 **AGENDA COMMENCE JUNE 2018 – ROLLING DOCUMENT**

**Date:** 4th June 2018

**Time:** 7:32pm

**Facilitator:** Tony

**Minutes:** Mus

**Attendees:**  PT, Nathanael, Joymaree, Tony, Cameron, Mustafa

**Apologies: Nick, Sonia, Patrick, Brendan, Jenny,** Ghemma

**Guest.: GSF Cairns – Kingsley**

**Housekeeping:**

* Meeting Protocol
* Service Prayer
* Meeting taker agreed upon

Meeting purpose is to discuss Forward Planning Action plan framework from recent Greater Queensland Local Service Conference

**Item 1 -** *Resolve Email glitches -*

Some board members still aren't receiving board emails, specifically; PT, Nat, Patrick, Tony, and Brendan.

Nick spoke about how he is able to access emails by logging into Microsoft 365 and Joymaree also stated that she is also doing the same.

Joymaree noted that they can also be accessed by;

* going into dropbox
* click on GQASB 2018
* click communications document
* click on first item
* scroll down to qldserviceboard@na.com.au

Tony asked if anyone was able to walk him through the process offline after the Skype meeting.

ACTION: Mus to contact Bruce to investigate why some members still aren't receiving emails sent to the board and rectify as soon as possible. **Completed**

**Item 2** - *Social Media – Moderated face book group for the purposes of information dissemination*

Nat has created a Facebook page and has added members of whom he has contact details of. He is the current moderator and suggested that more moderators are required. Open for feedback / suggestions before opening it up more broadly to NA community. Sonia suggested inviting people instead of adding them to protect anonymity.

ACTION: Jenny to work with Nat to create pin post for page rules / guidelines **Roll over**

**Item 3** - *Website-Pinned Banners*

Nick noted that Bruce has already created pinned banners on the NA GQ website homepage including instructions on how to use the website, contact GQ Board, and Fund Flow. **Completed**

**Item 4** - *Personal Interaction (between the GQSB and GSF s)*

General discussion held around best way to do this and it was agreed that all board members will make an effort to attend their GSFs in their respective areas / geographical regions **Continue on going**

**Item 5** - *Skype meeting with Board members and GSF representatives every 3 Months & Attendance /invitation to GSF*

It was proposed at the recent LSC that this would be opened to GSFs to attend with the first one to be on July 2nd 2018. Some concerns were raised around meeting size and whether or not Skype can allow for enough people to attend eg. all board members and GSF representatives. Maximum Skype attendees is capped at 25.

ACTION: Nat to draft up a blurb to invite GSF members & circulate to board members for input before posting onto Facebook Page. Mus to use same wording for consistency and post to NA GQ Website and also work with PT to circulate an email to GSF members. Sonia, Joymaree, and other board members to update their respective GSFs in there areas. **In the pipeline**

**Item 6** - *Board Contact List*

Discussion held around best approach and it was decided that all Board members who are willing to share their contact details will enter those details into a spreadsheet which will be uploaded onto the website.

ACTION: Brendan will create 'Contacts' spreadsheet and upload it into Dropbox for willing Board members to upload contact information into.

**Ongoing**

**Item 7 -** *GSF Contact List (List Server)*

It was agreed that we will start by compiling the information we have on hand and building on that.

ACTION: PT & Cam to work together to create GSF Contact list **Rollover**

**Item 8 -** *Workshops / Learning days / Hyperlinks / Webinars / Videos / How to's*

Michelle has created Hyperlink one pager which Jenny has uploaded onto NA GQ Website pending approval.

Discussion held around ideas for first Tutorial / Webinar / How-to video and it was suggested that we start by creating the first one on how to run a GSF.

ACTION: PT, Tony, Cam, Sonia, Jenny & Nick to regroup offline and look at setting up a separate working group to get this off the ground. **Ongoing**

**Item 8 -** *Human Resources / Skill Data Base (Human resources Pool)*

ACTION: Nat has NA member profiles / resumes which he will analyse and create a draft database of willing trusted servants skillsets which he will feedback to the board for comment / feedback.**(?)**

**Item 9 -** *Development a manipulative template (candidate profile) online web form*

ACTION: JoyMaree is to have a go at developing the draft web form / template and circulating back to board for comment / feedback.

