

Central Office Representatives Meeting Minutes
Sunday September 9, 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, Jim L.	Volunteer Coordinator, Jim L.
Newsletter Editor, Judy Gabriel	Webmaster,
District 22 Liaison, Joan S.	Call Forwarding Coordinator, Sharon H.
✓ District 22 Convention Liaison, Bob R.	

COR's present:

Karen D., Saturday AM Women's Meeting, M.B.

Rachel E, Early Risers, L.O.

Shelly B., Saturday AM Woman's, Cambria

Joe R., Visitor

8:47am, Call to order followed by the Serenity Prayer, a reading of the 2nd and 9th. Traditions. Introductions were made and the sign-in sheet was passed.

Reports from Officers and Staff:

Secretary's report: Leonard L., recapped the August 12th. Minutes. There was no discussion. A motion by Joe, seconded by Jeff, to approve the minutes was passed unanimously.

Chair's Report: Bob R, reported that David, our Office Volunteer Coordinator had passed away. He explained that David was responsible for seeing that the 17 office shifts each week were covered by one of our volunteers. Dave did a great job keeping our office open, he is missed.

Vice-Chair's Report: Jim was out of town and Bob reported for him. He said that Jim who had been going through our office procedures and operating material, has put that on hold in order to temporarily assume the Office Volunteer Coordinators position. Jim would like some help, an assistant, to work with him on this important function. Jim had already taken on the Office Managers duties.

Treasurer's Report: Bonnie, who was also out of town, asked Bob to summarize her report; Group donations received year to date, totaled \$16,667.88 which compares to last year's total of \$16,524.02 The checking account balance as of August 31st was \$7,922.20, the Prudent Reserve is \$15,816.75 and Petty Cash \$100.00. We have also received \$598.65 in Birthday Contributions this year.

Bob also pointed out in the Profit & Loss section where we have saved \$1,702 over last year through operational savings.

Joe moved to accept the report with a second from Jeff, which was passed unanimously.

Literature Report: Joe E. reported the Convention went well. We sold about \$250 in literature. We also sold over \$1,000 in tickets for the Sharing and Caring drawing of which half went to the winning ticket, we kept \$200 our budgeted income and gave the convention \$326 as per our previous plan. We further raffled a Grapevine book called *Making Amends* and one other. He will complete his final accounting later this month.

Communications Chair: Jeff L., asked the groups to send in any directory changes in order to have them reflected in the directory which will be printed next month. The September/October Nameless Newsletter is being sent to the printer.

Office Manager Report: We are looking for someone to fill this position. The Job Description is attached. Jim reported that we have received a proposal to replace the broken heating/cooling unit (which is our lease responsibility) for a little over \$4,000. The property owner is reviewing the proposal and we are awaiting their reply.

Volunteer Coordinator's Report: Jim has taken over this as well and would like some help, or an assistant. He also is looking for two full time volunteers for the Monday and Thursday 3 to 6 office shifts.

Call Forwarding: Bob reporting for Sharon, said the training sessions were completed. There are 8 active volunteers and 17 backups. Sharon hopes to implement the new system soon.

Board Out Reach program. Bob explained the Board Out Reach program, but noted that no decision for this months meeting has yet been made.

Old Business:

The Redesign of the CCCOI website and online meeting directory is still on hold. They are planning on starting next month with completion this year.

New Business:

New upcoming Board vacancies were discussed. Three Board positions will be needed. Nominations will be held at the COR meeting in November, with elections in December. The new Board will meet in January to determine who will fill which offices.

C.O.R. Reports or Questions;

None

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

Attached: Office Managers job description