THE ABM PLANNING COMMITTEE WANTS TO HEAR FROM MEMBERS WHO WISH TO BE CONSIDERED FOR THE RECORDKEEPER ROLE AT THE 2021 VIRTUAL ABC/M.

**The Recordkeeper must:**

1. Attend all General Assembly sessions held during the four day event (August 3rd-6th).
2. Record the audio of those sessions on the platform used for the event.
3. Write and submit a first draft of Minutes in Word format as outlined in the attached ABM Minutes Review Timeline.
4. Have some knowledge of our service structure and of the process used at the ABM.
5. Be willing to follow the recommended style and format as outlined in the attached ABM Minutes - How to Write Them and the Template.
6. Be available for training on the platform to be used for the virtual ABM and other technology matters.

Please respond to **abm2021@slaafws.org** no later than April 10, 2021.
Annual Business Meeting (ABM) Minutes
Review Process

The following guidelines and timeline describe a process for draft preparation, review, and finalization of the Annual Business Meeting (ABM) Minutes.

Within 1 week of the close of an ABM
The F.W.S. Office Executive Director ensures the ABM audio recording is provided to the ABM Record Keeper who prepares the draft ABM Minutes.

Within 3-4 weeks of the close of an ABM
The ABM Record Keeper forwards an electronic copy (in Word and pdf formats) to the F.W.S. Office and the three (3) reviewers:
1. New Chair of the Conference Charter Committee (CCC)
2. New Chair of the ABM Agenda Review Subcommittee (ARS)
3. New Chair of the Board of Trustees (BOT)

If the ABM Record Keeper becomes one of the new Chairs, then the CCC Vice-Chair or other appropriate trusted servant will be identified to participate in the ABM Minutes Review Process.

Within 3-5 weeks of the close of the ABM
The three (3) Chairs will review the draft, identify their individual suggestions for changes, and determine meeting times to discuss changes with the CCC Chair taking the lead/facilitator role as a rule.

Within 4-6 weeks of the close of the ABM
The three (3) Chairs review the draft together and confirm changes necessary to improve accuracy of the draft. If the audio recording is required to confirm the accuracy of the draft, then the BOT Chair is the only other person provided with the audio recording.

The draft is sent to the ABM Record-Keeper or CCC Chair for final preparation and edits (no content edits occur at this point).

Within 6-8 weeks of the close of the ABM
The ABM Record-Keeper or CCC Chair will forward the final ABM Minutes to the F.W.S. Office for archiving and for distribution to the Conference participants and the Fellowship at large (via website and media communication channels such as the F.W.S. Newsletter).

The CCC Chair is also responsible for distribution of the final ABM Minutes to the CCC and Conference Committees Chairs. The BOT Chair distributes to the Board members.
ANNUAL BUSINESS MEETING (ABM) MINUTES

HOW TO WRITE THEM AND THE TEMPLATE

HERE ARE KEY POINTS TO REMEMBER BEFORE STARTING THE MINUTES:

- The minutes are an official document.
- Remember that meeting minutes are for future and outside readers as much as they are for the people present. Make sure whatever you write down will be clear to people coming into the process at a later time.
- Typing meeting minutes on a laptop can make the process quicker and easier; however, a pen and paper work well, too, and might keep you from writing down too much information.
- Make a note of who is present. If necessary, pass around a sign-in sheet.
- Use the meeting agenda (BMIS) as an outline for the minutes.
- Details do not belong in meeting minutes. Do write down any motions and decisions made and the key findings of any committee reports.
- Use bullet points to make the minutes easier to read. Each bullet statement should represent a different finding, discussion, or decision. Use nested bullets (bulleted statements within a bullet) if appropriate.
- Make a note of issues that were tabled until future meetings; this will serve as an important reminder to the board and committee members of things that still need to be done.
- Transcribe or review minutes as soon as possible after the meeting, while your memory of what happened is still fresh.
- Before you submit the meeting minutes, proofread for typos and omissions.
- ***Remember- It is important to honor anonymity in all meetings and its minutes. This means only first name and last initial are to be used at all times. ***

PLEASE SEE THE ATTACHED TEMPLATE FOR SPECIFIC WRITING INSTRUCTIONS FOR THE ABM MINUTES:

TEMPLATE

[TITLE OF THE ORGANIZATION] Sex and Love Addicts Anonymous

[TITLE OF THE DOCUMENT] Annual Business Conference/Meeting Minutes

[DATES OF THE EVENT]

[LOCATION OF THE EVENT]

[THE THEME OF THE EVENT IN QUOTES, A TRADITION]

[SOURCE OF THE QUOTE] (S.L.A.A. Basic Text)

[INSERT] Most used abbreviations:
BOT – Board of Trustees
FWS – Fellowship-Wide Services
[DAY, DATE, TITLE OF THE BUSINESS SESSION, TIME OF THE SESSION]

For the initial session

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[ROLE ASSIGNMENTS, MICRO, MACRO, BACK-UP, TIME KEEPER(S), RECORD KEEPER(S), SPIRITUAL REMINDER, VOTE COUNTERS]

[NUMBER OF SEATED DELEGATES]

[WHAT NUMBER CONSTITUTES A QUORUM FOR THE ABM]

[INSERT WHAT COUNTRIES ARE BEING REPRESENTED]

[ACTIVITES OF THE SESSION: INTRODUCTIONS OF PARTICIPANTS, INTRODUCTION OF THE PROCESS, SUMMARIZED LOGISTICAL EXPECTATIONS (BATHROOMS, COPIER USE, MEALS, CLEAN-UP, ETC.), CHECK-INS, BOT REPORTS, CONFERENCE COMMITTEE REPORTS]

INCLUe THE PERSON PRESENTING THE REPORT-FIRST NAME AND LAST INITIAL

REPORTS ARE *SUMMARIZED- *an abbreviated version that captures the intent/main points of the report.

