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

**Central Office Board Meeting**

**Tuesday 8/1/23 @ 6:30 pm**

**Serving our community for 75 years**

**Board of Trustees**

Chairperson: **Wade J.** Two weeks ago Wednesday, we were informed by accountant that $8500 and $6500 charges unidentified had showed up on the account. Wade was out of town, so Mark went to the bank and moved everything into savings. Have been in contact with Mountain America Fraud Department. Yesterday, spent 3 ½ hours at the bank, at first, they acted like they didn’t know what to do. Wade signed papers stating he never authorized this, so the money was sent back to our account. Unsure if we need to share with fellowship because the problem has been solved. We need to do some housekeeping to get this resolved, as we still don’t know where this issue came from. Routing numbers are public information, and accounting numbers are at the bottom of the check. Someone paid off a Discover card, and someone paid off a Wells Fargo credit card. This goes back to what do we do to prevent this from happening again. They spoke at length with the banks about how we can provide protection. We need to protect this place from the Chair, Co-Chair, and Treasurer. We met with the accountant, and she said she needs between $6000 to $10,000 each month in savings. So what we have in place is that two people must be present each month to move money from savings to checking. We built in extra amount to operating expenses for literature purchases. Right now the Feds are involved doing a criminal investigation.

Mark and Wade had meeting with accountant last night. We don’t like that the checks are just sitting in a drawer. From now on, the checks are going to go into a safe. There is no reason everyone should have access to the safe. Accountant agreed with that 100%.

A few of the interpreters have asked whether the money could be sent via direct deposit to their account. Charlie (Treatment—Purple Can) and the 3 account names need to have a meeting to discuss.

We should be like a normal business, where everything is paid at the end of the month or at the first of the month. This will affect Literature and Chips. We need to get something lined up so that there is a normal flow. We are asking Mark to get online and check it regularly. Literature does not pay the bill, it puts the invoice and a copy of the order and gives it to the accountant, which is why we want to see if we can’t get autopay set up with GSO. Only two places are paid- Grapevine and GSO. Chips—we are going to try to do the same thing with Brightstar for the chips. Usually, Brightstar would send a bill, and our person would cut them a check. So last month they used the debit card. We want to set it up so that when an order has been set up, it will just be autopay for Brightstar.

Checks can be difficult because it takes a few weeks to clear. We can try to design something in our Bylaws so that the next Board that comes can make this easy.

Discussion about how we approach this with the fellowship. One voice is concerned that our transparency because this will be in the minutes and in the archives, and it just takes one person looking to question, as well as one person here slipping, and it is arising rumors. One voice discussed about being transparent with the groups about the money. Another voice discussed sometimes we make a big deal out of something that is not as important as it needs to be, it sounds like everything has been handled, is worried it would be a bigger issue than it needed. Another voice was saying we need total transparency with the groups because that is what we are about, but then we find out everything is resolved, it would be a challenge to control the group of 30, and donations have slipped dramatically, maybe because we don’t have an Outreach chairman, and this will cause more angst out amongst the group about donations. Just doesn’t want this to harm central office. Another voice says transparency with people backfires on you and gives people something to talk about, and it’s a completely different story by the time it gets back. There is no money loss, no harm done, and we are taking further measures, so it doesn’t happen again, so they feel we do not need to tell the groups.

Chair looks at Central Office as shareholders, and when company makes mistakes and fixes it, it doesn’t need to go to the shareholders.

6 in favor of reporting, 9 opposed. Just going to keep it with us. Not going to be redacted from the minutes, not keeping it secret, just not bothering the co reps about it.

Co-Chairperson: **Shannon M.** Nothing to report.

Secretary: **Jake S.** Only actually needs a report for the Rep meeting, but I’m happy to disclose to the other meetings.

Treasurer: **Mark C.** Financials are on the Lifeline. Almost $15,000 that is on our financials that is missing, so we don’t necessarily want our financials on the lifeline. Might have been what led to what happened. There is no bank account information, it’s just our monthly statement for operating expenses, so doesn’t show our bank account info.

