

Steering Committee Meeting Minutes

August 5, 2023

Members Present: Amy B. Chairperson, Wayne H. CO-Chairperson, Wayne T.

Central Office Manager, Michelle M. Recording Secretary, Robert H. Treasurer, Mae M. Literature Coordinator, Volunteer Coordinator Jo B., Randy S. Member at Large 1

Members Absent: Cheryl R. Co-Treasurer, Nick J. Website, Keren D. Events Coordinator, Mark L. Member at Large 2

Members present did represent a quorum as defined by our Central Office Bylaws.

Guests: Ken J. District 16 DCM, Thomas K. Hotline Liaison District 16, Dee D.

Meeting was opened by Amy at 0900.

A moment of silence was observed.

The Serenity Prayer was recited.

Minutes: The minutes from July 2023 were approved as written.

Treasurer's Report:

Checking Account Balance: \$12,687.40

Savings Account Balance: \$8,309.75

Total = \$20,997.15

Robert reports also the Central Office Home Owners Insurance that runs from 7/29 to 7/29 will be showing up soon as an expense and should be approximately \$500.00 he reports this to the body just for planning purposes.

Treasurer's Report was approved as written

Office Manager: All going well. Wayne will continue to report donations by way of the Monthly Minutes until we again have a Newsletter as seen below. \$300.00 was approved by a committee for Wayne to purchase a new Vacuum Cleaner. Wayne gave a brief report concerning District money being spent on hotline and that the New Hotline Coordinator Thomas and the District 16 Treasurer Katie S. are investigating options.

Wayne Reports the following donations for the month of July to Present

Cathy M.	6/21/2023	\$10.00
Rogue Valley Women In Recovery	6/21/23	\$1,000.00
Anything Goes Group	6/26/23	\$75.00
Michelle M.	7/07/23	\$100.00
Bring Your Own Big Book	7/07/23	\$47.34
Chipper Group	7/11/23	\$250.00
CP No Name Group	7/07/23	\$232.00
Ruch 903	7/22/23	\$213.17
Sunday Ashland Grange	7/18/23	\$1,242.63
L. Combs (no group listed on check)	7/08.23	\$150.00
By The Book	7/26/23	\$87.00

Volunteer Coordinator: Jo reports the office continually being staffed with nothing more to report.

Literature Report: Mae M. reports she did place an order which included Big Books, we spent \$507.00 anything over \$500.00 gives free shipping. She asks permission to place a large Spanish and Braille Literature order, specifically Big Books, Daily Reflections and the 12x12's and ASL DVD's. This would be about \$700.00. The Steering Committee approves the order.

Newsletter: **Vacant Position.** Winslow has formally resigned from the Newsletter Position for personal reasons. Thank you so much for your Service Winslow you will be missed!!!!!! Mae recommended that we have an outline of what we would like included in the Newsletter going forward. Ken stated that District 16 and District 7 have decided to each do their own Newsletters and we should look at theirs, District 7's, as he found it informative.

Web Site: **Vacant Position.** Wayne reports the web site is up to date and he maintains the website making certain Events and Meeting changes are current for our Fellowship. Wayne did have a brief report concerning, well, more about the credit card issue. There is a delicate balance between being detail oriented and Keeping it simple, we learn from both.

District 16 Liaison: Dee D. reports he is now able to attend monthly Central Office Meetings and Monthly District 16 Meetings.

Group Representatives: **These service members are only required to attend Steering Committee meetings the months of March, June, September and December, when the Group Representatives are in attendance they are voting members of the committee.** Mae M. and Michelle M. volunteered to work together to develop a small cardstock document to inform groups of the Group Representative Position and that although the Group Representative is only required to attend the Central Office Meeting as stated above they are voting members every month.

Special Events: Keren was not present

Member At Large 1: Randy presents to the body a 1 page document which discusses the Group Representative Position. Michelle M. & Mae M. will develop a simple, small cardstock document from this document.

Member At Large 2: Mark was not present

Chairperson: Amy reports this November there will be a rotation of Service or she is also able to serve another 2 years.

Old Business: N/A

New Business: Michelle M. asks by way of Guidelines and Procedures Ad Hoc Committee does the Central Office have anything in the binder should the Deaf and Hard of Hearing contact our volunteers? The answer is No.

September the first Saturday of the month is the Labor Day Weekend and we will be sensitive to those who might have plans we will be meeting in September on the 9th.

Dee had a question regarding how literature was getting to Jails and Institutions where the money is going now we have these cans of what happened to the money we had budgeted. How are we keeping track of literature and the amount that has been given freely.

Tabled Issue: PayPal is an ongoing source of confusion with documenting incoming funds. If there were a way to document incoming revenue as literature, coins or donation and to even further confuse the issue to separate incoming funds in the form of donation either Birthday or Regular. Tabled until 2024.

Motion to adjourn: Motion to adjourn was made at 1000.

The Responsibility Statement was recited and the meeting was adjourned by Amy. at 1010.