For any presentations

[TITLE OF THE PRESENTATION, DAY, DATE, TIME OF THE SESSION]

[ROLE ASSIGNMENTS]

[NAME(S) OF THE PRESENTER(S)]

[CONTENT OF THE PRESENTATION]

1. SUMMARIZED- SEE ABOVE DEFINITION
2. *PARAPHRASED - *Paraphrasing is a brief rephrasing of information provided by the speaker that provides a restatement of the essence of the information in your own words
3. THE RECORDER MUST HAVE *OBJECTIVITY - *having no prejudice; impartial; fair
For each business session (not including the initial or final sessions)

[DAY, DATE, TITLE OF THE SESSION, TIME]

[ROLE ASSIGNMENTS]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMEROUS OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

[WHAT VOTING METHOD-PHASE I OR PHASE II]

[LIST OF BMIS ITEMS, INCLUDE NUMBER, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

In Phase I:

[NUMEROUS, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

[INSERT THAT COMMITTEE REPORTS WERE HEARD AND QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[OUTCOME OF PHASE I VOTING- MOVED TO PHASE II, IF VOTED ON- INCLUDE THE NUMBER OF YEAS, NAYS, AND ABSTENTIONS USING THIS FORMAT: # OF YEAS-# OF NAYS- # OF ABSTENTIONS]

In Phase II:

[NUMEROUS, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

[INSERT AN ABBREVIATED VERSION OF THE ALL COMMITTEE REPORTS AND NOTE THAT QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[SUMMARY OR PARAPHRASE OF 3 PROS AND CONS (PERSONS MAKING COMMENTS ARE NOT IDENTIFIED)]

[OUTCOME OF EACH VOTE: YEAS-NAYS-ABSTENTIONS]

[SUMMARY OR PARAPHRASE OF THE MINORITY OPINION, PERSONS NOT IDENTIFIED]

[FINAL OUTCOME OF THE VOTE- Record final number, MOTION PASSED, MOTION DID NOT PASS, BINDING ON THE BOT- RESTATE “BY 2/3 VOTE OF THE SEATED QUORUM, ETC.”]

[INSERT ANY OTHER VOTING PROCESS AND ITS RESULTS, STRAW POLL, UP-DOWN VOTE, GROUP CONSCIENCE, ETC.]

[MAKE NOTE OF ANY TABLED MOTIONS AND UNADDRESSED IFDS]

For IFDs:

[NUMEROUS, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]
[INSERT TIME LIMITS FOR COMMENTS]

[INSERT AN ABBREVIATED VERSION OF THE ALL COMMITTEE REPORTS AND NOTE THAT QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[SUMMARY OR PARAPHRASE OF COMMENTS (PERSONS MAKING COMMENTS ARE NOT IDENTIFIED)]

[INSERT THAT THE BUSINESS WAS ENDED AND LIST OTHER ACTIVITIES FOLLOWING THE SESSION: MEALS, CONFERENCE AND BOT MEETINGS, QUIET TIME, GETTING CURRENT MEETINGS, TALENT SHOWS, AUCTIONS, ETC.]

**For the BOT Elections**

[DAY, DATE, TITLE OF THE SESSION, TIME]

[ROLE ASSIGNMENTS]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMBER OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

***** [OUTCOME OF THE ELECTION- NAME AND LAST INITIAL OF ELECTED AND CONFIRMED BOT MEMBERS WITH LENGTH/PERIOD OF TERM NOTED]******

**For the final session**

[DAY, DATE, TITLE OF THE SESSION, TIME]

[ROLE ASSIGNMENTS AND INTRODUCTION OF THE (NEW) CHAIRS OF THE BOT AND CCC]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMBER OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

[SUMMARIZE THE FINAL REPORTS USING THIS FORMAT]

NAME OF COMMITTEE

CHAIRS AND/OR VICE CHAIRS

PROJECTS

BUDGET

INFORMATION FOR FIRST MEETING]
[LIST MEMBERS OF THE BOT COMMITTEES-CHAIR, BGNC, BFOC, BPRC]

[LIST BOT LIAISONS TO THE CONFERENCE COMMITTEES- NAME OF COMMITTEE AND BOT LIAISON]

[INSERT THE CONFERENCE COMMITTEES AND THE OUTCOME OF THE CONFERENCE COMMITTEE CONFIRMATION VOTE *INCLUDE THE NUMBER OF YEAS AND NAYS]

[SUMMARIZE ANY LAST ANNOUNCEMENTS AND ACKNOWLEDGEMENTS]

[SUMMARIZE THE CLOSURE OF THE FINAL SESSION AND THE ABC/M]

Some extra tips:

- Summarize any process, procedure explained, and/or at the very least, an acknowledgement the information was dispensed.
- Use good summarization and paraphrasing skills.
- Be objective at all times.
- Ask for clarification of any actions or for repetition of any statements.
- Review previous years’ minutes for the structure.
- It is not necessary to include 30 or 60 second silences.
- ***It is important to honor anonymity in all meeting and its minutes. This means only first name and last initial are to be used at all times. ***