

AA Edinburgh and Midlothian Intergroup

Minutes of Meeting 25 September 2025

Date & Venue: 25 September 2025 at St Catherine's Convent and on Zoom

Preamble & Traditions: Sharon read The Preamble and Steven read Traditions 1 to 12

Statement on Offensive Behaviour and Inclusive Language: Read by George, "This group wants all members, whether new or long-standing, to be kept safe while participating in meetings and other AA activities. This group does not tolerate bullying, harassment, discriminatory behaviour or any other form of abuse or exploitation and wishes to foster an inclusive fellowship. Bad language often offends but it's absence never does."

Present	In Person	Zoom
	George. Chair	Dougie, PI
	Steve, Treasurer	Tom, Willowbrae
	Dave, Secretary	Brian, Palmerston
	Sharon, Convent Friday	Steve
	Christine, Observer	Chris, COTGS Thursday
	Steven, Archivist & Muirhouse	Cheryl, COTGS Friday
		Suzie, Edinburgh Primary Purpose
		Chloe, Lipstick With The Winners
		Shiela, Seaside Serenity

Apologies: Moira (Region Rep), Graeme (EComm), Ewan (Seaside Serenity), Fiona (Edinburgh Primary Purpose), Anastaziya (Gayfield), Jane (Portobello), Mark W (Stockbridge), Davy (Gay Recovery)

Minutes of previous Meeting: The minutes of the previous meeting were accepted without amendment.

Actions From Previous Meeting:

1. *Steve to post WhatsApp request for volunteers.*

Steve has posted message on WhatsApp chat and about ten volunteers are currently testing the Android app. Feedback so far has been very positive with action having been taken to resolve some very minor issues.

2. *Dougie to use ChatGPT to formulate descriptors for service roles, using the descriptions from the service handbook as a starting point, and share the results at the next meeting.*
3. *Graeme to consider how best to publish any relevant material on the IG web site.*
4. *Role holders to consider creating descriptors for their roles, based on the service handbook but tempered with their own experience., and to make those descriptions available prior to leaving office.*

Action points 2 to 4 addressed at item 3 of Matters Arising.

5. *Brian to present detailed proposals for an Edinburgh Convention at the next meeting.*
6. *Jane to facilitate communication between interested Portobello members and Brian.*

Brian has been doing a considerable amount of preliminary research and APs 5 and 6 are addressed under item 1 of Matters Arising

7. *Dave to email unidentified email recipients.*

Dave had emailed all unidentified email addresses and received only one reply (who asked to be removed from the list). The meeting agreed that Dave would email all remaining addresses advising that they would be removed from the list unless they explicitly replied and requested that they remain recipients. **Action Point 1: Dave to email remaining addresses accordingly.**

8. *George to report on Telephone Liaison role at next meeting.*

George has spoken to the Chair of the Scotland Telephones Committee and remains in discussion with them. Basic procedure is that requests for help at Scotland level are fed down to IG level and that ideally there should be two TLOs at IG level and we currently have none. There are currently about seventy people on the first responders list, however it is not clear if any of them are currently active and fielding calls. There was discussion around a group of IG members contacting the first responders to determine who are still active. George said that we should push for at least one TLO to be recruited at the AGM in November, and that first responders could be contacted after that. **Action point 2: George to emphasise the importance of recruiting a TLO among other office holders at AGM.**

9. *Dave to ask whether Moira had anything to report from region and circulate anything relevant to IG.*

Dave has been in touch with Moira, and all relevant region information had been circulated to IG members.

10. *Dave to establish size of items and facilitate their return, possible to Gayfield, in consultation with Anastaziya.*

Dave had emailed Steve offering storage at Gayfield on 30 July and again on 14 September but has received no response. **Action point 3: Dave to email again requesting return of the items.**

Matters Arising:

1. Edinburgh Convention

Since the previous meeting Brian has done a significant amount of initial research including into potential venues. His view is that Norton Park at Easter Road would be the preferred choice, and this was endorsed by the meeting. He had obtained a quote of £260 for the hire of the largest suite, capable of hosting up to 120 delegates, for one day. This charitable rate was available to AA Scotland despite not having a Scottish Charity Number. George pointed out that break-out rooms would also be available should these be necessary.

The meeting concluded that the planning could be broken down into venue, catering, promotion and programme. It was agreed that a small team be formed to take forward the plans, and Cheryl and Tom said that they would be happy to work with Brian to help organise the event. **Action point 4: Brian, Cheryl and Tom to develop outline proposals for an Edinburgh Convention and present their plan at the next IG meeting.**

2. Bank Account and New Standing Charges

Steve advised the meeting that Bank of Scotland have advised him that they are converting our account to a Community Account which entails a monthly fee of £4.25 and certain transaction costs (full details in Steve's memo *Intergroup Bank Account Charges*). In practice, it is unlikely that our account would attract any transaction charges, meaning that we would be liable only for the monthly fee amounting to £51 per year.

Steve was of the opinion that the overhead of identifying other account options and migration to a new account with a need for a period of parallel running outweighed the benefits of avoiding the account fee, particularly given that his initial research has indicated that most similar accounts attract similar fees. This was also the consensus of the meeting.

Tom asked whether any consideration had been given to the use of a savings account which would not incur fees. **Action point 5: Steve to look into possible use of an appropriate savings account and report back at next meeting.** In the absence of any suitable account being identified, the meeting was content with our continuation with the existing BoS account.

