

Steering Committee Meeting Minutes

September 9,2023

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, Keren D. Events Coordinator, Jerry R. Group Rep.

Members Absent: Cheryl R. Co-Treasurer,, Jo B. Volunteer Coordinator., Randy S. Member at Large 1, 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, Nick J. District 16 Webmaster, Garrison, Wayne, Melody, Dallas, Milagra, Rain

Meeting was opened by Amy at 0900.

A moment of silence was observed.

The Serenity Prayer was recited.

This Months Meeting was a Hybrid Meeting due to interest of Group Reps interested but unable to attend for health reasons

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

Treasurer's Report:

Checking Account Balance: \$15,384.21

Savings Account Balance: \$8,309.75

Total = \$23,693.96

Robert again reports 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.

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

Saturday Night Live	8/12/23	\$270.00
Ashland Monday Nite Mens	8/10/23	\$150.00
Keeping It Simple	8/18/23	\$110.00
Michelle M.	8/18/23	\$100.00
Susan B. (Pay Pal)	8/10/23	\$108.00
Anonymous (Pay Pal)	8/11/23	\$3000.00
Stick With The Winners-Ashland (PP)	8/14/23	\$120.00

The Chairperson began discussion about having the Central Office Breakfast next year free for our fellowship. This is not concrete, just a notion will continue discussion. Wayne reports a possible theft of the donation can in the Central Office on top of the file cabinet. Just a shout out to the volunteers to be mindful of visitors. The volunteers are doing a great job just shouting out.

Volunteer Coordinator: Jo was not at meeting and did not send report

Literature Report: Mae M. presented the committee with an entire new inventory of books available to the fellowship we serve. Mae provided a copy of a Sales Order including Spanish Literature, Braille Big Book which is currently back ordered, and 12 x 12 DVD for our ASL fellowship that totaled \$770.29. She also provided a second Sales Order for literature from the Grapevine; the purchase includes a wide variety of Grapevine Books requested from individuals she spoke with at meetings and new books just available from Grapevine. This order totaled \$546.50. An inquiry was made pertaining to the jacketed Big Books they are still available. Mae pointed out that when we sent in an order totalling over \$500.00 or 20 or more of the same book we received free shipping or a slight discount from World Service, Grapevine does not offer that discount. Mae asked if we would be able to discount the books when we get the discount? Wayne brought up the issue of the 3% the Central Office absorbs when an individual makes a purchase in the long run it all evens out. The Zoom audience

did not have anything to add to the literature discussion and were satisfied with their group literature person.

Newsletter: **Vacant Position.** A recommendation was made to make up a flier outlining the position. Mae volunteered to make up the flier and include all our open positions

Web Site: **Vacant Position.** Wayne reports the web site is up to date and he maintains the website making sure Events and Meeting changes are current for our Fellowship. Wayne is doing a great job of keeping our fellowship well informed KUDOS Wayne. Nick did volunteer to make a couple changes to our website to make our online bookstore more user friendly.

District 16 Liaison: Dee D. was not at the meeting. **Ken was available to inform us of the vacant positions in the District and the Odd year election process will take place on October 11th. November 8 will be the elections for Committee Chairs.**

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 to continue to develop the position description. Jerry Group Representative was present to represent his group expecting to vote on something thank you for your service Jerry!!!
The Zoom community did not have group representatives there but they were aware by way of Mae attending their business meeting and working towards electing a Group Representative.

Special Events: Keren was present and rendered her resignation. This is an appointed position. **Thank you so much for your service Keren.**

Visitors: Garrison asked if the Central Office was outside the general service structure? The answer is yes. Do we try to use Robert's Rules of Order when conducting our meetings? Amy responded we are a little more informal but we

do have Bylaws and know who our voting members are. Mae will bring a copy of the Bylaws to the Zoom visitors' next group business meeting. Garrison asked: Does the Central Office have coins for sale? Mae responded yes Where are they located? They are located in the drawer in the office. Mae interjected that she would like to purchase a display case for the coins and make them more available to the fellowship. Does the AA.Org still have the jacketed version of the Big Book the answer is yes. The zoom participants were developing bylaws and working specifically with having a qualifying requirement for who can and cannot vote at their business meeting. What is going to happen with this giant pot of money the Central Office has in the bank. Wayne stated our monthly operating budget is about \$1,000.00 per month. We don't currently have an identified prudent reserve. Robert interjects that this influx of money is not a norm. It comes by way of some members of our fellowship passing away and leaving money to the Central Office and while Covid groups did not donate and now they are sending large amounts. Rain questions the operating budget when was the last time we split the money from GSO to District? To our knowledge never. Mae interjects that this is why we are encouraging the participation from the groups. The Zoom participant prefer using the word contribution verses donate.

Nick recommended the Central Office develop a new Service Position for someone to just be the Flier Maker. We will revisit at our next meeting.

Member At Large 1: Randy was not at the meeting

Member At Large 2: Mark was not at the meeting

Chairperson: Amy did not have anything to report.

Old 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.

New Business: In November we will be electing a new Chair, Treasurer and appointing a new Literature Chair. We will revisit how best to proceed with our funds.

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 1010.

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