

## **Meeting Audit Committee (New)- Report for Chicago Conference**

1. The inaugural meeting of this committee was held on June 7<sup>th</sup>, 2023. Meeting minutes attached.
2. Created an Excel Sheet to accommodate details of the meeting information collected. Area 8 and Area 10 ran a Beta test to determine functionality and ease of use. (Copy Available to Trustees on Request)
3. Sent Jason a copy for his information.
4. Created and submitted the following mission statement to be added to the agenda:

***To assist the International Service Office with maintaining an accurate and current listing of active group meetings by providing the following:***

- A. Create a Master (unpublished) list of all known and verified active meetings and a means of contacting a trusted servant from the same.***
- B. Provide a central point of contact to provide meeting additions, closures, and changes to provide intergroups, Trustees, and ISO web administrator with timely and accurate information.***
- C. Provide ISO web admin with periodic, consolidated list of changes that occurred within that period.***
- D. Provide an Email address where updates can be sent that is exclusive for this purpose. [GA.MeetingAuditCommittee@gmail.com](mailto:GA.MeetingAuditCommittee@gmail.com)***
- E. To the extent possible, verify groups not represented or underrepresented by an Intergroup/Service Board.***

Minutes of the Meeting Audit Committee Meeting of June 7<sup>th</sup>, 2023.

Inaugural Meeting

The meeting was called to order at 9:15 PM EST after assisting a member to get into the room.

Present at the meeting was Ed G. (Chair), Dianna R., Andy G., Stuart B., Carol K., Doris S., and Christopher M.

Harold A. (2<sup>nd</sup> Co-Chair BOT) briefly joined the meeting at the start welcoming and thanking each person for their service and explaining his limited role in support of the committee. He answered a couple of questions concerning tasks the committee must do to get the mission statement approved by the BOT and what he desires from us. He then left the meeting.

Ed G. stated that the purpose of this first meeting are two-fold. 1. What the committee hopes to accomplish and 2. Formulate a mission statement reflecting this.

At this point, various ideas were discussed with the general agreement that there are long standing inaccuracies in the meeting lists and keeping them current is far too much for one person in the ISO office to admin while still performing other duties. It was discussed with the office manager previously the issues they experience and were presented in this discussion, in addition to communication issues experienced by trustees and members. **All these issues were discussed from the position of a solution based perspective.**

Area 8 and Area 10 shared their meeting lists and the Excel formatted list from area 10 appears to be the most workable in formulating an unpublished master listing. This is subject to change if other processes are discovered.

As a result, a rough draft of a mission statement was discussed, and will be sent to the committee members for discussions, corrections, and edits so a smooth copy can be submitted to the Chicago Agenda for approval.

Committee Specific communications for now will be through the Email address: [GA.MeetingAuditCommittee@gmail.com](mailto:GA.MeetingAuditCommittee@gmail.com) a WhatsApp network may be created in the near future for quick communications.

The next meeting will be scheduled after further efforts to determine an ideal day and time to maximize participation.

The meeting closed at 10:07 PM EST with the Serenity Prayer.