**Central Office of Salt Lake City, Inc.**

**Board of Trustees Meeting Agenda**

**Tuesday 4-4-2023 @ 6:30 pm**

**Serving our community for 75 years**

**Board of Trustees**

Chairperson: **Wade J**. Welcomes everyone and reads the CO preamble.

Co-Chair: **Shannon M.** Went to the bank, got her name put as a signer on the account.

Treasurer: **Mark C**. $3300 in donations. An unknown came through Pay Pal, Alex Fields, uncertain if that was a group. Three news groups contributed. Profit and Loss Statement is fresh. Positive for March, $563 dollars is not much but still good. Current on all our bills. Had a subcommittee meeting earlier for best practices, along with Celeste the bookkeeper attending. Talked about Purple Can distribution, about getting on ledger properly that was unimportant nuances. Needs five minutes.

Wade met with Celeste, touched on the practices we were concerned about. When t0he volunteers put money into the bank, into the till, everything becomes a receipt that she deposits. There is a paper trail that we can follow and do not need to be as worried about as we were. We will be changing the code on the safe, to make sure there are only five people who have access to the safe with the Debit card in there. Hopefully, we never have to get into a spot that we need to go into that.

We talked about putting a slot for the cash, and the till gives us a receipt for it, so she can cross reference it with Square for Mark. Mark has a clear trail for what is going on with the cash.

Sonya states that the safe has all our passwords, all the pertinent information for accessing things.

We are getting our money’s worth out of the bookkeeper she is happy to attend one of our board meetings in the future.

Jake makes a question about the Ad Hoc committee on the books and the other literature. If you do not pass on cost of replacement, you will be short on your inventory. Always must sell off your replacement cost. All our costs went up on April 1st, so we also went up based on those costs.

Alan said we presented we would burn our inventory at our old cost. Mark says that is how we will do it; it is just as we replace it will go up. So the new books at the new price will be sold at new price. So until a slot is empty, it would remain previous until we stock the new costs. When we do our next inventory, our items would need to increase though. The last inventory took place in January 2022. Charlie C. says staggering the prices seems like a voting item, we should just change.

Secretary: **Jake S.**

Trustee at Large (District 2 Liaison): **John S.** NOT PRESENT. 1 minute.

Trustee at Large (District 10 Liaison): **Sonya M.** Nothing for the board, just for next week 1 minute.

Trustee at Large (District 11 Liaison): **Phillip W.** Submitted his report, 2 minutes. Looking at donation sheet he is seeing more contributions from Davis County and District 11. Mark has hidden the contributions from last year, so it only reflects who has donated this year.

Trustee at Large (District 13 Liaison): **Alan B.** District 13 had great attendance at all their meetings. 2 minutes. Did get asked if there was a sobriety minimum, though someone said there is none. He was unable to find it out. Alan was looking into getting big books for the corrections, they do not have a corrections chair. They are moving to Jim’s Restaurant from the church. David R went over the agenda.

Alternate Trustee at Large: **Diane B.** NOT PRESENT 1 minute

Alternate Trustee at Large: OPEN

Immediate Past Chair: **Brad M.** NOT PRESENT. 1 minute.

**Standing Committee Chairs:**

Activities: **Kim B.** Presents a rough draft for the CO Founders Day Breakfast at the Park in the North Pavilion at 10:00. Speaker at 11:00 would be good. If we could pass these out at the first May meeting for the reps that would be great. We will put it in the lifeline and in the calendar. Richard, who is a volunteer here, will collaborate with her for serving. May need additional volunteers in June.

We were talking about these breakfasts and picnics, with the idea of how we get more people involved in central office. Why don’t we ask the DCMC of District 2 to be our speaker? And ask the delegate to speak for the Area? Just a thought. We could then do other events in 11, other in 13, other in 10, etc. Looking for something more exciting at the Chili Cookoff. Even a circuit speaker. Would like to do a couple of other things like Bees tickets. Bob was saying he ended up giving a lot of them away though, so maybe even a bingo night one night here? Mark was thinking of a district Olympics. Alan asked if there has always been a speaker at the events. Kim says sometimes. It really depends on the speaker and how many people will come listen, their own sponsees etc.

Archives: **Ben H.** Only needs a minute or two. Was thinking of making an Archives event sometime with Laura and Janet. Around Halloween when we dress up like our favorite era and collect archives at same time and have it recorded. Get that through Laura and Janet.

By-Laws: OPEN

Literature: **Jim S.** He is getting the transition going. When he took over as literature chair there were some holes in the system and did not know what was coming / ordered, He hopes by the next month he will know what we have, what is needed. Part of that will be having an inventory list. Important not to load up too fast because we have a huge inventory that we may never sell. We have fifteen cases of a book we only sell one a month of. Trying to see if we can give those books back to New York for some kind of credit, but he wants to make sure we are slowly getting this thing tied together so they can either order it or take it off the shelf. It is going to take a month at least to get that going.

