

JACKSON COUNTY CENTRAL OFFICE STEERING COMMITTEE MEETING MINUTES

November 6, 2021

MEMBERS PRESENT: Amy Ball, Chairperson; Jo Brown, Acting Recording Secretary; Wayne Trefren, Office Manager; Jo Brown, Volunteer Coordinator; Winslow Cervantes, Newsletter; Keren Donegan, Special Events; Aimee Arnold, Acting Webmaster.

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: Jeremy Gates

Meeting was open by Amy B. at 9am.

A moment of silence for Donna K. was observed.

The Serenity Prayer was recited.

MINUTES: There were no minutes available for the October 2, 2021, meeting due to the passing of Donna Kitchen, Recording Secretary. Her daughter could not find any notes or information at this time to pass onto us.

TREASURER'S REPORT:

- Sandy submitted the October financial report via email. According to the attached report, we had a \$45 birthday donation, plus a substantial sum collected through PayPal of \$267.78.
- We also purchased a starter kit of coins from The Token Shop. The CenturyLink charges went back down; don't really understand why.
- We paid Aimee A. \$225.00 for the website domain. Also, paid a charge of \$251.64 to GoDaddy.com for website.
- She posted an updated business license on the bulletin board which shows our correct address.
- Fran is no longer interested in being Treasurer. Sandy needs to be voted in as the Treasurer. Sandy stated we will need to vote in and train someone as co-Treasurer.

Total Inflows	\$1,679.35
Total Outflows	<u>-\$1,739.58</u>
Net Total	<u>-\$ 60.23</u>

Motion to accept the Treasurer's Report was so moved by Wayne T, with a second by Keren D. Motion was passed by the body.

OFFICE MANAGER: Wayne T. said things were going smoothly.

VOLUNTEER COORDINATOR: (per attached report)

- Jo B. reported a few changes this month. Winslow will be leaving us as a volunteer. Phil M. is moving into his slot on Friday mornings. This leaves us Friday afternoon open.
- She will be bringing on two more trained alternates by the end of the month. There will be a full alternate list.
- She also gave a shout out to various volunteers who had helped her with the ROC Sobriety Festival that was held on Oct. 15th through the 17th. She goes on to say that without them, there would not have been an information booth about Alcoholics Anonymous at the festival. Great Job!

LITERATURE: Mickey submitted his report via email which is attached.

- He says that literature and books are stocked. He goes on to report that AAWS had a 25% discount going on, so he ordered double the amount for November. All else seems to be in order.
- It was also noted that we purchased brass coins up to 20 years and aluminum coins from 24 hours to 9 months.

WEBSITE:

- Aimee A. has stepped up to take on the website until the end of December-2021. At that time, she is hoping that a suitable replacement will be found. In the meantime, Wayne T. has been learning about the new software that is in place to keep up with the meeting changes and schedule.
- See attached report about "Finding a permanent CO Website Coordinator"; "An overview of some of the key CO Tech & Website Improvements"; "Tech Stats"; and "One to One Training on Tech Items".
- Also attached is a Schedules Ad Hoc Committee Report, along with a motion to formally ask District 16 for their cooperation. (Of which was passed by the body present.)

NEWSLETTER: Winslow C. reported that he sent out the newsletter for November on October 30, 2021. "Service" is the topic for the December-2021 newsletter. Deadline for submitting articles to the newsletter is the 3rd Friday of the month.

DISTRICT #16 LIAISON: Amy B. reported that "most" of the District positions are now filled.

MFG LIAISON: This position is open.

- Jo B. gave a report that the Fellowship was doing a Thanksgiving Dinner on the 25th, along with marathon meetings beginning at 7:30am to midnight on the 24th through the 27th. She also mentioned that they were planning to have a Christmas Dinner, along with marathon meetings starting on the 24th through the 26th. The Fellowship also plans to have a New Year's Eve Dance from 10pm to 1am. Again, there will be marathon meetings starting on the 30th through January 1st.
- Jeremy G. suggested that it be named the "Alano Club Liaison".
- Amy B. mentioned that they would like to see more groups represented from The Club – not just the Medford Fellowship Group. She went on to mention that the Central Office By-laws were being worked on to include such wording for more groups to be represented.

SPECIAL EVENTS: Keren D. reported that until the Covid restrictions are rescinded, there are no plans in place at this time.

MEMBER-AT-LARGE: Rob W. was not present; therefore, there was no report.

CHAIRPERSON: Amy B. reported that the by-laws were still being worked on with Winslow C.

VISITORS: Jeremy G. was glad to be at the meeting. He has sent in a volunteer request to be of service to Central Office. He asked if he could be the GSR Liaison. So, moved.

OLD BUSINESS:

- There was an update about the purchase of chips for Central Office.
- Bottle Drop Fundraising –
 - Amy B. will be doing some research with the Bottle Drop group to find out what is required.
 - Winslow C. and/or Wayne T. will be managing the project.

- Winslow C. will be advertising it in the newsletter, as well as it will be needed to be announced at meetings.
- Report from acting Webmaster – see above report.
 - Wayne T. CO Representative on Ad Hoc Committee.
- “Meeting in a Pocket” expenditure was approved. See attached invoice.

NEW BUSINESS:

- Asked about a recorder to aide in taking minutes. It was tabled until Michelle M. was brought on board and approved as Recording Secretary.
- Aimee A. was approved as Website Coordinator.
- Jo B. was approved as Temporary Secretary.
- Sandy J. was approved as new Treasurer.
- Fund Raiser was mentioned to keep Central Office going. Suggestions included Coffee Cans that are passed separately from 7th Tradition collections for loose coin, as well as a can would be set-up for Birthday donations. These cans would be sponsored by Central Office.

A motion was made and passed unanimously to adjourn the meeting at 10:00am with the Responsibility prayer.