiSi advised that Website Coordinator duties also needed a bullet that they are required to attend all district meetings. Note: This should be a bullet in all Coordinator positions.

Jay explained some of the existent responsibilities of the Website Coordinator. His experience with this position was valuable and to maintain the site will require more than one person and up to three people who have access to site for updates.

SiSi offered her support for that and offered the lesson learned by District 12 when the past treasurer's death and the inaccessible laptop and loss of data. It is paramount importance to have multiple people in service who are able to access critical coordinator/officer services such as the Website Coordinator.

Institutions Coordinator position discussion occurred. Linda L advised no institutions are currently accessible by Al-Anon for services due to COVID. Linda strongly approved of the Institutions Coordinator description bullets as informative as she did not have such detailed guideline when she began her service. She is currently in the process of having to re-create a list of institutions and respective contact people for each location. Basically back to square one due to pandemic the last three years.

The jails are not open for Al-Anon services currently. Other institutions **maybe** open provided the Al-Anon service person wears a protective mask. Discussion also yielded need for Institutions to have their own page on the website for public information and also service positions for the members willing to go provide institution meetings. Calendly and Google Docs were discussed as options for scheduling volunteers.

Linda also spoke of "pink cans" that had been specifically earmarked for groups to collect money for Institutions in another district for literature.

Cindy P advised LDC currently has five boxes of literature put aside for sole use of Institutions. The Institutions Coordinator is a budgeted position and won't need a separate fund raising /7th Tradition for materials.

It would be ideal for the Institutions Coordinator to provide updates for the website for people looking for resources and for group members in need of communication.

Discussion between TTF members as to subjects being covered next week. Having advance notice of which positions to be discussed will be more efficient with our meeting time allotted. Newt advised next meeting will cover Public Information Coordinator and Cooperating with Professional Community (CPC) Coordinator. Newt will invite current coordinators (Jim S. and Jason). SiSi and Julie H have experience with past service in position(s) to be discussed.

Meeting closed with Al-Anon Declaration at [7:23 pm](#).