Trustee at Large (District 2 liaison): **John S.** Nothing to report.

Trustee at Large (District 10 liaison): **Sonya M.** Nothing to report.

Trustee at Large (District 11 liaison): **Phillip W.** Not present.

Trustee at Large (District 13 liaison): **Alan B. A** few chairs got filled, and a couple big meetings with over 100 attendees.

Alternate Trustee At Large: **Diane B.** Not present.

Alternate Trustee At Large: OPEN

Immediate Past Chairperson: **Brad M.** No time needed.

**Standing Committee Chairs**

Hotline Telephone: **Max D.** Not present.

Twelfth Step: **Charlie C.** Not present.

Activities: **Kim B.** Just needs one minute to make sure everyone knows about the Central Office Picnic. Contributions to central office—should we have the can around? We are not soliciting donations but have a can if people would like to throw some money in. There were people at the breakfast who had been wanting to make donations. It is a free event. So we won’t advertise it, but we will throw some cans out if people want to donate.

Newsletter: **Danny B.** Not present.

Outreach: OPEN Nick did a great job getting out to the groups, so we really need someone to come in.

Website: **Jeff P.** Nothing to report.

By-Laws: **Brad C.** Not present.

Volunteer: **Bob C.** Would like a report on the volunteer meeting. Volunteers were happy. No grievances to report. We should make sure as many of us as possible show up in future even if for just a half hour.

Literature: **Jim S.** Nothing to report.

Archives: **Ben H.** Not present, won’t be present.

Public Information: **Allison S.** Met with Jon on the 24th about what we should be doing. Three events upcoming that need booths. Annual car show at Wheeler Farm, USARA Recovery Day on 9/9, and AFSP for Suicide Prevention on same day. Would like to get it up to four events per year, if possible, and would like to see if we need any combination with CPC. Question about what Veterans have to do with AA—it is about information at the event. The goal is that we do not ally with any sect or denomination, but we do need people to know we are out there. We don’t pay any of them to advertise for us.

Would be great to get her a travelling table for PI. There is a suitcase full of stuff in the breakroom but might be better to have additional information. Reminder that every chair has a budget, please use it to make your jobs easier.

Treatment Facilities and Accessibilities: **Charlie T.** Nothing to report.

Corrections: **Serena C.**  Area Corrections Chair should have reached out to help with some of the issues.

Cooperation with Professionals: **Karmina B.** Took almost everything out of the suitcase in the backroom but can coordinate with PI if anything needed.

Technology: **Elan B.** Just got a new computer for the front desk (not brand new, but a definite upgrade for us. It only cost us $140. Was set aside $200 so got a good deal.

Coins: **Kathy M.** Did the check that was in the office signed and get mailed off to Brightstar, it is signed, we will get it mailed.

**Old Business** Talked about the Spanish community and the room next to it. One Rep was very adamant about us doing their part. Has spent time with the Spanish community and they have found their own space and apologized for not communicating. Wanted us to be open form 6am to 10pm, but they were very excited that we had been willing to have them join us. Committed they were going to buy all our literature from us.

Alano Club is going to buy all AA literature from us. Not interested in being competition with Central Office.They will have some of the fancier $48 chips but joining with Chip purchases with us.

Payment on Deaf Interpreters will continue to be tabled so they can have a discussion. We would like to move that into a different checking account, so purple can is in its own checking account to be managed by treatment, but that would take a Tax ID number, so we need to figure out how to keep it separate. This is now paid employees because people are making money off it. Whereas the pink can was just to purchase money. Double eye opener, as you can’t have two accounts on one account. We talked about the groups have interpreters and having the groups give them cash, but then the IRS is looking at the groups wondering what’s going on. This way it is attached to whomever is the next treatment chair. Everything will be legal because we don’t want to lose our 501C3. We 1099 every interpreter. Trying to not have a Mixed Tender. Trying to make it one process that makes things easier for everyone. Once we get this growing, we could have the potential to get this growing like they have a committee in San Diego.

**Adjourn and Close with Responsibility Statement**

**Next Central Office Board meeting will be held on 9/5/23 @ 6:30pm**