

**Central Office Representatives Meeting Minutes
Sunday, April 8, 2018 (revised 4/11/18)**

2018 Board of Directors

✓ 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

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:

Kate Y., Serenity Group, .A.G.

Mike H., Pioneer Group, S.L.O.

Sharon Hyndman, Sat. AM Woman's, M.B. and Early Risers, Los Osos Groups

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:

Secretary's report: Leonard L., recapped the March 11 Minutes. There was no discussion and a motion by Joe, seconded by Jim, to approve the minutes was passed unanimously.

Chair's Report: Bob R, said he would report on agenda items as they occurred.

Vice-Chair's Report: Jim L, reported the instructions for operating the office phone's self contained answering device are posted on the bulletin board just to the left of the phone. Brad and Jim are continuing to organize the office volunteer instructional and help material which is also located on the bulletin board and as well as, in the binders on the Computer/Printer table behind the desk.

Treasurer's Report: Bob read Bonnie's report. Group donations received in March totaled \$3,042.48. The checking account balance as of March 31st. was \$7,721.70, the Prudent Reserve is \$15,799.93 and Petty Cash \$100.00. She also noted that the rent (\$905) is due but not yet paid. She is in the process of setting this up as an automatic bank payment.

Bonnie observed that our Birthday Donations are are now at \$186.65. We have a new Central Office Donation envelope. Our budgeted yearly goal for the Birthday Donations is \$1,000.

The quarterly review shows that we are on track with what we set as our budgeted goal.

Literature Report: Joe E. reported that we received our General Service and Grapevine orders. We are now able to order from Grapevine and pay with the invoice received with the order. This is what we do with the General Service orders. We received 10 copies of a new book from Grapevine titled *Voices of Women in AA*. It came highly recommended. Jim reported that C.P.C. recently donated 10 copies of the Big Book to the Lucia Mar School District. He indicated that C.P.C. may be doing more of this and it would be nice if we have additional copies of the Big Book, on hand.

Communications Chair: Jeff L. is asking all of the Group Representatives (COR's) to check the current print directory for their area and report any discrepancies they find to his email address or on a change of meeting form. Both of which are on our web site (sloaa.org). He will then be able to match the online directory to the print directory.

Office Manager Report: Bob reporting for Brad noted that he will be continuing with some of his old tasks but we need to seriously look for someone who is interested in the Office Manager position. It could also be helpful if someone is interested in assisting with with those duties. (The Office Manager's position is described in an attachment to these minutes.) Bob reminded the Board that this months Outreach meeting is Wednesday, the 18th. in Los Osos, the Open Door Group at the Trinity Church, 490 Pine Street and starts at 7:00pm. Brad is joining us and distributing his usual hand outs.

Volunteer Coordinator's Report: Dave reported that he added three new volunteers which makes him fully staffed. If anyone wants to be added to a waiting list they can contact him by phone at (805) 441-8745 or by email at davesheldon1@charter.net

Call Forwarding: Bob reported they are in good shape.

Old Business:

Meeting Schedules and Website redesign. Bob reported the web redesign is continuing to move forward. A possible target date was whispered as maybe October? The new site will include an area for those wishing to be listed on the 12 step call list, meeting directory add/change forms and a site for groups to post events of interest to our members.

New Business: None

C.O.R. Reports or Questions;

Previously discussed, Birthday contribution envelopes and the Monthly Outreach Schedule.

9:25am The meeting adjourned and closed with the Responsibility Declaration.

Attachment: Office Manager description