

Central Office Business Meeting

November 4, 2023

Present: Terry K., Wayne T., Wayne H., Keren, Ken J., Mae M., Randy S., Doug, Melissa, Taylor M., Dee D., Amy B., Robert H., Cheryl.

The meeting started with the Serenity Prayer.

Minutes: There were no minutes to approve from October as our secretary has been ill.

Treasurer: Robert H.

- We took in \$2150 in donations, literature, and coin sales in October.
- We spent \$1794 on rent and other office expenses.
- Checking account:
Balance: \$22,513
- Savings account:
Balance: \$18,310

Wayne made a motion to approve the Treasurer's report, and Randy seconded it. The motion was carried.

Office Manager: Wayne

- We bought a new vacuum cleaner for the office.
- There were a couple of missed calls. This should never happen. If a volunteer goes out to smoke he or she can take the cordless phone outside with them.

Volunteer Coordinator: Jo

- She has nothing to report.
- Amy congratulated Jo on the fact that since Jo has been Volunteer Coordinator all the shifts have been covered. That is the first time she can remember not having a continual string of open shifts.

Literature: Mae

- There is a fresh new look to our literature and pamphlet display!
- We made two separate book orders in October and have restocked the shelves.
- We held a meeting of the volunteers in October to get input as to how best to organize the literature and pamphlets. Several good ideas were advanced and acted upon.
- Some of the overstock is now in the conference room and there is still some under the desk in the office. Another shelf was added to accommodate more books in the office.
- Mae will create a Google doc listing just the Spanish literature items.

Website: OPEN

- Wayne reminded us to make sure to notify us of any events that our groups are having so they can be posted on the Events Page on the Central Office website.

Newsletter: OPEN

- Taylor M is our new Newsletter Editor. It was suggested that the future newsletters should be only about three pages long, consisting of an interview with a member of the fellowship and then a page listing birthdays and donations.
- Amy said she would pass along to Taylor Winslow C's contact information (Winslow is our former Newsletter Editor) in the event that there are graphics or templates that might come in handy in the formatting of the new publication.

District Liaison: Dee D.

- Ken Johnson filled us in with District news. He is rotating out as Chair, and selection of all the other positions will take place at the next meeting.
- They are going to discuss the "White Can" money and how it gets handled when various groups want to order literature and use the White Can funds.
- There is an upcoming Area 58 Assembly Nov. 15th. Amy will submit a Central Office report for the record.

Events: Cheryl F. was appointed our new Events Chair

Members at Large: Randy S., Mark L. not present

- Randy is distributing flyers about the group rep position.
- He listed all the meetings he has been attending to promote Central Office. It was quite impressive!
- He has a bit of a disagreement about one item on the cards that Mae and Michelle formatted. That is, that the GSR is not "similar to" the Central Office Group Rep.
- When the new Chair takes over, we need to decide whether Group Reps attend every month or once a quarter. When that is determined, we may need to amend the Bylaws.

Chair: Amy B.

- She thanked everyone for their support over the past months. It was an honor to serve as chair.
- She will rotate into another position when one becomes available.

Visitors:

- Terry K. mentioned that there was an individual in the alley having what Terry called a meth rage. There is a Livability Team that can be called in the event of such an incident. Someone from that team will come out and attempt to resolve the situation. The number to call is on the bulletin board.
- Melissa, a friend of Mae's, introduced herself.

New Business:

- Taylor M. was appointed Newsletter Editor.
- Randy S. was elected Chair.
- Cheryl was appointed our new Events Coordinator.
- Mae was voted in as Literature Chair.
- Robert was voted in as Treasurer.
- Doug S. was appointed Member at Large #1.
- The Central Office Steering Committee Roster – do people want their contact information (email and phone number) to be posted on the Central Office bulletin board? We decided to post the names and positions only on the bulletin board, and put into the binder the full list including contact information.
- Melissa was appointed Member at Large #2.
- Terry K. made us aware of the fact that Zoom Corp has instituted an AI Assistant for paid accounts. If groups are hosting meetings they might want to turn off the AI Assistant for privacy's sake. Ken J. asked Terry to pass that information along to Kathleen, the new District Chair.

A motion to adjourn was made at 10:03 am. We ended the meeting with the Responsibility Statement.