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

**Board of Trustees Meeting Agenda**

**Tuesday 1-3-2023 @ 6:30 pm**

**Serving our community for 75 years**

**6:30 – 7:30     Discussion Topics**

Lease: Brought up the lease agreement proposal. Wade suggests bringing this to an insurance agent to get some feedback. Brad provides Wade with the information about the insurance agent for Central Office. We have not signed the lease agreement yet, though we have been paying the new fee for some time. Mark indicates we have not paid the security deposit yet. Wade and Brad have some concerns with the lease and issues that have arisen, want to make sure we are being safe by AA and Central Office. Does not seem to be an issue to address ASAP.

Website Presentation: Sonya gives a presentation on the website.

We used to post a lot of announcements, specifically in 2011-2013. The webservant posted about events, Central Office decisions, etc., so what we are planning with the new site is not exactly new, but it is much better organized. Kept most of the old posts by tagging them in ways that make sense for the new website, so they appear in the correct sections, changing events to be from the event chair, etc. Added an archive tag from anything no longer relevant so we can control where the old stuff shows up. We can use this archive tag going forward to hide past events, announcements, whatever else should not show up on the front page and in certain sections.

All the different announcement sections we have on the new site- each chair can post announcements, and members and groups can even submit things to be posted. Each position would have their own post if they would like to have announcements or post service activities or posts on the site. The Board has one section but could be separated out if needed. How quickly can it be implemented? As soon as she gets feedback, we can add things after launch as well. February 1st would be a great launch date if possible. Elan says there is more that can be done. Webcomittee has been impressive and willing to make a lot of good things happen.

Sonya has sent an email to the board to look at the new website. She would like feedback on the content rather than the design, which can be worked out. A password is needed so that a person can access, does not want this to be live for the public.

We have not sent out a digital Lifeline since summer 2020. Reached out to Lifeline email to check but have not heard back yet. At worst, we are using an old email list, because Sonya signed up last Spring and never got one, but at worst, we have not been sending them at all. Sonya is happy to help the Lifeline people start using MailChimp again once she hears back from them. Our forms are set to submit to it, so everything should be automatic on their side once they start using MailChimp again.

Jake gives feedback on The Events Calendar position. It was not in the bylaws, and it was a position created to assist the Activities Chair that did not have a 2-year time requirement. Jake gathered event info from Alano Club, Fit to Recover, Fellowship Hall, and other organizations that serve AA and posted their events on the calendar as well as from AA groups. Any entity that served AA groups. Position was removed because Covid negated the need for a position.

Most of the chairs do not regularly check their emails. There will be a learning curve too in getting them to start logging into the site and posting announcements. The web committee can definitely help with this, whether teaching or posting things from their accounts.

More charges for website hosting, it costs $376 not $250.

The Agenda: We had from 6:30-7:00 board of directors, and from 7-7:10 the chairs. Wade visualizes this as a planning meeting. We do not need to hear the same reports twice. He would like this meeting to be more inclusive for those included in central office. He can then ask how long each person’s report should take. If business is going to take long, then he can decide in advance. If we can streamline these reports, we can add more time at the end of the meeting for the reps to become engaged. The more we can engage the body, the more the body can be engaged.

Jake explains his thoughts on the standing chairs being required to attend, mostly about finances and things to be taken care of out of sight/out of mind. Wade talks about making people feel a part of, so they are not flying by the seat of their pants when they show up. He would also like everyone to give the Secretary all of their info at least 72 hours in advance for their reports. Gina (as coin and literature chair prior), she says she sometimes felt like why am I here? Unless an activity is coming up, the activity chair does not need to be there.

It should not be the board asking for things from the chairs, the chairs should be telling the board what they need to do. We throw it out there would they like to come to the board meetings?

John likes the idea of showing up at 6:00, Mark also likes the idea of showing up at 6:00. Mark says sometimes it is difficult to have the financials available by the time the first of the month meeting occurs. Wade will make sure he is on the 1st and 2nd Tuesdays of each month.

Jim wants to know when to show up and what is expected of them. As far as literature, there either are books coming or there are not books coming in. At some months there may be a lot to talk about, and some months there may not be.

We could try it out, and then change it up if things are not working out. Wade would like us to get away from the board being in control and less like the reps are just here to hear reports, so they do not wonder why I am here if it is just to collect info.

John asks about trustee responsibilities- Wade has innovative ideas about how trustees can plan events/fundraisers with districts. There is nothing in the bylaws saying we cannot have a fundraiser.

Time Requested: Jake 2 minutes; Mark 5 minutes; John 2 minutes

Move the election part to the front of the meeting.

Gina says we will need 5-10 minutes on increases on cost of prices on books and coins.

Bylaws Suggestions 5 minutes.

Financials: Mark brings the monthly profit and loss for the year 2022. Mark believes contributions are much more cyclical than anticipated. Purple Can has been grouped by the bookkeeper, so it needs to be about $6000 less than what is being listed. Only 4 months we have been under water, but the rest we were above water. If we keep our operating expenses consistent, then things should be ok if our donations stay good. We are very much beholden to the group’s contributions. Shows 2020, 2021, and 2022 financial statements. Not as dramatically different as anticipated. If we look at the current columns of 2020, we were 24,000, we had 26,000, but this year we are at 35,000. We have much more groups contributing than previously. We are net positive. We were over 3,000 in contributions for December. We have budgets from standing chairs that have not been approved yet, but we would like to show them to the reps and have them approve it. Needs approval on operating expense budget. We need to get the budgets for each committee.

Jake brings up Anders text about how much money was spent on each event. He said $800 each.

Wade brings up that he thinks it is in our best interest to bring the budgets to the groups how much money each of their budgets were. The budgets need to addressed as soon as possible. If we spend every dollar that we have on day-to-day business, we will have a shortfall of $2,000. If we do not have a budget for them to spend, they cannot go over.

Jake suggests we look at all the old minutes to come with the numbers that are lower than an exact replica but is not a minimal small amount.

Proposed Financial Spending Limits (simple majority vote):

Activities: $2,000

Archives: $60

Literature: $900

CPC: $200

PI: $200

Treatment and Accessibilities: $500

Outreach: $150

Corrections: $250

Hotline: $150

Lifeline: $150

Tech: $1,200

12th Step: $100

Volunteers: $2,400

Website: $500

**7:50     Adjourn**

**Next Central Office Board meeting will be held on 2-7-2023 @ 6:30PM**