

**Central Office Representatives Meeting Minutes**  
**Sunday, August 12, 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,
✓ District 22 Liaison, Joan S.	✓ Call Forwarding Coordinator, Sharon H.
✓ District 22 Convention Liaison, Bob R.	

**COR's present:**

David C., Open Door, LO, Sunday Night Rap & H&I SLO

Joan S., Twin Cities Group

Joe P. Village Group, Oceano

Karen D., Saturday AM Women's Meeting, MB

Nancy C., Liv-In The Steps, LO

Shelly B., Saturday AM Woman's, Cambria

Sharon H., Saturday AM Woman's, MB

8:45am, Call to order followed by the Serenity Prayer, a reading of the 2<sup>nd</sup> and 8<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 July 8<sup>th</sup>. Minutes. There was no discussion and a motion by Joan, seconded by Joe, to approve the minutes was passed unanimously.

**Chair's Report:** Bob R, reported that we have a newly donated desk jet printer in the office. He also indicated that the office Air-Cooling system was vandalized. Our lease requires that we maintain the unit and replace it if required. We are getting estimates and anticipate we will be without AC for several weeks.

Web design; The Board has signed a contract with Westlinks Online to develop our website. The basic cost is \$2,850 and the yearly maintenance cost is \$193. The new website will include our new Meeting Directory. The new meeting directory will replace the two separate ones we have today. The one which is online is never as accurate as the printed one and the printed one is hard to maintain or keep up to date. The new website will have an online form that meeting secretaries can report any meeting changes so the meeting directory will always be current. The new website will also contain a site where groups can post upcoming events and the Central Office can communicate directly with the groups. The Meeting Directory will be compatible with the online systems now in use enabling visitors to view our directory from their phone-app which is designed to find meetings.

**Vice-Chair's Report:** Jim L, reported that our new Office Manager is unable to devote the time required and has resigned. We are again looking for someone to fill this position. Jim also reported that Dave S., Volunteer Coordinator, is quite ill and has also resigned. We are therefor looking to fill two open positions, Office Manager and Volunteer Coordinator.

**Treasurer's Report:** Bonnie is out of town and Bob summarized her report as follows; Group donations received year to date, totaled \$14,851.22 which compares to last year's total of \$14,696.52. The checking account balance as of July 31<sup>st</sup> was \$9,950.24, the Prudent Reserve is \$15,816.75 and Petty Cash \$100.00. We have also received \$448.65 in Birthday Contributions this year.

We compare favorably with last year. Our income to date is \$1,330 higher than this time last year and our expenses are \$1,496 less. Looking at our budget, we have a similar comparison. A little more money received than expected and we have spent a little less than expected. Joe moved to accept the report and with a second from Jim it was passed unanimously.

**Literature Report:** Joe E. reported that he made a small Grapevine order, has all of the literature items he is taking to the convention boxed up. He has a sign up sheet in the office tor those who will be volunteering to staff the table. Jim is helping with the hauling and table set up. He is still looking to secure someone to sell tickets for the Sharing and Caring drawing. He is planning to have a sign on

the table listing the Central Office Volunteer positions available including the upcoming Board Vacancies.

**Communications Chair:** Jeff L., reported the August/September meeting directory is out. Judy, our editor would appreciate articles and personal story's for the Nameless Newsletter. It was mentioned that Get Well Wishes to Dave and a notice of the two staff positions, Office Manger and Volunteer Coordinator might be something for the Newsletter. The developer of our new web site Westlinks Online is the same individual that set up our current site years ago. He will be our current webmaster during the development and Judy has volunteered to take it over when it is completed.

**Office Manager Report:** Jim has taken over these duties until a replacement for Scott is found.

**Volunteer Coordinator's Report:** Jim has taken over this as well and for the same time period. He wants us to find a permanent volunteer for the every other Friday 12-3 shift.

**Call Forwarding:** Sharon said that the training binders are done and they are having their training session today, her house. at 2 PM.

**Board Out Reach program.** For a variety of reasons, we missed our attempt to meet at the Atascadero Speakers meeting last month. We are planning to meet this month at the Avila Beach Group, Monday the 20<sup>th</sup>, located at 191 San Miguel St. (Post Office bldg.)

#### **Old Business:**

Jim said that registration for the convention are still open.

#### **New Business:**

Job vacancies were also discussed above.

Joe P. asked about the Central Office Air Conditioner and whether someone has looked at the equipment? Jim said that two firms had and are preparing bids.

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

None

9:35am, A motion to adjourn by Joe, seconded by Joan was unanimously approved. We did so with the Responsibility Declaration.