

The Area 92 Handbook Committee moves that we add the following to the Area 92 Handbook as the first paragraph under section 8.0.

The Area 92 Secretary is a vital service position and ought to be one of the first positions filled by appointment. In the event that no Secretary is appointed, the Area Chair must make arrangements to have an interim secretary take at least nominal minutes and to arrange for the collection and storage of motions and reports from Area trusted servants including DCMs, from GSRs and from anybody else that gives a report of any kind. The interim secretary should receive all motions in accordance with the Area 92 Handbook and see that all motions are delivered to the Area 92 Tech Committee for digital distribution to online event attendees. The interim secretary should store all motions for the use of the final appointed Secretary.

### Background

As the current secretary I have personal experience with how terribly things can go wrong if no one is in charge of taking notes at the event itself. I was appointed after 2 events had already taken place and I was charged with having to listen to hours of event recording online and make minutes with very little knowledge of what was going on. I also had to try and sort through hundreds of emails to try and forward the reports that were sent to the secretary email. The recordings that are taken for historical purposes should be used for fact checking and not for minute making after the fact. This was a huge burden placed on someone that was volunteering for a position late in the service rotation. I want to do my best to set things up so that no one has to experience this burden in the future and also so that our Area can have accurate and useful minutes.