

# Steering Committee Meeting Minutes

## October 7,2023

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

Central Office Manager, Michelle M. Recording Secretary, Cheryl R., Jo B.

Volunteer Coordinator, Nick J., Mae M. Literature Coordinator, Keren D. Events Coordinator, Jerry R. Group Rep.

**Members Absent:** Robert H. Treasurer, 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,

Meeting was opened by Amy at 0900.

A moment of silence was observed.

The Serenity Prayer was recited.

**Minutes:** The minutes from September 2023 were approved as written.

**Treasurer's Report:**

Checking Account Balance: \$5,374.42

Savings Account Balance: \$18,309.89

**Total = \$23,684.31**

The Insurance Premium was paid.

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**

VA Dom - Chappel	9/01/23	\$134.00
SO Dog On The Roof	9/06/23	\$350.00
Medford Fellowship Group	9/09/23	\$300.00
Step Into Life	9/13/23	\$113.33
Rebellion Dogs	9/13/23	\$287.00
A Design For Living	9/06/23	\$250.00
Robert H. Birthday	9/19/23	\$23.00
Randy S. Birthday Plus	9/19/23	\$129.00
Anonymous	9/29/23	\$13.00

Wayne reads from Alanon Service Manual and presents option for our Website to refer people to Alanon Website should they be looking for Alanon meeting. All agreed and a link will be put in place to take people looking for Alanon meetings directly to Alanon Meeting Schedule.

Wayne will purchase a new vacuum cleaner before the next meeting.

**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.

**Literature Report:** Mae reports there will be a meeting with herself and the volunteers on October 15th at 1000 to discuss the configuration of the literature. All are welcome to attend. Email is out to World Services concerning jacketed Big Books. Mae is researching practice in other Central Offices and how they handle making profit on literature sales. Mae continues to update price sheets and purchase literature to ensure every member of our fellowship feels included and we have books to support their recovery efforts. Communication is the key if members of our fellowship have a need for literature in bulk for instance those people working with Treatment Facilities or Jails please contact Mae she is finding and staying on top of all the good deals.

Coins do we want to open a wholesale account with Token Shop? At this time Mae will just continue to look at other options. Central Office will print schedules for meetings please call ahead of time so the volunteers can have them ready when you arrive, thank you. Great job Mae!!

**Newsletter:** Vacant Position.

**Web Site:** Table for Central Office literature sales is up and running, so much more user friendly thank you Nick yayyyyy!!! Nick reports on steps to make changes to the web site seems fairly easy and he or Terry of course will be available to help.

**District 16 Liaison:** Vacant Position

**Group Representatives:** Cheryl brought up Butte Falls meeting and the lack of participation committee opted to have Members at Large check out meetings before we take it off the schedule.

**Special Events:** Vacant Position, Thank you so much for your service Keren Kudos to you!!!!

**Visitors:** Ken J. District 16 DCM was present

**Member At Large 1:** Randy was not at the meeting however he did send a report. Randy says he is having some success with the Latino community and their representative will begin attending District 16 meetings this month.

**Member At Large 2:** Mark was not at the meeting

**Chairperson:** Amy did not have anything to report.

**Old Business:**

**New Business:**

**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.**