

LAKE-SUMTER CENTRAL OFFICE STEERING COMMITTEE MINUTES

9/08/2020ch

Per Steering Committee vote, Greg M, member at large, will be chairing the meeting tonight.

Greg called the meeting to order at 5:05 PM. He asked Joe H to lead us in the Serenity Prayer after a Moment of Silence.

In attendance: Nancy S, Vice-Chair; Cathy H, secretary; Joe H, past-chair; Greg M and Catherine R, members at large; Penny, Finance Committee member, Alicia R, Tech Committee Chair, Rhonda H, co-host; Lee C, District 7 DCM.

Secretary's Report: Minutes from 8/19/2020 were read and approved.

Treasurer's Report: In Mike's absence, FC member Greg M posted the August financial report. More detail on the office expenses of \$400 can be answered by treasurer at Rep meeting. Auditor postponed presentation so final payment of \$2000 will be next month. There was also a question on the number of registered groups versus the group donation list, this needs to be investigated. Nancy volunteered to make the phone call to INTUIT to find out cost of re-installing if we cancel the monthly payroll fees now. There were private donations of \$1,000. last month, thank you.

Answering Service: Nancy reported that a request has been sent to Bernice at Leesburg Communications to forward the 'record of calls' they received in August. This month the AS will be given a schedule with the names of 2-3 volunteers for each day of the month. Sept 1-10 was sent. Women volunteers have reported NO CALLS yet. Nancy didn't know about the men. Sept 11-20 isn't ready. We still need 5 men to cover open days. Nancy hopes more volunteers will step up once the word gets out.

Office Report: SC hired part time office assistant, Miracle through PeopleReady Temp Agency. We are still interviewing for another part-time assistant, we need funds.

We still need more volunteers to answer phones at the office, some Wednesdays and Saturdays 10am to 2pm. The office has been rearranged for better flow. There are now training computers in the back office. Thank you to the James Club, Greg M and Mike A. If you or anyone has old PC, laptop or tablet to donate, please remember the new training committee team. They are offering training for Zoom, Microsoft Office Suite tools, WordPress for websites, Quickbooks and others.

We had good sales last month up to the last week. Phones will with ring off the hook or quiet for hours. Most calls are for meeting info. The Virtual meeting list, FTF meeting list and app and website meeting list are constantly being updated. We are trying to get **one contact person per group** to flow and update info back and forth. We need to be able to **VERIFY MEETING DATA!** Imagine a new person going to a meeting and it isn't there anymore!

We are continuing to update office and POS procedures and guidelines. Extra masks, hand sanitizer, and wipes have been donated. We can always use more.

Our first full month open has had challenges. With everyone's help, we need to stay open as many days and hours as possible. Funds permitting. We also need to order more some literature and coins.

A special THANKS goes out to all who have given of their time to open Central Office.

Old Business: Auditor presentation and results of his work, along with projections and plans will need to wait until treasurer, Mike, is present. The CALL HELP DESK BINDER is being updated and a digital version will be made. Names will be collected at the Rep meeting tomorrow of members interested in serving on the Scopes and Procedures Committee. The POS system is working fine and can handle reimbursements now. Nancy reported on her outreach to GSO regarding a DONATIONS POLICY. Their office is closed but staff is working from home. She received a prompt and thorough response from Jeff W, currently serving as liaison with Intergroup/Central Offices. He confirmed that the AA Guidelines for Central Offices and AA Guidelines for Finance would be very helpful documents for us. He stressed that GSO does not govern but is willing to share their policies. Nancy reported that these are: An individual member can donate \$5K a year. A member can leave money to AA in their will. No monies are accepted from outside sources. Although each group is autonomous GSO hopes that their Central Offices respect the Twelve Steps and Twelve Traditions. He encouraged Nancy to look into the icoaa seminar being held virtually from Sept 17-20. Greg, Nancy, Cathy H and Catherine all registered to go. This year it is being held VIRTUALLY and is open to all those serving on boards of Central Offices. This is a good opportunity to learn what Central Offices all over the country are doing.

Catherine had a call from a family who wanted to donate to CO in memory of a deceased member and wondered about CO policy on that. Lee C recalled that the Reps had previously voted to accept those donations. The Seventh Tradition was brought up. **The Steering Committee voted to revisit the topic of donations from family members with the Reps to get clear on what they want policy to be.**

New Business: Greg had some budget items to bring to SC for a vote. **The SC voted to approve a \$12.95 Host Gator fee for website domain, an online training center license for \$49, a \$500. purchase of literature from AA World Services and a \$20.49 web cam.** A \$200 request for Hazelden merchandise and a \$100 Amazon (literature) purchase, along with a medallion order will be discussed with the Reps at their meeting. Because we're on a tight budget, the SC is reluctant to spend on non-AA merchandise without Rep approval.

Meeting closed with the Lord's prayer led by Penny at 6:25PM

The next meeting of the Steering Committee will be held 5pm Tuesday, OCTOBER 13th, 2020.