**Ongoing . Candidate profile….. Nathaniel and Joymaree will work together.**

**Item 10** - *LSC Planning*

Discussion was held around what would be the best way to go out to groups to generate interest. It was agreed that interested GSFs would need to submit a proposal or EOI addressing the following criteria;

* Dates
* Cost
* Catering
* Saturday night event

The EOI for bids will be posted on FaceBook, NA GQ Website, word of mouth, GSFs etc.

ACTION: Jenny will create draft criteria and date claimer, and disseminate to board for comment / feedback.

**Ongoing**

**Item 11** – *H&I, Contact List of Panel Leaders*

Brendan currently has a document / map with H&I panel leaders across Queensland which requires updating. There was also some discussion around language and whther 'Leaders' is still the approariate terminology for use. No concensus was agreed regarding language and this will be revisited at a later stage.

ACTION: All board members to email Brendan their respective regions H&I Panel Leaders and Brendan will update map as necessary.

**Ongoing**

**Item 12 –** *PR & Skill Data Base (Human resource Pool)*

General discussion around existing PR resource pool. It was agreed that this will tie into **Item 8.** It was also noted that Brendan currently has the PR box.

**Item 13** -*Townsville Community Awareness meeting*

Patrick provided an update and mentioned that it is still very early in its planning stage. Asked for suggestions as to whether it would be better held on a weekend / weekday and Board members suggested that it would depend on the desired outcome and prospective target audience eg. Parents / family members / AOD workers / frontline staff / consumers / addicts etc. Cam suggested providing Patrick with some helpful PR material from David T.

ACTION: Cam to email Patrick information from David T

**Rollover till Patrick is in attendance**

**Item 14** - *Community Service Announcements on face book and alike*

ACTION:Jenny to investigate cost & reach of Google Ad Words & feedback to Board

**Rollover till Jenny in attendance**

**Item 15** - *Booking flights early : Joymaree*

JoyMaree noted that she has seen special deals online for bookings from Cairns to Brisbane. Closed

**Meeting closed:** 9pm with Serenity Prayer at

**Next Meeting:** 7:30pm on 2nd of July 2018

**Summary of Actions:**

ACTION:Mus to contact Bruce to investigate why some members still aren't receiving emails sent to the board and rectify as soon as possible.

ACTION:Jenny to work with Nat to create pin post for page rules / guidelines

**Ongoing**

ACTION: Nat to draft up a blurb to invite GSF members & circulate to board members for input before posting onto Facebook Page. Mus to use same wording for consistency and post to NA GQ Website and also work with PT to circulate an email to GSF members. Sonia, JoyMaree, and other board members to update their respective GSFs in there areas.

**Ongoing**

ACTION: Brendan will create 'Contacts' spreadsheet and upload it into Dropbox for willing Board members to upload contact information into.

ACTION: PT & Cam to work together to create GSF Contact list

ACTION: PT, Tony, Cam, Sonia, Jenny & Nick to regroup offline and look at setting up a separate working group to get this off the ground.

ACTION: Nat has NA member profiles / resumes which he will analyse and create a draft database of willing trusted servants skillsets which he will feedback to the board for comment / feedback.

ACTION: JoyMaree is to have a go at developing the draft web form / template and circulating back to board for comment / feedback.

ACTION: Jenny will create draft criteria and date claimer, and disseminate to board for comment / feedback.

ACTION: All board members to email Brendan their respective regions H&I Panel Leaders and Brendan will update map as necessary.

**Sunshine Coast Area**

ACTION: Cam to email Patrick information from David T.

ACTION:Jenny to investigate cost & reach of Google Ad Words & feedback to Board.

