

**Central Office Representatives Meeting Minutes**  
**Sunday, May 13, 2018**

**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,	Volunteer Coordinator, Dave S
✓ Newsletter Editor, Judy Gabriel	Webmaster, Hunter, K.
✓ District 22 Liaison, Joan S.	Call Forwarding Coordinator, Sharon H.
✓ District 22 Convention Liaison, Bob R.	

**COR's present:**

David C., Open Dr., LO, Sunday Night Rap Group and District 22 H&I Committee  
 Joan S., Twin Cities Group  
 Shelly B., Saturday AM Woman's, Cambria

8:45am, Call to order followed by the Serenity Prayer, a reading of the 2<sup>nd</sup> and 5<sup>th</sup>. Traditions. Introductions were made and the sign-in sheet was passed.

**Reports from Officers and Staff:**

**Secretary's report:** Leonard L., recapped the April 8 Minutes. There was no discussion and a motion by Joe, seconded by Jeff, 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, was out ill. Bob reported that Jim is continuing to work on the Office Volunteer information organization. Bonnie and Judy are working on updating the outside resource data in the Volunteer binders.

**Treasurer's Report:** Bonnie reported Group donations received year to date totaled \$10,187.56. The checking account balance as of April 30<sup>th</sup> was \$9,716.42, the Prudent Reserve is \$15,799.93 and Petty Cash \$100.00. She also said that rent and Literature bills of about \$3,000 are due but not yet paid.

Bonnie noted that we have dropped our answering service and canceled a Yellow Page listing for a monthly saving of \$100.00.

Bob commented on our large checking account balance. He said that it is tempting to believe we have an excess of cash. He noted that our recent history suggests a slow down of income toward the end of the year. Also we have an expected expense related to our web site upgrade that is not budgeted. We will be looking at our cash condition at the end of the year.

The Board developed a new program for the Newcomer packages. Our cost to produce them is about \$1.15 and we were selling them for \$0.50. They are now available free for five packages. The Groups can come back when they need five more.

**Literature Report:** Joe E. reported there is an increase in demand for the Spanish literature. He has received a new Grapevine book "Voices of Women in AA" and planning on ordering another new Grapevine book about AA in the Military. He will also be looking at what will be needed for the upcoming Convention.

**Communications Chair:** Jeff L. said that he is not getting any more meeting directory changes and is proceeding with setting up his master directory which will be used for both the web side and printed directories. He said the May-June issue of the Nameless Newsletter is now available. Judy would like articles which you can email to her at [nnleditor@gmail.com](mailto:nnleditor@gmail.com)

**Office Manager Report:** We are asking for announcements at meetings to solicit a new Office Manager.

The Office Manager Job Description is attached.

**Volunteer Coordinator's Report:** We are still looking for back up volunteers. If interested please contact Dave by phone at (805) 441-8745 or by email at [davesheldon1@charter.net](mailto:davesheldon1@charter.net)

**Call Forwarding:** Bob reporting for Sharon said that they are developing a new system for the after hours calls. The system will actually search from a list of the volunteers for one that is available to receive an incoming call. Wow. He is also preparing “trouble shooting” procedures for the phone. A users manual.

**Board Out Reach program.** The next meeting we are planning to attend is the Big Book Study at the Village Group, 1687 Front Street, Oceano, May 19<sup>th</sup>. Saturday, 10:00 AM. Sounds fun.

**Old Business:**

Meeting Schedules and Website redesign. Bob reported the web redesign continues to move forward. They are completing the District 22 Convention redesign and hope to be finished by the end of this month. They will be working with the Central Office design at that time.

The new site will include areas for those wishing to be listed on the 12 step call list, Bridging the Gap information, H & I information, meeting directory add/change forms, a site for groups to post events of interest to our members, and a list of available literature.

**New Business:** None

**C.O.R. Reports or Questions;**

The Birthday Donations were discussed and our fund raising goal of \$1,000.

9:37am, A motion to adjourn by Joe, seconded by David was unanimously approved. We did so with the Responsibility Declaration.

Attachment: Office Manager description