

**Central Office Representatives Meeting Minutes**  
**Sunday October 14, 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.

David C., Open Door L.O., Sunday Night Rap & Dist. 22 H&I, SLO

Tera J., Big Book Study Woman's Group, Cambria

Kimberly L., Pioneer Group, SLO

8:48am, Call to order followed by the Serenity Prayer, a reading of the 2<sup>nd</sup> and 10<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 September 9<sup>th</sup>. Minutes. There was no discussion. A motion by Joan, seconded by Karen, to approve the minutes was passed unanimously.

**Chair's Report:** Bob R, had automobile problems en-route to the meeting and was unable to attend. No report.

**Vice-Chair's Report:** Jim was out of town and had no report.

**Treasurer's Report:** Bonnie, who was also out of town, had a report which was recapped by Joe E. as follows; Group donations received year to date, totaled \$18,300.66 which is \$1,211.64 higher than last year. The checking account balance at the end of August was \$6,709.40., the Prudent Reserve is \$15,822.16 and Petty Cash \$100.00. We have also received \$637.65 in Birthday Contributions this year.

The report was accepted as read.

**Literature Report:** Joe E. reported that following the Convention demand at the Central Office seems to be down and only a small order is required to replenish supplies. Sharon asked about supplies for the Newcomer Packages and Joe said he has them set aside under the table in the back room for her use.

**Communications Chair:** Jeff L., reminded us of the importance to update any changes in their meeting status. He also said the printed directory comes out approximately every two months while the online directory is in a continuous update mode.

**Office Manager Report:** Joe reported the property owner has agreed to allow us to replace the broken air conditioning unit with a smaller, free standing, air cooling unit. The replacement unit has been ordered. Jim and Paul are planning to set it up next week.

**Volunteer Coordinator's Report:** Jim reported that the office staffing calendar is being drafted for November and that the new volunteer coordinator will be responsible for creating December's calendar. The new coordinator, Joe Reyes, will take over the position in December. One new volunteer, Janice E., is starting this month and two other new volunteers, Kim S. and Jonathan B. are going to be trained. Staffing is complete.

**Call Forwarding:** Sharon reported that, said that training sessions were planned for the backup volunteers. They will probably be held at the Central Office. The new system is being implemented now. One of the 8 active volunteers is looking to be replaced and Sharon is working with her backups to do that.

**Board Out Reach program.** Joe said the BOD are planning to meet this month at the Melody Group 9:00 am Saturday (10-27-18) meeting for the Boards out reach program.

**Old Business:**

Redesign of CCCOI website and online meeting directory. Bob reported at the BOD meeting, a preliminary web site format has been started. He expects this will be formatted by the end of October so that it can be viewed and commented on. Further site development will be taking place in November.

**New Business:**

New upcoming Board vacancies were discussed. Three Board positions will need to be filled. 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.

Leonard will attach job descriptions when these minutes are sent out for review and information.

We also had a discussion about group structure and getting other C.O.R's. Involved.

**Central Office Representatives: (C.O.R.) Reports or Questions;**

Tera discussed the 211 information phone service for assistance in locating recovery homes for those in need. It was suggested that it might be something that could be included in the Nameless News Letter. As the Nameless News Letter is interested in receiving comments, stories and other material, Tera was planning on contacting Judy, the Editor.

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

Attached: Board of Directors Job Descriptions.