

Central Office Representatives Meeting Minutes
Sunday, March 11, 2018 (revised 3/12/18)

2018 Board of Directors

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| Chair, Bob R. | ✓ Vice-Chair, Jim L. |
| ✓ Treasurer, Bonnie N, | ✓ Secretary, Leonard |
| ✓ Literature Chair, Joe E. | ✓ Communications Chair, Jeff L. |
| Member-at-Large, Gina S. | |

Staff

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| Office Manager, Brad, T.O., Report | Volunteer Coordinator, Dave S, sent report. |
| Newsletter Editor, Judy Gabriel | Webmaster, Hunter, K. |
| ✓ District 22 Liaison, Joan S. | Call Forwarding Coordinator, Karyn H. |
| District 22 Convention Liaison, Bob R. | |

COR's present:

David C., Open Door, L.O. and Sunday Night Rap Groups, H&I, SLO
 Kathy S., for Shelly B., Saturday AM Woman's, Cambria

8:45am, Call to order followed by the Serenity Prayer and a reading of the 2nd. Tradition. Introductions were made and the sign-in sheet was passed.

Reports from Officers and Staff:

Chair's Report: Jim announced that Bob R, is recovering from surgery at home.

Secretary's report: Leonard L., recapped the February Minutes. There was no discussion and a motion by Joan, seconded by Joe to approve the minutes was passed unanimously.

Vice-Chair's Report: Jim L, reported that Bob is doing well but recovering from surgery at home. Jim also reported that Brad has a new job and is unable to attend our Sunday meetings. Jim and Brad are planning to continue their efforts to organize office procedures. Jim passed out an Opinion Poll from Melvin M., our Area 93 delegate. He is seeking information, for his use, at the upcoming General Service Conference April 22nd thru April 28th this year. The poll is attached as CCAA Area 93. You can complete the poll individually or collectively with a group. Melvin needs the opinion form by April 19th at the email shown on the last page.

Treasurer's Report: Bonnie N., reported group donations received in February totaled \$ 1,817.53. The checking account balance as of February 28th was \$5,513.15, and the Prudent Reserve is \$15,799.93. She also noted that we paid the rent (\$905) in March and have a pending Literature order of \$2,000. Bonnie informed us that the form due by the State to register our Charitable Trust status was done and our \$25 fee was being sent today.

Bonnie observed that our Birthday Donations are “off to a slow start”, \$20 for the year to date. A question was raised about the lack of a Central Office Donation envelope. Bonnie indicated that this situation was being addressed and noted that the suggested donation was \$1.00 per year of sobriety.

Joe moved and Jeff seconded the Treasurer's report be accepted as presented. Passed unanimously.

Literature Report: Joe E. reported that he has sent a new order to the General Service Office, but needs an answer from Grapevine to submit their order. He explained that we have an account with the G.S.O. where we place the order, it is shipped with a bill and we pay it. Grapevine requires payment with the order. We are awaiting the cost information now. Joe also indicated that we are ordering a new highly recommended Grapevine publication titled *Voices of Women in AA*.

Communications Chair: Jeff L. reported that the meeting information shown on the present printed Meeting Directory and the website Meeting Directory have some inconsistencies. He is attempting to contact the affected groups for clarification. Simple, but important things like “is the meeting open or closed?” Presently one directory might say open and the other closed. His objective is to have a single data base that can be used for both the website directory and the one used by the printer. He has found the system of communication between the Central Office and the Groups is not working. Our structure depends on all

meeting groupings be represented by a Central Office Representative (COR) and that the Central Office have contact information for that COR. Sadly not all groups have an active COR so gathering the information has been slow.

He had 800 meeting directories printed to fill our present needs but would like to have the meetings verified before printing more. Jeff also indicated that the new Nameless Newsletter is on the street.

Office Manager Report: Jim reporting for Brad noted that there is still a glitch in our new phone service. It is difficult to record a voice mail via the answering service, Advantage., during office hours while maintaining the ability to transfer the phones to the call forwarding volunteer during off hours. Using the current system of Charter and Advantage, the volunteers would have to retrieve the phones from call forwarding when they were on duty in the office, as they now do. They would then need to connect Charter to Advantage during office hours to have Advantage pick up voice mail from unanswered calls. This double process would have to be repeated in reverse at the close of the office.

The existing office phone already has a message recorded for incoming unanswered calls, instructing callers to leave a message. Volunteers are alerted to waiting messages via a blinking light on the phone. They can retrieve the call and respond to the message accordingly. In any event, such occasions are rare since the volunteers have the second, transportable phone to take with them should they be absent from the desk.

Motion by Joe, seconded by Jim that we terminate the answering service (Advantage) passed unanimously. This will save us \$75/mo.. Bob will contact Advantage when he returns.

Our next group outreach is March 18th Sunday, 5:30pm in Paso Robles. This is the ABC Group at 1916 Creston Road, room #400 upstairs. For those interested, we are carpooling from the Central Office at 4:30pm. RSVP (805) 550-8081 for planning purposes. Thank you.

The monthly outreach schedule is attached for your information.

Volunteer Coordinator's Report: Dave reported that the office is in need of additional backup volunteers to make things run more smoothly. He requested that our C.O.R.'s make his request known during group meetings. David can be reached by phone at (805) 441-8745 or by email at davesheldon1@charter.net

Call Forwarding: No report, but seems to be in good shape.

Old Business:

Office Volunteer/Call Forwarding transfers and Voice Mail. (see Office Manager)

Meeting Schedules and Website redesign. Jim reported the web redesign is moving forward. Contact with new personnel, including Gary E., may result in a significant reduction in cost for the redesign while still achieving significant improvement in product.

New Business: None

C.O.R. Reports or Questions;

Previously discussed, Meeting directory discrepancies, Birthday contributions and Monthly Outreach Schedule.

9:35am Joe moved, Jeff seconded for adjournment and the meeting was closed with the Responsibility Declaration.