**PT. Post office box account was paid. Pt paid and has been reimbursed.**

**Cameron collecting mail each Friday.**

**PT has organized future invoice to be sent to GQASB.**

**Monica - asked if there is anything she can do to help. Monic with Cameron guidance is replying to mail requesting . Welcome packs and information sending to Women’s prisons.**

**Nick and PT organizing book entry for the new financial year.**

**Tony. Cairns Convention. Isn't a signature on the Convention account. Until Tony get put on and has access to the account. Through Fiona’s logon.**

**Cameron. Not uncomfortable. Think we need to do**

**Nathanael.**

**Tony. Would set up a login where invoice would sent to the board for PT or Nick to approve payment..**

**Mus. Is there a conflict of interest….. No. refer to previous comment.**

**Joymaree. No issue. Issue asked by Mus**

**Nathanael - 21 July Southport. Celebrating 20 years.**

**Next Board meeting 6th August 7:30pm**

**Joymaree to facilitate**

**Nathanael minute taker.**

**Closed meeting 8:33pm**

 AUGUST 2018 GQASB MINUTES

 SEPTEMBER 2018 GQASB MINUTES



OCTOBER 2018 GQASB MINUTES..

Meeting held 1/10/18. @7.30 pm

Present. Jenny , PT, Cameron, Nick, Moose,Nathanael, Sonia, Patrick Tony.

Apologies Joymaree & Brendon(getting married) congratulations mate.

Facilitator Nick

Minute taker Tony.

Service prayer.

Run through of previous minutes action lists .

1 some discussion on men’s weekend retreat . Board cannot support event in it’s current form.

2 FB pinned post actioned by Jenny and Nathanael… currently on Greater Qld Service Page on face book.

3. Service Guide PT spoke.

Service guide will become several smaller docs rather than one large doc… supported by consensus. That the GSF pdf /word doc , is ready for distribution. Consensus reached to release it to GSF’s for their input prior to general release. Board members to review doc and submit email feedback if any further board input is required timeline this week if possible.

PT still polishing the power point version of above. Board members can have input Thursday’s at 7.30 pm on skype for this and other projects.

4. Invitation to host LSC actioned by Jen and will be released along with the GSF doc . Financial question re catering amount was declared as aprox $250 per day for 50-60 people. Final figure may be forthcoming.

5. doc can be located…Dropbox – greater qld service guides- 2018 sep\_QLD Tools GSF.

Tony will present the GSF doc to Cairns GSF on sat 6/10 pending board approval on final version.

Discussion around service Guidelines.. a working doc found in dropbox Greater Qld Service Guides- Qld service guide Draft 3. Available for all board members for input at this stage. Aim is to start doc then present to GSF’s and broader fellowship for input and inclusion.

6. LSC , consensus to attempt to hold it at pre decided date 10&11/11/18 . Logan is the possible venue .. details will be cleared up hopefully this week. Cam to action and Liaise with Logan for details. Invitation for other GSF’s to host will be released also.

Additional board meeting on Monday 8/10/18 skype 7.30 pm to nail down LSC. ( and other items).

7 Cam will distribute NAWS news items to broader fellowship through our contact list.

Spiritual work group… new NA survey ..Board members please carry this to your GSF’s

8. New meeting in Mt Isa. Consensus reached to support with literature direct from FSO.

New meeting in Bundaberg. Tony made contact 2/10 with Hilary … she has decided not to start meeting am time slot not suitable.

Tony registered their existing NA meeting on regional list and waiting on feedback if Bundaberg requires additional support. 1 meeting per week wed 7.00pm – 8.30 pm at salvos church hall.

9.Resignations. Patrick from Townsville… many thanks for your service Patrick

Mustafa AKA Moose. Many thanks for your service Moose.

10. Consensus reached for Qld to fund Alt RCM’s flight to next Region, in Melb. 16 & 17/11/18.

Close of meeting roughly 9.30 pm

Next Skype meeting … Monday 8/10 at 7.30 pm

YIS

EXTRA ORDINARY GQASB MEETING 8/10/18 AT 7.30 PM

Minutes.

Notes from 8/10/18 Board meeting

Facilitator – Nathanael.

Notes - Nick

Attendees – Nathanael, Cam, PT, Jenni, Tony, Kingsley, Nick. No apologies.

