



**Jackson County Central Office of Alcoholics Anonymous, Inc.**

**Central Office Steering Committee  
Monthly Business Meeting**

**December 2024**

**Business Meeting Minutes  
December 7, 2024**

**Committee Directors Present:**

Amy B., Wayne T., Robert H., Winslow C., Mae M., Randy S.

**Committee Directors Absent:**

Cheryl F., Taylor M., Wayne H.

**Open Committee Directors:**

Co-Treasurer  
Volunteer Coordinator  
District Liaison Director  
Member at-Large #1  
Member at-Large #2

**Group Representatives:**

Jerry R. (No Name Group), Doug S. (VA Group), Dan O. (Medford Fellowship)

**Visitors Present:**

Ken J.

A quorum is established.

Amy B. opens the meeting at 9:00 AM.

A moment of silence was observed.  
The Serenity Prayer was recited.

Randy S., states that an error exists in the minutes. He states that Wayne T., made a motion that Central Office would buy two cases of portable Big Books to donate to District 16 during the District 16 Book Drive which will be purposed with distributing these Big Books and other books to Corrections and Treatment. Winslow C. stated that the error did not exist. The audio recording of the meeting detailed that Wayne T's motion was for one case of the soft cover large print Big Books. Wayne T., states that he was shooting for the number of



books in a case, not so much the number of cases. Verification of what was motioned would be listened to again, and the error would be corrected, if one existed.

(Upon typing out these minutes, Winslow C., listened to the audio recording again of the November Meeting. The recording verified what was written in the November Meeting Minutes, one case of portable Big Books, so no correction of the minutes is necessary.)

Mae M., states that the books may have already been ordered in a recent order, so the correction is nil. We're moving on.

Amy B. asks the group for a motion to approve November 2024 Steering Committee Business Meeting Minutes as written, submitted, and reviewed.

Amy B. opens the floor for Directors' Reports.

**Treasurer's Report:**

Income (Loss) November 2024:	(\$1,550.84)
Net Income (Loss) for year-to-date 2024:	(\$1,839.39)

Cash on Hand:

Checking Account Balance:	\$	6,091.05
Savings Account Balance:	\$	15,311.71
Total in bank account:	\$	22,402.76
Prudent Reserve:	\$	18,000.00
Available Cash:	\$	3,402.76

In his written report, Robert H. details to the Committee that the average group contribution to Central Office year-to-date in 2024 is \$1,143.82 a month.

Robert H. further states that the finances are \$3,400 above prudent reserve. He would also like to have C.O. to break even after December 2024. Currently, C.O. is at a loss of \$1,839.39 for the year 2024. But at least, C.O. will end the year above its prudent reserve.

Wayne T. makes a motion to approve the Financial Report. Motion is seconded. Motion is approved.



## **Office Manager's Report**

Randy thanks the members of the Steering Committee and all who volunteer at Central Office. He appreciates their commitment of service, and thanks everyone for allowing him to be of service as the new Office Manager. Randy also extends many thanks to Wayne T. for his countless years of tireless service as the former Office Manager.

Randy envisions a few standard business changes in office policy but nothing too dramatic. A new roster has been created. Some office guidelines have changed minimally regarding the handling of the cash box and cash drops.

Randy reports that a Central Office volunteer received a donation check in the mail from an A.A. Group, but since no notation was made on the check and no receipt was issued, Randy cannot decipher the group that sent it. Randy S. wants to send a thank you receipt to the group. Office policy in the handling of donations/contributions was not followed.

## **Literature Director Report**

Mae has submitted a large order from Central Office in the amount of \$1,950.00 for books, new items, etc. She is also placing an order for more tokens/chips including the A.A. Grapevine. Also, pamphlets have increased in price, some minimally and some significantly. She will update the shelf prices accordingly and has already updated the prices on the JCCOAA website.

## **Website Coordinator Report**

Website is up and running and going well.

## **Editor of Central Office Newsletter Report**

Taylor M. is not present. Wayne T. commented that, on the website, many A.A. send in a request online to be added to the email list to receive a copy of the JCCOAA Newsletter. Oftentimes, many have often added their sobriety birthday, but Taylor is not collecting that data and using it in the newsletter to celebrate A.A.'s birthdays. If he is not doing this collection and use, then perhaps Wayne asks if he should remove that option from the website when an A.A. signs up online to receive a copy of the JCCOAA Newsletter.

Amy B. argues that the decision to publish sobriety birthdays to honor and celebrate A.A.'s milestones is not Taylor's choice because the newsletter belongs to the JCCOAA Steering Committee. Amy B. states that Taylor should use that data and print sobriety birthdays on the appropriate month in the



newsletter. Since the newsletter belongs to JCCOAA, the Steering Committee should choose to have A.A's birthdays in the newsletter.

Wayne T. also suggests that individual donations or contributions should be recognized as well.

Lastly, Wayne T. would like to add an interview section in the Newsletter of an A.A. This section may be for those identified with a high number of years. Wayne T. could take up the torch of this interview feature and then pass it off to Taylor M. Robert H. suggests having a standard list of questions published on the website that people could freely and willingly respond to, and those answers could suffice for the interview to be published both on the website and the newsletter. Robert H. used a "five question template" to illustrate his point.

Amy B. will inform Taylor M. of the Committee's decision to include these items in the Newsletter. Since Amy B. is chair, she is best positioned to inform Taylor M. of these changes.

### **District Liaison Report**

Amy B. asks, "Do we have a District Liaison, or do we not have a District Liaison?" Randy responds, "No, we do not." Amy B. clarifies, "Ok, we need a District Liaison ... so I guess we're looking for one."

Amy B., fishes for a District Liaison from Ken J. but he does not bite.

