

JACKSON COUNTY CENTRAL OFFICE

STEERING COMMITTEE MEETING

AUGUST 7, 2021

MEMBERS PRESENT: Amy Ball, Chairperson; Donna Kitchen, Recording Secretary; Wayne Trefren, Office Manager; Jo Brown, Volunteer Coordinator; Terry Keller, Website; Winslow Cervantes, Newsletter; Keren Donegan, Special Events.

MEMBERS ABSENT: Fran VanAlstyne, Treasurer; Sandy Johnson, Co-Treasurer; Mickey Norcia, Literature; Dee D'Agostino, District 16 Liaison; Karen Westbrook, Special Events; Rob Westbrook, Member at Large; Stacy Byrd, MFG Liaison.

GUESTS: John S., CO phone volunteer. Aimee P.

TREASURERS REPORT: After review and discussion, a motion was duly made and the Treasurer's Report was approved unanimously as submitted.

- Total Inflows \$3,009.82
- Total Outflows -\$2,304.52
- Net Total \$705.30

OFFICE MANAGER: Wayne presented the office report stating that everything is running smoothly and there is nothing out of the ordinary. The volunteers are keeping the door open and for the most part recording the sales accurately. Wayne will confirm who the signers are for the CO bank account.

VOLUNTEER COORDINATOR: Jo B. reported that the volunteer slots are filled with a list of backups to call if needed.

LITERATURE: Mickey N. reported via email that an order for books was placed for \$760, the shelves are full and the Grapevine books arrived after some delay. A current literature list is in the front desk drawer.

WEBSITE: Terry K. resigned from his position as Website Manager pending a replacement. The July report is as follows. Popular Page Views: Home Page; 281, Meetings Page; 75, Events Page; 21, Monday meetings page; 18, Thursday meetings page; 16, Friday meetings page; 16, Tuesday meetings page; 11, Sunday meetings page; 11, Saturday meetings page; 11, Newsletter page; 9, links page; 9, Wednesday meetings page; 8, volunteer page; 5, past events page; 4. Year to Date jcoa.org Website Traffic Report as of July 2021; 4763.

NEWSLETTER: Winslow presented the newsletter. After a discussion the committee agreed to Winslow's request to send out the newsletter earlier. Amy requested to be involved in the newsletter process and suggested that a committee be formed.

DISTRICT 16 LIAISON: Dee was not in attendance to present the report. Chairperson Amy volunteered to step in for Dee and present the report. Because Dee is unable to fulfill his duty as liaison, due to his work schedule, Amy volunteered to present future reports because she attends the District meetings. At the last District meeting a discussion was held about having an outdoor fair to present information about what District does and recruit volunteers.

MFG LIAISON: The Committee agreed to post the position as open due to lack of attendance by Stacy B.

SPECIAL EVENTS: The yearly breakfast fund raiser, usually held in April has been postponed indefinitely. Due to Covid 19, St. Vincent's is not available for hosting the breakfast. The committee discussed having an Open House at CO. It is tabled for future review and discussion.

MEMBERS AT LARGE: Rob W. was not in attendance. No report.

CHAIRPERSON: Amy discussed the possibility of having Sandy J. step up to Treasurer from her position as Co-treasurer. Treasurer Fran V., has not been in attendance for many months and Sandy prepares the report. It was agreed to discuss the proposal with Sandy and review the By-laws for information regarding the situation.

Amy stated that she, Winston and Donna are reviewing the By-laws for any revisions and updates that may be necessary.

OLD BUSINESS: A discussion was held regarding the purchase of a POS system for sales in the office. It was agreed to form a committee to investigate and report back. Guest Aimee P., agreed to be on the committee.

Donna is continuing to investigate the possibility of purchasing a display case and a pamphlet rack for the office.

MEETING ADJOURNED: 10:15 with the Responsibility prayer.