

Steering Committee Meeting Minutes

February 3, 2024

Members Present: Randy Chairperson,, Wayne Central Office Manager, Robert H. Treasurer, Michelle Recording Secretary, Mae Literature Coordinator, Taylor Newsletter, Cheryl Events Coordinator, Doug Member at Large 1, Jerry R. Group Representative.

Members Absent: Wayne CO-Chairperson, Jo Volunteer Coordinator,, Melissa Member at Large 2, Dee District Liaison, New Group Representative Chad

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

Guests: Kathleen S. District 16 DCM

Meeting was opened by Randy S. at 0900.

A moment of silence was observed.

The Serenity Prayer was recited.

Minutes: The minutes from December 2023 and January 4, 2024 were approved as written.

Treasurer's Report:

Checking Account Balance: \$6,888.88

Savings Account Balance: \$15,310.45

Total = \$22,199.33

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 last year Jo B. and Michelle M. went to the Service Fair in Phoenix put on by the school board. It was well attended and recommends we go again Cheryl will follow up on the recommendation. Wayne also received a call from a person at the Alano Club saying they were the new Events Chair and Wayne advised her where to post the events on our web site and we have a brand new refrigerator available for volunteers and groups having meetings at the Central Office site.

Volunteer Coordinator: Jo B. reports we had 1 person resign and in the process thanks to Wayne and Mae we were able to shift some things around and we are still covered 6 days a week. Michelle commented in her efforts to research how other Central Offices handle the Group Rep. situations she found that many offices are not open even 1 day a week as well as finding out several other Central offices have had to shut down entirely due to lack of volunteer participation, we should be proud of our Volunteer Coordinator and our District 16 Volunteers for participating for the betterment of our entire District we have some very amazing people in District 16 **THANK YOU ALL FOR YOUR SELFLESS SERVICE!!!!**

Literature Report: Mae reports she made 1 order this last month for Big Books and 12 and 12's. Please have your Literature People contact Mae if you are in need of literature. Roseburg actually came down to our Central Office and purchased an entire case of Big Books. If you need literature if you are needing several of any books or pamphlets let Mae know well in advance and she will find the best deal out there for our Fellowship. **If the volunteers receive phone communications from other districts please let Mae know so she can have that book or books in stock.**

Cabinet that has been traditionally available for District items may come down and have 4 shelves appear. Another location will be available for District items such as District Guidelines etc.

Kathleen, DCM had a comment concerning the White Can effort and fund, this Motion has been tabled indefinitely.

Web Site: We are looking for a permanent WebSite person for the Central Office Steering Committee. Steering Committee members are asked to view the Central Office WebSite and District and see what differences there are or aren't and if we want to mirror their meeting drop down options. Wayne mentioned that Shane C. had expressed interest in becoming a Central Office Web Site Person.

Newsletter: Taylor reported he will begin putting monthly contributions in the Newsletter. Looking for articles from the fellowship, thinking about maybe doing interviews. I have been doing the Month coordinates to the Step method such as February the Newsletter highlights Step 2. Taylor is also available to develop fliers if needed.

District 16 Liaison: Dee did not attend District Meeting

Group Representatives: Jerry No Name Group reports he was under the impression the Central Office bank account was big however that was prior to Central Office identifying a Prudent Reserve which Robert will report on later in the meeting. Dee reports he and his group both are interested in knowing the Prudent Reserve.

Special Events: Cheryl reports she continues to work on the Central Office Breakfast in April, first thing she wants to do is get the flier done and we have agreed on \$5.00 per person and kids are free. The speaker is Randy R. and his name will go on the flier and we will have a 50/50 raffle with two winners and we will pass the hat for St Vinnies. **Robert will print out the tickets and they will be available at the Central Office for people to pick up and sell.** We will do the raffle and all donations for the raffle can be dropped off at the Central Office. We also have money set aside in our Prudent Reserve for the Breakfast in case we were not to have funds available if we don't need to use that money we prefer to keep it in the Prudent Reserve. Taylor is going to make the flier and Robert will do the tickets he already has the card stock at home from last year. **Tickets will be at Central Office to pick up for sale on February 9th, 2024.** Menu will remain the same. Cheryl is doing a GREAT JOB!!! This will be a fun event for all.

Visitors: Kathleen S. District 16 DCM, nothing really to share. We are currently still on zoom since we have our deaf and hard of hearing members and they need interpreters. District would like to eventually meet in person but still accommodate all our members

Member At Large 1: not there

Member At Large 2: Not there

Chairperson:

Old Business:

Adhoc Committee on Central Office Prudent Reserve

The Adhoc Committee met and assigned assigned we developed a Prudent Reserve which would cover:

6 months rent

The Central Office Breakfast

1 month of Literature

1 month of Coins

Our recommendation for the Central Office Prudent Reserve is \$18,000.00

Motion to approve was made by Michelle

Seconded by Mae

Motion passed unanimously the Prudent Reserve for the District 16 Central Office is \$18,000.00 leaving \$4,199.33 available cash.

Group Representatives bring our Web Page up to date and to reflect current definition post ADHOC committee. Group Representative is welcome to every meeting held by the Central Office Steering Committee and at every meeting they are a voting member and a part of the Quorum.

Tabled Issue: Does the Central Office website want to mirror District Website particularly regarding meeting options.

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

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