Jackson County Central Office of Alcoholics Anonymous, Inc.

Monthly Business Meeting

December 6, 2025

Corrected Minutes in BLUE on pp. 4 and 5 per the Committee Members' feedback at the January 3, 2026, Business Meeting

Start of the Business Meeting
Randy opens the meeting at 9:04 AM. The group elected Randy to chair the meeting since both Amy and Wayne H were absent.

A moment of silence was observed and proceeded by the recitation of the Serenity Prayer.

Committee Directors Present:
Robert, Winslow, Taylor, Wayne T, Randy, Dianna, Cheryl, Christine, Jennifer, Kelly

Committee Directors Absent:
Amy, Wayne H, Dan

Open Committee Directors:
Member at-Large #1
Member at-Large #2

Quorum
Winslow confirms that a quorum exists with ten out of the thirteen Committee Members in office present.

Group Representatives:
Jerry, Doug

Visitors Present:
Ken J

November 2025 Business Meeting Minutes
Cheryl motions to approve the November 2025 Minutes with no changes or corrections. Wayne T seconds. Randy comments on some insignificant errors in the minutes but nothing that requires corrections. Motion passes.

Treasurer's Report:
Robert gives the Treasurer's Report highlighting some points.

Jackson County Central Office Treasury Report Summary:

Income	November 2025	$	(1,237.67)
Net Income	Year-to-date 2025	$	2,571.58
Cash in Ban k:			
• Checking Account:		$	11,780.41

• Savings Account:	$	11,312.72
Total Cash in Bank:	$	23,093.31
Prudent Reserve:	$	18,000.00
Available Cash	$	5,093.31

Robert states that the report may be confusing due to the $2,000.00 check that went through the JCCOAA books, but we are doing fine and well.

Kelly motions to approve November 2025 Treasurer's Report. Wayne T seconds the motion. No one opposes it. Treasurer's Report passes.

Volunteer Coordinator Report
Jennifer reports that all is good. No issues to mention. A new volunteer starts due to another volunteer leaving and some changes in people's schedule but otherwise things seem to be running smoothly.

Special Events Coordinator Report
Cheryl reports JCCOAA presence at YPAA conference was well received and appreciated. She was there with Jennifer, and they sold $138.00 in books. Big Book donation was well-received and appreciated.

Also, Cheryl notes that the annual breakfast will be held on the second Sunday in April. She is looking for a male speaker. Cheryl will be ramping up in January.

Robert stresses that JCCOAA should account for the fifteen (15) Big Book donation to YPAA conference. The accounting should be 15 books at $12.00/each.

Office Manager's Report
Randy reported some issues that need to be resolved such as training needs for CO volunteers when transferring phones to the appropriate After-Hours Telephone Service volunteers. On this topic, Randy suggested that the CO volunteer should call the on-call After-Hours Telephone Service volunteer to advise him/her that the CO phones have been transferred according to the schedule on the wall.

After-Hours Telephone Service Coordinator
Kelly reports that things are going well. Meeting Guide app is well-received. Kelly requests that any changes to the after-hours telephone service (AHTS) schedule must be presented to her, so that she is aware of the changes and give a verbal approval.

Kelly would like to receive a report of the after-hour calls that come through during after-hours. Randy suggests that Spectrum provides a report of incoming call for all hours. Kelly will look into this.

Literature Director Report
Christine has placed a substantial order this past week.

She was reimbursed for the bins, and she also has thoughts of cleaning up the office of any mess that literature is making. Winslow raised the issue that in October Business meeting, she was to get a quote and report back, but she did not do that. The point here is if when a director/coordinator reports and he/she is going to do something, then he/she should follow through. The cost or the money is NOT the issue. Christine understood.as not present to give report, but she emailed the board members her report. The report states that she purchased the bins for storage and placed the receipt in the mailbox for reimbursement.

Website Coordinator Report
Wayne T reports that he has nothing to report.

Editor of Central Office Newsletter Report
Taylor reports that the JCCOAA Newsletter for December 2025 is out and available. Taylor requests that people can email him with any input or contribution.

District Liaison Report
Dianna was not present, but she did text her report to Winslow:

> "Hi, Winslow, this is Dianna, will you please tell everybody hi for me and that I will see them in 2026, District Meeting was very quick this month, Committee chairs reported that things seem to be going very well. There are still lots of positions open for District, new District DCM, took over the meeting at New Business, which there was none. So, she adjourned the meeting. Thanks, Merry Christmas and Happy New Year."