Once we place an order, we have a lead time of two weeks. When we put the order in, we were not given permission to order by grapevine unless we had a method of payment. Got to the end of the website, and it said we could not complete the order without a check or a credit card. If we have an open account, we should have an open account, so it does not make since why we would need to give them a credit card each month. There was some sort of rumor about checks being owed to Grapevine for $15,000 that had not been paid for 2 and half years. According to the bylaws we do need to take an inventory. The important part of Jim is to be able to get blank inventory sheets so with two or three people we could make it faster. First time could be a little tougher.

Coins: **Kathy M.** Just did an inventory and a reorder. Seems to be once a month now. Just because there is a note left, sometimes they are out of certain years of chips, so we must wait until the next month due to supply and demand. 1 minutes.

Public Information: **Allison S.** Needs contact info of PI people previously, only needs 1 minute. Needs to know what her responsibilities are and how to get involved in PI. We have some of the best trustees we have ever had to get hooked up with the PIs in the districts. Also do not hesitate to go to those district meetings and work in collaboration with them, including the Area PI chair. Leslie B is PI chair of district 11.

Cooperation with Professionals: **Karmina B.** NOT PRESENT1 minute

Corrections: **Serena C.** I should only need a couple of minutes, only need to give her report well before. One of the goals is to pull off quite the heist with about $1,000 worth of literature. But just as fast as I get them, they go, so hopefully they will have someone in district 10 soon.

Outreach: OPEN

Hotline: **Max M.** Feels like he has 99% figured out now though. We had 26 volunteers at first. He contacted all of them, ten did not respond at all. 3 new people responded to sign up. We have 16 active committed. Please bring the green flyer to your groups. If we can get 14 more volunteers, we can do 6 am to midnight. Would still like 24/7 coverage someday, but let’s start small. 95% up to date, remove some more that have cancelled. Has put open slots on the table, which is up to date. Please have this up to date, it is every exciting. A person called 6 months ago became his sponsee. Another says a girl still thanks him for picking up the phone and calls him every time she picks up a phone. Needs your help in passing on the information.

Newsletter: **Rachelle R**. NOT PRESENT

Danny reporting in her stead. The newsletter did come out on time last month, a committee of Bob, Rusty, Debbie. It’s a great committee that is taking part in this. Standing in until Rachelle until we figure out what is going on. Has not heard from her.

Part of the bylaws / everyone to vote to attend. Obviously, stuff comes up where someone cannot make it, but it needs to be communicated and then it’s an excused absence. Two unexcused absences we should present it to the body. This would be the third time. Next Tuesday if Rachelle is not here, we will be presenting to the body that we need the position filled.

Technology: **Elan B.** Cleaned up much of the computer room, went through to get the full history of everything. Cant find the password, so the computer is not usable yet but will be soon. Is getting married this weekend, will be here for this meeting but not doing the IT chair as much this month. Dave will be covering as well as others on the tech committee. 1 minute.

Treatment/Accessibilities: **Charlie T.** Making some significant changes in the ways we are paying the interpreters, can’t wait to find out how well that is received. Need a couple minutes. 4 interpreted meetings, from zero to four.

12th Step Coordinator: **Charlie C.** Feels like he hasn’t been putting in enough time, got the list updated, got an email that someone emailed him something, would like to continue working on it. Would try to have something working that might be useful. Has been getting a lot of voicemails on the email, not sure what to do with those. Sonya says the same voicemails go to the volunteers also and they respond to them. If that’s not the case, please let her know. If any online requests come through our website, they should be going to that email.

Volunteers: **Bob C.** NOT PRESENT.

Website: **Jeff P.** No real updates. Traffic is consistent for the month of March. How many people are downloading the newsletter is what Jim is curious about? Doesn’t know what other information people would like to know, how many page hits, how many unique users, etc. 6,000 users, 11,000 sessions. Which is up from previous months.

**Old Business**

Literature and books. What are our thoughts as far as the increase? Charlie C. asked if we should just do a date when all the books went up 10%. We do get a little resistance from people coming in. They are most upset over the $5 increase on the specialized coin. They just go how did it go up so much. Does not think books is the way to keep central office funded. Charlie C. IF we make a little bit of extra money because it is a dollar more now, well that helps us keep the lights on. Price went up for us, it went up for everybody. Max says the triplate will go up. She got into a discussion with her group about raising the prices. Mark says if we are going to do an inventory, the new cost should be in there. Serena wants to know that we didn’t have a problem raising the prices again. Wade- the only time GSO raises the price on literature its when contributions are down. The only other thing is pushback on costs.

District 12 setting up shop, all ready to go.

**New Business**

No new business.

**7:30     Adjourn**

**Next Central Office Board meeting will be held on 5-2-2023**