3. IG Roles – Vacancies, Recruitment & Role Descriptions

As per action point two at the last meeting, Dougie had produced discussion drafts of role descriptions for armed service liaison, health liaison, literature secretary, public information, Roundabout rep, region rep, telephone liaison, young people's liaison. Descriptions have not yet been produced for chair, treasurer, secretary, electronic communications and criminal justice pending further discussion.

There was discussion about how we use this information and how we can encourage people to take on as many of these roles as possible. It was agreed that the build up to the forthcoming AGM is an important opportunity to publicise the vacancies and motivate fellows to volunteer. George also pointed out that it is important to appoint people based on their skills.

Action point 6: Dave to publish a list of current roles and vacancies in the minutes.

Action point 7: Dave to highlight the vacancies and the desire to fill them at the AGM when circulating the minutes.

Action point 8: Dougie to produce discussion drafts for the remaining roles (criminal justice, E comms, chair, treasurer, secretary).

Action point 9: George to email all members prior to AGM strongly encouraging fellows to volunteer for vacancies.

Roles and Vacancies (Current vacancies are highlighted.)

- Chair (currently filled by George)
- Treasurer (currently filled by Steve)
- Secretary (currently filled by Dave)
- Electronic Comms (currently filled by Graeme)
- Prisons Liaison (currently filled by Josh)
- Scotia Region Representative (currently filled by Moira)
- Archivist (currently filled by Steven)
- Public Information Liaison (vacancy w.e.f. Nov 2025)
- Criminal Justice Liaison (vacancy)
- Armed Services Liaison (vacancy)
- Health Liaison (vacancy)
- Literature Secretary (vacancy)
- Roundabout Magazine Representative (vacancy)
- Telephone Liaison x 2 (vacancy)
- Young People's Liaison (vacancy)

Questions / Comments Arising From:

1. **Treasurer's Report:** Steve had issued the financial report for the last quarter which had been circulated. He reported that the tram invoice had been paid, that the current balance included a £500 reserve for Edinburgh Convention expenses and that there is currently a healthy balance after all liabilities have been met.

2. **Region Report:** Moira had sent Dave the Regional Assembly agenda with her appended notes, which Dave had circulated. Regional Assembly minutes had also subsequently been received and circulated. Suzie noted that it was important that our two-way communication with Region was working as efficiently as possible and George agreed to discuss with Moira how best to ensure this.

Action point 10: George to discuss with Moira how to streamline IG / Region communication and bringing Region Reports in line with other service reports.

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3. **Public Information Report:** Dougie had submitted the PI report which had been circulated. PI activities have included: Boroughmuir School Talk (rescheduled for Nov / Dec), attendance at SHAAP arranged event in November, organisation of trams ad campaign. Dougie reminded the meeting that he will be stepping down from the PILO role in November. Suzie wished to

minute a vote of thanks to Dougie for all his past service and more specifically for the work he had recently done on the role descriptions.

4. **Prison Liaison Report:** Josh had submitted the PLO report which had been circulated. Josh continues to look for volunteers to share their experience, strength and hope at prison meetings which run every Friday between 12:30 and 14:00. He is also recording shares as MP3 recordings for wider use within the prison. Josh has asked for anyone interested in contributing to contact him. **Action Point 11: Dave to draw members' attention to Josh's request for shares and any other contribution to the PL team.**
5. **Archivist Report:** Steven reported that he had been making slow progress in identifying archive material and whether it existed or not. Various names were suggested who may have some knowledge of the existence of material including Paddy Crossan, Jemma and Faye. One contact who sounded most promising is Martin, the Scotia Region Archivist who may hold material relating to Edinburgh and Midlothian. **Action Point 12: Steven to contact Martin to establish whether he has any relevant material.** George suggested another source of material may lie in the library of Arniston House in Midlothian. (Arniston being the family seat of the Dundas family one of whose members (Sir Philip Dundas) was founder of AA Scotland.)
6. **Group Reports:** Written group reports were received from EPP and COTGS Step 11, and these were circulated prior to the meeting. There were no verbal reports, and no questions arising.

Any Other Competent Business

The November meeting will be the AGM. The standard AGM agenda will be circulated prior to the meeting and particular emphasis will be placed on recruitment into vacant roles as minuted above. George expressed his desire to use the AGM as a platform to increase awareness of IG roles and the service opportunities they represent allowing people's development in a supportive environment.

Steven asked what the metric is for doing prison service

Suzie noted that she is continuing to work with Graeme on the web site update.

The meeting closed with The Serenity Prayer.

Date of Next Meeting: 27th November 2025

Summary of Action Points

1. Dave to email remaining unidentified addresses.
2. George to emphasise the importance of recruiting a TLO among other office holders at AGM.
3. Dave to email again requesting return of the items.
4. Brian, Cheryl and Tom to develop outline proposals for an Edinburgh Convention and present their plan at the next IG meeting.
5. Steve to investigate possible use of an appropriate savings account and report back at next meeting.

6. Dave to publish a list of current roles and vacancies in the minutes
7. Dave to highlight the vacancies and the desire to fill them at the AGM when circulating the minutes.
8. Dougie to produce discussion drafts for the remaining roles (criminal justice, E comms, chair, treasurer, secretary).
9. George to email all members prior to AGM strongly encouraging fellows to volunteer for vacancies.
10. George to discuss with Moira how to streamline IG / Region communication and bringing Region Reports in line with other service reports.
11. Dave to draw members' attention to Josh's request for shares and any other contribution to the PL team.
12. Steven to contact Martin to establish whether he has any relevant material.