

Steering Committee Meeting Minutes

December 2, 2023

Members Present: Randy Chairperson, Wayne C0-Chairperson, Wayne Central Office Manager, Robert H. Treasurer, Michelle Recording Secretary, Mae Literature Coordinator, Taylor Newsletter, Dee District Liaison, Doug Member at Large 1, Jerry R. Group Rep. Dan Group Rep.

Members Absent: Jo Volunteer Coordinator, Cheryl Events Coordinator, Melissa Member at Large 2

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

Guests: Kathleen District 16 DCM, Ken, Amy, Zack

Meeting was opened by Randy S. at 0900.

A moment of silence was observed.

The Serenity Prayer was recited.

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

Treasurer's Report:

Checking Account Balance: \$7,969.54

Savings Account Balance: \$15,310.19

Total = \$23,279.73

The Insurance Premium was paid.

Please remind volunteers to notate what the money coming is was for i.e. donation, birthday donation, literature sale, coins etc.

Treasurer's Report was approved as written

Office Manager: Wayne reports he walked in today and found 2 missed voicemails. This cannot continue to happen. Our entire purpose is to be there for the next struggling Alcoholic, this needs to please be addressed at the next meeting with the volunteers. We need to find out how we can help them to remember that particular responsibility as we know no one is doing this on purpose.

Volunteer Coordinator: Jo reports all is well the volunteers continue to use their text system to ensure the Central Office is open 6 days a week. Again a HUGE KUDO to Jo and all the volunteers for their continued unselfish service to our District 16 Fellowship. Great job to Jo and the volunteers you are all AMAZING!!!

Literature Report: Mae reports Braille Big Books are in now and they are in a 7 volume set on the top shelf to the right when you walk in from the front door of the Central Office. Mae continues to find the best deals on literature and adds to our inventory weekly, Our Great Responsibility is on order in Spanish this is an all time favorite and a must for anyone that loves doing Service Work in this amazing fellowship. The inventory of Spanish books grows by the minute both books and pamphlets. If you have a need for books in bulk for an upcoming training in your groups please let Mae know her information is available. Although Mae is not handling the coin purchases currently, that will happen in the near future. A motion was made seconded and passed to allow Mae to purchase 3 of every year coin available so we are able to accommodate our wonderful sober fellowship completely!!!

Newsletter: We welcome Taylor to the Steering Committee. He is already on the job and the newsletter is available for your enjoyment on the Central Office website. Do to recommendations from the fellowship you will find the entire Newsletter to be no more than 3-4 Pages. The newsletter is a great way to get information out to the fellowship if for instance, your meeting needs support, please let Taylor know his contact information is available on our website as well.

Web Site: Vacant Position, however Wayne does keep the website up to date for meeting changes and EVENTS.

District 16 Liaison: Dee has nothing to report.

Group Representatives: Jerry was in attendance to take information back to his group The Hole In The Wall Group, Dan the Group Representative for the Medford Fellowship shared a couple fliers for events coming up for the Christmas holidays at the Alano Club, Doup is also a Group Representative for the Thursday night meeting at the VA. Dee is Group Representative for the Just For Today Meeting.

Special Events: Cheryl was no present

Visitors: Kathleen our new District 16 DCM was there to visit reports many vacant positions at the District level as well, Ken, Amy, Zack, Dan, Patrick

Member At Large 1: Doug was present with nothing to report.

Member At Large 2: Melissa is our new Member at Large 2 she was not present.

Chairperson: Randy just thanks everyone for having faith in him.

Old Business: Group Representative position continues to be confusing so an ADHOC Committee was formed to define the position description as it will pertain to District 16. Members are Wayne T., Amy, Doug, Taylor, Mae and Michelle.

ADHOC committee was formed to define a Prudent Reserve for the Central Office District 16 Area 58. Members Robert, Wayne, Michelle and Amy.

New Business: N/A

Motion to adjourn: Motion to adjourn was made at 1010.

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