AGENDA ITEMS – In relation to planning for Nov. LSC

* CATERING – Unknown at this point. Logan boys may like to help. Kingsley will be caterer for BBQ lunch. Jenni to assist with salads.
* WORKSHOP AGENDA – PT: See document ‘Workshop events 2018\_11’ in DROPBOX. For 90-minute workshop.
* CAM. VENUE – Bethania Community Centre, Logan. Church group has prior booking for Sun. 4th and 11th. What date discussion...i.e. cost of flights. Consensus for weekend of 3rd and 4th November.
* PUBLICITY – “LSC ANNOUNCEMENT”. Flyer? EMAIL fellowship, include agenda. Jenni to draft email and flyer.
* LSC AGENDA – Overall objective for LSC ie Outcomes. Discussion around previous LSC agenda. PT: Move Board report from opening, lay some ground rules down in opening. Perhaps modify RD report. TONY: Likes previous agenda template. Re-orient focus from what isn’t working. CAM: Wary of asking what the GSF’s expect from the Board (workshop # 3). Favours moving board report from opening. JENNI: Structurally works. Report on actions i.e communications website, FB page. Move Board report from opening. INCORPORATE EVENTS WORKSHOP into previous agenda. LOOK at incorporating GSF tools document into agenda. POST Board minutes to website.

 WORKSHOP: ISSUE DISCUSSION TOPICS FROM WORLD CONFERENCE:1. MAKING NA MORE ATTRACTIVE/CARRYING THE NA MESSAGE 2. ATTRACTING NA SERVICE.

 VIDEO: “GSF TOOLS (doc.) To play at LSC.

 WEBINAR / Video footage to prompt ownership / participation from attendee’s (CAM to plan for next LSC).

 BOARD REPORT: Report on action items achieved.

* FLIGHTS – Tony S. Rockhampton delegate? Tony to contact Mus re: Rockhampton contact.

GQASB MEETING MONDAY 15/10/18 – LSC PLANNING MEETING

AGENDA ITEMS FROM THURSDAY 11/10/18 MEETING... Tony / PT / Nick

Monday 15/10/18 meeting

* Venue / Cam. Beenleigh showground $330 per day. Still TBC.
* GSF DELEGATES TO ID BY WEARING A BADGE / provide contact details for workshop Saturday afternoon.
* LSC Saturday afternoon: GSF DISCUSSION. Let the delegates have a forum – the GSF Forum!! This forum to be facilitated by GSF members. GSF members to take ownership. Pre-selected GSF delegates.
* In – person Board members meeting some time over the weekend of the LSC – i.e. face to face Board meeting. Discuss Board members’ commitment to Board. ‘Shadow Board’ concept to be discussed. Refer to ‘Bay City ‘document, found in ‘Greater QLD Service guides’ folder.
* Upload Board minutes to website prior to LSC
* Outcome of ‘Events’ workshop: To develop an event i.e. Unity Day, Christmas party.
* Board to consider uploading minutes of meetings since June 18 (after vetting), prior to Nov LSC.
* Oct 20 …12 step feast… Bethania community centre. 11.30 am start. 12 speakers. Are we going????
* Have we let Qld know LSC is on 3 & 4th /11 yet.

GQASB MEETING MINUTES MONDAY 15/10/18.

Nathanael, PT, Nick, Cameron, Tony, Joymaree, Sonia,Brendon, Kingsley.

Apologies…Jenny.

LSC venue.. to be nailed down ASAP …Cam.

$330.00 per day costing for hall hire.

Nathanael & Pt have been structuring the agenda.

Consensus reached for name tags to be purchased for ID of delegates and members.

Estimate .70 cents each.

Lunch … Kingsley to organise… was some discussion re offsetting cost by a charge v’s a donation… More will be revealed.

SUGGESTIONS for board members contribution to agenda items.

Sonia & Tony to do the GSF forum discussion

Nick & Jenny to write and deliver board report.

Discussion and consensus reached for Nick to back away from financial component.

Nathanael and Joymaree to facilitate “making NA more attractive”

Brendon facilitating … “tools”

PT facilitating “events”

Cameron ….Regional report.

Suggestion for a gopher for all presentations.

Joymaree has 5 year milestone on Sunday 4/11.

YIS

Tony