Chairperson's Report
Amy is not present to give report.

Co-Chairperson's Report
Wayne H is not present to give report.

Recording Secretary Report
Winslow requests that with the pending and upcoming amendments to the bylaws please return the folders so that he could replace the pages with the new and amended bylaws when the time is right.

Members-at Large #1 and #2
No official directors to give reports.

Group Representative Reports
Jerry, the rep for the No Name Group on Friday Night, reports that his group is doing well, but some changes in people coming to the meeting. All service positions are filled. Doug, the rep for the 2021 CP Meeting and the VA Meeting, reports that all is good and going well.

Visitors
Ken has nothing to report.

Elections
Special Events Coordinator:
Cheryl will continue her role in this position for another two years.

Old Business
Update on the After-Hours Telephone Service Coordinator
In observance of Article 10 – Amendment of Bylaws, Winslow distributed the proposed amendments to the majority of the Steering Committee Members in attendance; those (Randy, Amy, and Wayne) who did not receive a copy of the proposed amendments will receive them shortly hereafter. The proposed amendments to the JCCOAA Bylaws are necessary to address the directorship of the newly created After-Hours Telephone Service Coordinator. These proposed amendments contain the language of the duly created Director and its duties and responsibilities. The language in RED in the copy of the Bylaws are the proposed amendments.

Each Steering Committee Director will have in his/her possession these proposed amendments not less thirty (30) days prior to the meeting at which such amendments are made. The JCCOAA Business Meeting at which the proposed amendments are to take place is February 7, 2026.

The proposed amendments will take place ***only*** upon the agreement of the majority of the Steering Committee members. These changes will take place in the best interest of the JCCOAA Steering Committee and the function of JCCOAA.

Discussion to adjust the existing $18,000.00 Prudent Reserve.
Robert did not bring the proposal with him. He inadvertently left it home.

This proposal is to fully address the "need" to adjust the PR to a level that fully addresses the needs of maintaining CO open and funded for nine to twelve months.

Robert will present this proposal at the next Business Meeting.

Update on Steering Committee's ad-hoc committee's inventory questions that have been identified, reviewed, and approved.
Amy was not in attendance at the meeting. Winslow distributed copies of the ten inventory questions on account that no additional people turned them in since the last business meeting. Those who wish to complete the assignment can send their responses to Amy directly. No third-party involvement in conducting this inventory.

Update on the Committee's decision to create a second ad-hoc committee to conduct an inventory of Central Office
Discussion for a future business meeting.

(Inaudible) motions that this topic be tabled; (Inaudible) seconds. Motion passes.

New Business

Learn of the proposed amendments to the Bylaws to officially incorporate Robert's Rule of Order to the Bylaws

Winslow calls attention to the topic. He took the liberty of adding to the proposed amendments he distributed earlier in the meeting to include amendments to the Bylaws to officially incorporate Robert's Rule of Order to organize JCCOAA Board Meetings by establishing a strict agenda and formal parliamentary procedures.

In observance of Article 10 – Amendment of Bylaws, Winslow distributed the proposed amendments to the majority of the Steering Committee Members in attendance; those (Randy, Amy, and Wayne) who did not receive a copy of the proposed amendments will receive them shortly hereafter. These changes to the JCCOAA Bylaws are necessary to address incorporating this parliamentary procedure. These proposed amendments appear in RED in the copy of the Bylaws.

Each Steering Committee Director will have in his/her possession these proposed amendments not less thirty (30) days prior to the meeting at which such amendments are made. The JCCOAA Business Meeting at which the proposed amendments are to take place is February 7, 2026.

The proposed amendments will take place ***only*** upon the agreement of the majority of the Steering Committee members. These changes will take place in the best interest of the JCCOAA Steering Committee and the function of JCCOAA.

A spending authority, if any, for appropriate Directors and/or Coordinators to utilize JCCOAA funds for JCCOAA business purposes forgoing the need to obtain prior Steering Committee permission/approval.

No time to discuss. Discussion for a future business meeting.

Robert asks that a high-level mention of the spending authority be included in the Bylaws. If so, proposed amendments will follow for Steering Committee to review.

Cheryl motions that this topic be tabled; Wayne T seconds. Motion passes.

Adjournment

Randy motions to adjourn the meeting. Kelly seconds the motion. No one opposes it. Motion passes.

The meeting is adjourned at 10:26 AM.

The Committee members recite the Responsibility Prayer in closing.