

Steering Committee Meeting Minutes

July 6, 2024

Members Present: Wayne CO-Chairperson, Wayne Central Office Manager, Michelle Recording Secretary, Mae Literature Coordinator, Jo Volunteer Coordinator, Taylor Newsletter, Doug Member at Large 1,

Members Absent: Randy Chairperson, Robert H. Treasurer, Cheryl Events Coordinator,

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

Guests: Ken, Amy

Meeting was opened by Wayne. at 0900.
A moment of silence was observed.
The Serenity Prayer was recited.

Minutes: The minutes from June 4, 2024 were approved as written.

Treasurer's Report:

Checking Account Balance: \$5,536.49

Savings Account Balance: \$15,311.07

Total = \$20,847.56

Prudent Reserve \$18,000.00

Available Cash \$ 2,847.56

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

Through COVID District 16 had several fellowship members pass away. Those fellowship members bequeathed several thousand dollars to the District 16 Central Office, never more than \$5000.00. Then after COVID several groups that had been meeting on line and even the ones that continued to meet in person had saved up 7th Tradition moneys and when COVID passed those groups that usually donated to Central Office made those regular donations but the donations were really large since they had just been saving up the 7th Tradition not knowing what would ever happen when it was all over. So in 2024 when the dust had settled and we began to feel safe again the Central Office had a bank account to reflect those abnormal and uncommon donations. Our bank account showed a whopping amount of \$22,199.33. We moved \$15,310.45 to savings then said what can we do now to be good stewards of this money we were so generously tasked with? Should we remodel, should we buy several computers and have them available to our members? No, the answer was a resounding NO. We are here to support the groups in our Fellowship by having literature available and have the phone Hotline on 24x7 days a week so we decided we needed to calculate a Prudent Reserve should this kind of thing ever happen again how can we keep our doors open and continue to support the groups for at least 6 months so that is exactly what we did.

6 months of rent

The funds to hold the Central Office Breakfast

1 month of Literature sales

1 month of Coin sales

Based on these calculations our Prudent Reserve is

\$18,000.00

So going forward that money is never touched unless we are once again in a crisis. We are a Brick and Mortar part of the Program and we want to stay open to support our groups so that is what we felt was the most Prudent decision to make with the money we were trusted with by our fellowship.

Office Manager: Wayne reports he has officially turned the WebSite duties over to Winslow so going forward all events and other webSite management issues should go to Winslow at cervanteswinslow@gmail.com, thank you and again welcome back Winslow. Wayne will continue with negotiations regarding the changing of the carpet to hardwood floor. Electrical work needs to be done in the office we approved and the Committee approved up to \$100.00 for Wayne to obtain supplies and complete work that can be done without an Electrician. Wayne again reports 4 missed calls on the phone that is manned 24 hours a day.

Volunteer Coordinator: Jo B. reports we had difficulty with getting someone in here to cover on the 26th of June that went on for a while. **Right now I am campaigning to get a couple more alternates on the schedule.**

Literature Report: Mae reports last month making a purchase for \$688.18 to World Services for Big Books and restocking. Some of that was to purchase Facsimiles for the Hole in the Wall Group. No Grape Vine order this month but she did put in an order for \$156.12 to the Token Shop to restock our coins. She thinks we are sitting good and should just have to continue to keep what we have stocked. All literature and coins are sold at cost.

Web Site: Winslow was absent

Newsletter: Taylor asked how the email was to work with the Newsletter? Each person decides to get the Newsletter; it does not auto enroll them to get the Newsletter.

District 16 Liaison: No report

Group Representatives: Doug reports everything is going good at the VA.

Special Events: Cheryl was absent

Visitors: Ken J. appreciates being here and The Hole in the Wall Group is still working on getting a Group Rep. Ken puts the Newsletter out at the meeting for the group members he knows the District Website is getting better but in the meantime he is directing people to the Central Office Website.

Member At Large 1: Doug already gave report

Member At Large 2: Open Position

Chairperson: Wayne had nothing to report

Old Business:

Motion to adjourn: Motion to adjourn was made at 0935.

The Responsibility Statement was recited and the meeting was adjourned by Wayne at 0935.