### **Group Representative Reports**

Doug S. explains that he is not a Member at-Large. He admits that he dropped the ball on that notion. He is, however, a Group Rep for the 6PM Thursday Night VA Meeting/Big Book Study. His report is that everything going fine.

Jerry R. explains that the Irreverent Group out of Gold Hill conducted its first business meeting in forever ago last month. The landmark decision was made at this monumental gathering of the Group's highly influential thought leaders. Jerry made them aware of the Group Rep position and is now holding the same Group Rep position for the Irreverent Group as well. The Irreverent Group is surprisingly doing well with a regular attendance of 15-20 AAs. The meeting has room for a lot of growth with members who have a lot of time but have no idea of how AA works. Jerry R. will attempt to stabilize things at the Group with his knowledge and experience. Jerry R. describes that "some things are just way out of line."



Furthermore, Jerry R. reports that the No Name Group is doing very well – attendance is good, enthusiasm is great, and Jerry R. is proud of that group.

Dan O. has no report from the Alano Club meeting since he did not attend last month's business meeting. He is also unsure if a quorum was achieved to hold an actual business meeting. Repairs are complete and all is in order once again.

### **Special Events Coordinator Report**

Cheryl F. was not present as she stated in the November meeting, but in that report, she reported on the status of the activities she is undertaking. Wayne T. reports that he was informed by Cheryl F. that she did secure a speaker from CA for the breakfast. Wayne comments that January would be a good time to get things in gear for the breakfast, which usually occurs on the first Sunday in April.

### **Members-at Large #1 and #2**

Amy B. skips these reports due to not having any body in those positions.

### **Recording Secretary Report**

Winslow C. requested clarity on whether the Board of Directors is comprised of fourteen or thirteen members. The Bylaws state that fourteen directors are the Board. The group clarifies Winslow's confusion which was based on the long-term absence of a Co-Treasurer, which is still needed.

With Doug S. no longer a Member-at Large but a Group Representative and now no Co-Treasurer, the Board has five vacancies and nine active directors. So, to establish a quorum, at least half of the active members must be present at any meeting of the Board of Directors, which at the present time that number is five Board members. Winslow C. obtained the clarification he sought. Thank you.

Winslow C. apologizes for not having complete information in the minutes, specifically regarding the Treasurer's Report. In the future, a more accurate summary of the Treasurer's Report will be provided in the minutes. Also, Winslow C. apologizes for the tardy submission of the minutes to the group members for their review prior to the business meeting.

Winslow C. will print out more copies of the Bylaws for the group. Robert H. suggested that we provide an electronic copy of the Bylaws to the Office Manager to have on the premises. The e-copy may be delivered on a thumb drive.



Regarding the newly provided roster, Mae M. has an issue with the Directors' last names appearing on it especially considering the "spiritual foundation" of anonymity (*Twelve Steps and Twelve Traditions*, 1981, p. 184) and the Directors' own personal safety. Winslow C., who created the roster for information purposes, assured Mae M. that the roster is strictly an internal document. Mae M. emphasizes that using first name and last name initial would respect anonymity to a greater extent. Randy S. agrees. Robert H. points out that he believes that no need exists to have last names on any JCCOAA documents.

Robert H. brings up the idea of having better control over a director's email that is utilized to conduct the director's business while in the Board position. He suggests that JCCOAA may obtain an email suite that allows the owner of the suite (JCCOAA, in this case) to better control passwords and recovery passwords as opposed to using Gmail accounts for a director's email. Robert underlines that this ability is particularly key in the case of a disgruntled departing Board member. Amy B. inquires if the Board should further investigate the subject. Wayne T. suggests a group conscience. Wayne T. will investigate it.

## **Visitors**

Ken J. stresses that a distinction or clarification must be made between the Alano Club and the Medford Fellowship Group. Ken J. states that the group representative, Dan O., was appointed to that position by the Medford Fellowship Group, not the Alano Club. Each entity has its own Board of Directors.

Ken J. also states that the minutes presented to the Board at the time of the Business Meeting are approved or not. If any corrections or additions need to be made, they are corrected in the current month's minutes and presented next month for approval.

Ken J. further asks whom does he or anyone else for that matter speak to if he has an issue printing something off of the JCCOAA website. Ken J. suggests that when the Board decides to publish something on the website, such as "the five question interview" template, it would be reasonable to have a point person available to address technical difficulties, such as the inability to print a flyer that contains information JCCOAA would like disseminated. Ken J. informs the Board that he can distribute this information in the form of flyers to the four to five meetings a week he usually attends. Wayne T. offers to assist Ken J. after the meeting.



## **Old Business**

Wayne T. informs the Board that he may have a candidate interested in the Volunteer Coordinator position. She is the new Tuesday morning volunteer at Central Office. Wayne T. believes that she would a good fir the position.

Amy B. reminds the group that Randy suggested doing a group inventory. She would like to investigate that process if the group believes that that would a good thing. The group inventory process could occur after the April breakfast.

Winslow C. reminds that during the previous month's meeting Randy S. made a motion, second by Cheryl F., to have an inventory committee, an ad hoc committee. That motion passed by the group. So, at this point, the committee needs to be formed.

Amy B. and Randy S. agree that they both will be the ad hoc committee delegated to conducting a JCCOAA group inventory.

(Recording Secretary comments: The exact details of this process and what the ad hoc committee will investigate, question, and address remains unclear. More clarity, purpose, and defined parameters must be discussed by the entire JCCOAA in upcoming business meetings to better understand the process.)

## **New Business**

No new business.

## **Adjournment**

Amy B. asks for a motion to adjourn the meeting. Randy S. motions to adjourn the meeting, and Wayne T. seconds the motion, motion passes.

The meeting is adjourned at 10:10AM.