

wer
MONTHLY BUSINESS MEETING MINUTES
June 19, 2012

In attendance: Gerry W., Kate C., Marcia G., Bob H., Bill W., Barb L., Donald C.

Gerry opened the meeting with the Serenity Prayer and a brief discussion of Tradition 6: "An A.A. Group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose."

Gerry reported that we still have some open positions, including Day Scheduler. Kate will do July 1 – 16, and Tom O'T. will do July 17 – 31. We still have some missed shifts. Gerry will send out an email to the office staffers, reminding them to call the next office staffer and the Night Owl. Bill W. offered to make up a checklist for the office staff to use, to ensure that they do everything they're asked to do. Gerry will contact the HMB Chairperson to contribute an article to the HMB Newsletter announcing our need for more volunteers.

Committee Reports

- **Secretary:** the minutes from the May 15 meeting were read and approved.
- **Treasurer:** Kate prepared the Treasurer's report
Balance on hand as of 4/30/12: \$7,238.70 (includes \$2,500 prudent reserve)
Income: + 717.71
Expenses: -1,010.08
Balance as of May 31, 2012: \$6,946.43 (includes \$2,500 prudent reserve)
Available Cash: \$4,446.33

The Treasurer's report was approved.

- **Office Manager:** Kate reported that Bob H. did a great job with the daytime schedule.
 - There was a problem with call-forwarding: Bill W. offered to call Verizon tech services and get things straightened out.
 - The Schuyler Inn fixed the air conditioner and will purchase a new rug for our office.
 - We still need a daytime scheduler for August
- **Literature Report:**
 - The ending balance as of 5/31/12 was \$239.83.
 - Bob H. reported that literature for the State Convention in July will be ordered and stored at Kate's house until the Convention. There is a list of people who have volunteered to sell literature at the Convention. Bill W. will lend us a cash register to use; literature will be stored in the Archives room overnight. Bill W. will make up a graphic showing literature prices.

- **Webmaster:** Bill W. reported that he plans to begin posting Group contributions on the website. He installed Microsoft Office 10 on the office computer. He will change the password and email it to the Steering committee. Bill is working on getting our office email off of Google. He has put a link to the CDTA website on our website, to aid people in finding how to get to local meetings using public transportation. Finally, Bill reported that he's backing up our digital archives on the computer.
- **Data Coordinator:** Tom O'T. was absent but left copies of his report for everyone. As always, District 1 had the most calls.
- **Public Information:** Fred F. was absent.
- **Night Owl Coordinator:** Gerry W. reported that he has found four new Night Owls.
- **Day Scheduler:** Kate C. reported that there are still shifts being missed. People need to be reminded to call the next person on the schedule.

Issues for Discussion:

- June 1st marks the beginning of keeping track of sales tax on Literature.
- The monthly meeting Agenda will be removed from the website.
- A motion was made, seconded and passed to transfer \$600 from the general fund to the Literature fund to purchase literature to be sold at the State Convention. Amounts will be reconciled after the Convention.
- A motion was made, seconded and passed to provide the code for switching the phone remotely, to only the following: Gerry W., Kate C., Bob H. and Tom O'T.
- A motion was made, seconded and passed, to remove from the front window the sign that instructed visitors to call Bob G. if they wished to purchase literature during hours when the office is closed.

Gerry postponed until the next meeting discussions about the Intergroup Seminar coming up in September and a spiritual breakfast/gratitude dinner sometime in the future. Gerry did report that he and Marcia would be visiting District 1 in July.

The meeting was closed at about 9:00 pm with the Responsibility Pledge.

Respectfully submitted,

Marcia Goldblatt