

P.R. MEETING MINUTES (2026-2-22)

1. Call meeting to order (2:35 pm)
2. Reminder to silence cell phones.
3. Moment of silence followed by serenity prayer.
4. Roll Call – P=Present A=Absent V=Vacant F=filling In

- PR Chair
- Secretary
- Literature Coordinator
- Helpline Coordinator
- Special Projects Coordinator
- Web Coordinator 1
- Web Coordinator 2

P
V
V
P
V
A
V

- PR Vice-Chair
- H&I Coordinator
- Schedules Coordinator
- PI Coordinator
- Newsletter Coordinator
-

V
P
A
V
P

5. Welcome new members (ask for introductions)
 - Zach - first time here
 - David - First time here
6. Approval of previous meeting minutes (if applicable)

7. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- PR Chair-
- PR Vice Chair-
- Secretary-
- H&I Coordinator-
 - i. Verbal report this month
 - ii. Oriented 2 new people
 - iii. Released panel to SKC - Pioneer services panel
 1. Changed to 1 panel a month split between programs so it is only 1 every 4 months
 - iv. Still working on jail situation, still missing 2 women, we have 4 men
 - v. New request Olympic behavioral Health (lock in DSHS facility)
 - vi.
- Literature Coordinator- X
- Web Coordinator 1- X
- Web Coordinator 2-
 - i. 3 weeks ago we got a flood of requests
 - ii. Alan and I have it sorted out
 - iii. Caitlin

- iv.
- Helpline Coordinator-
 - i. 31 calls this month
 - ii. Meeting lookups via call - 25
 - 1. Text - 5
 - iii. 5 returned voicemails
 - 1. Usually about trying to find a meeting
 - iv.
- PI Coordinator- X
- Special Projects Coordinator- X
- Newsletter Coordinator-
 - i. Submitted and posted the new newsletter for March April issue
 - ii. 2 pages
 - iii. 30 color prints done
 - iv. Newsletter email up and running
 - 1. Fellowship coordinator
 - v. Anything for the May edition?
 - vi. What groups are showing up and which are not - talk to secretary
 - vii.
- Schedules Coordinator-
 - i. Nothing to report
 - ii. Rotation of schedules
 - 1. Current printer planning to move at some point
 - iii. There is no separate update for schedules
 - iv. Make sure you contact and work through WEB to get the PDF as WEB needs to format it.
 - v. Area sends check directly to printer
 - vi. TL: Orange schedules - make em brown again
 - vii.

8. Old Business – (PLACE UNRESOLVED TOPICS FROM LAST MONTH HERE)

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9. New Business –

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. PR Contact List
 - ii. What should be say to phonline people who want to know about sponsorship and meetings?
 - 1. Point them to a meeting. Online / in person
 - 2. Is there a FAQ for helpline members?
 - a.

- Motions – (SUMMARY AND RESULTS)
- Elections – (LIST NOMINATIONS AND RESULTS)
 - i. **January** - Newsletter Coordinator
 - ii. **February** - PR Subcommittee Chair, PR Subcommittee Vice-Chair
 - iii. **March** - PI Coordinator, Helpline Coordinator
 - iv. **April** - Web Coordinator
 - v. **May** - PR Literature Coordinator
 - vi. **June** - Schedules Coordinator
 - vii. **July** - PR Recording Secretary
 - viii. **November** - H&I Coordinator, Special Projects Coordinator
- David H
 - i. Multiple years clean,
 - ii. Sponsors, sponsees,
 - iii. Interest in working with computer
 - 1. Q's
 - a. Have you ever not completed a service commitment you have taken on?
 - b.

10. Call to close (TIME)

Reports

PR Chair

- I took over as PR chair at last area and spent time this month getting set up with the needed accesses. We filled a couple of vacant positions this month.
 - Secretary - Zach W
 - Web 2 - David H
- We still have several positions open, including
 - PR Vice Chair
 - PI Chair
 - PR Literature
- And technically helpline and Web1 are up for election in the next 2 months so we need more people who are willing to step up to be of service.
- I am going to discuss with Unity day if we can do a workshop on service with H&I / Helpline orientations

PR Vice Chair

- **Vacant**

Secretary

- Zach has stepped up as secretary and will be getting set up this month!

H&I Coordinator

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Literature Coordinator

- Vacant

Web Coordinator 1**Web Coordinator 2**

- We have a new Web 2 who will be ramping up David H.

Helpline Coordinator

Helpline Jan 22nd - February 22nd

Volunteer Lookups (CALL) - 31

Meeting Lookups (CALL) - 25

Volunteer Lookups (SMS) - 0

Meeting Lookups (SMS) - 5

Missed calls - 8 (26%)

All voicemails answered. Matty A called in in again with a different number I told him we have talked to him about this and to not call unless he's looking for a meeting. 3 new people are interested in being oriented! Will do that this week most likely. Nothing else to report.

We are going to do an audit of current helpline members to ensure they still want to be on there / are active.

PI Coordinator

- Vacant

Special Projects Coordinator

- Vacant

Newsletter Coordinator

- Submitted and posted the new newsletter for March April issue, 30 color prints done and will be taken to area for groups.
- Newsletter email up and running
- Newsletter will sync with Fellowship coordinator to see how we can activate groups
- Please reach out to the newsletter if you have anything for the May edition.

Schedules Coordinator

- Will check with literature on how many schedules are left. Last printing we did 2500. We print quarterly so will check on how many we need and the color to use.
- Schedules coordinator will work with web on formatting. If any homegroups have updates for the schedule (printed or online) please send to web@seattlena.org