

Lake-Sumter Central Office Steering Committee Meeting Minutes

8/19/20

Meeting called to order by Vice-Chair Nancy S at 5 PM.

Meeting was opened with a moment of silence followed by the Serenity Prayer.

In attendance: Nancy S, Vice-Chair; Mike A, treasurer; Cathy H, secretary; Joe H, past-chair; Greg M and Catherine R, members at large; Andy D, Finance Committee Chair; Alicia R, Tech Committee Chair and co-host; Rhonda H, Service Committee Chair and co-host.

Secretary's Report:

Minutes from 8/11/2020 were read and approved as amended to read "Alicia R presented a proposal to describe Tech Committee responsibilities and budget. It was approved by 4 SC members."

Treasurer's Report:

Mike answered some questions about literature sales, donations and office supplies/maintenance. He will be meeting with the Auditor next week. Mike forewarned us that the balance of \$2000 is owed to the Auditor this month. Also- \$1500 will be owed to temp agency. He estimates \$4000 in expenses this month and projects a negative net income.

Office Report:

Greg reported that the goal to create a digital version of info in the Help Desk book is a long term project. He also reported that there are website issues that need to be resolved. The Tech Committee will be working on the project of setting up VOIP Phones and service. This will allow office volunteers to answer LSCO calls from home and not have to go into the office. There are still some empty slots for September for volunteers to fill. The new temp, Miracle, is working out well so far. She asks questions, catches on quickly, is kind, smart and fun according to office volunteer, Rhonda. Rhonda is keeping track of activity in the office for the office report at the next Rep meeting. Greg reported a need to add Friday to Sales Days and budget \$80.25 for that.

Unfinished Business:

Alicia R, Tech Committee Chair, clarified Zoom costs for groups using LSCO account. There should be no extra charge if LSCO provides this service to individual groups. **The SC voted 5-0 (Mike A had to leave early) to approve the purchases on the Tech Committee's report of the annual Zoom membership (\$149) and the upgrade software for office computers (\$150).**

The SC voted 5-0 to approve adding Friday as another Sales Day and budget \$80.25 to pay the agency for the temp on that day.

The "Procedures for Committee Chairs to follow for SC authorization" document will be reviewed and revised at a later date. **The proposal to add the Tech Committee and Finance Committee to Scopes and Procedures will be given to the ad-hoc committee set up in September to begin work on this revision.** It will be announced at the September Rep meeting that the SC is looking for members willing to commit to this project.

All SC members agreed that a proposal for SC members to work one day a month in the office is a good idea. However- the COVID 19 issue prevents some from being comfortable to work with

those not wearing masks or serve those coming in whose masks are not worn properly. It was suggested that some could work on a day the office was closed. Also- the question of whether this proposal will be added to the Scopes and Procedures needs to be addressed. No vote taken on this at this time.

There was a question on LSCO Donation Policy and some difference of opinion. Nancy will verify with GSO the donation guidelines for family members and friends of deceased members and donations from other businesses.

Rhonda H, Service Committee Chair, announced with regret that the Golf Tournament and the Christmas Gala will both be cancelled due to Covid-19. Chairs are lined up for meetings during Bike Fest but if that's cancelled, that's off too. The Service Committee hopes to hold a big bash in the spring to celebrate when this is all behind us.

Mike A is working on a procedure for prompt reimbursement to customers. The POS system can handle refunds immediately. He just needs to work it out.

Meeting adjourned at 6:30pm

Respectfully submitted,

Your secretary, cathy h.