[**http://www.higna.org.uk/highlands-islands-area-service-committee/**](http://www.higna.org.uk/highlands-islands-area-service-committee/) **P/W hignaasc2019**

**Agenda/Discussion Topics:**

* **Moment of silence-roll call**
* **Taking of minutes**
* **Election of TS, Chair, Treasurer, Secretary and Alts etc.**
* **Treasury Report**

**Balance last ASC £935.09** *(as of 26/10/2020)* **Current financial status:** *(as of 29/12/2020)* **PayPal Balance: £529.00
Bank Act Balance: £591.55
Expenses Out: £7.59** *(Last two months: Postage Key Tags**)* **Closing Balance: £1120.55** *(as of 29/12/2020)**(Combined Bank & PayPal Contributions last two months £193.41**as of 29/12/2020)* **Prudent Reserve: £500.00** *(as set June 2020)* **Tradition 7 surplus: £620.55
*Current fixed annual expenses:*** *2020/21
Website + Domain etc. £49.00 (per year)
Bluejeans account £437.99 (Bluejeans Enterprise Account annual fee)****Total £486.99* *(= £1.04/$1.40 per meeting per week)***

**Website report:**The website has been running well with no reported problems, backups are being taken regularly, website software & plugins etc are being updated as required. Layout, content and format of the new information/guidelines page is near completion and needs review for input and approval. New Speaker page has been created which also needs approval. Work has been done on creating a virtual Group Report template. HIGNA ASC Google Drive has been set up to store files etc as and when required. All the above projects are accessible to view via the ASC Page <https://www.higna.org.uk/about-us/highlands-islands-area-service-committee/> P/W is: hignaasc2019

**Groups:**

* **Group reports**
* **Matters arising?**
* **Service opportunities?**
* **Growth, new meetings?**
* **Events**
* **New Business:**
* **New Guidelines Page**
* **New Speaker page**
* **Group Report Templates**
* **Old business**
* **Use of Tradition 7 funds?**
* **Date of next meeting?**