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

**Board of Trustees Meeting Agenda**

**Tuesday 3-7-2023 @ 6:30 pm**

**Serving our community for 75 years**

**Central Office Operations**

Chairperson: **Wade J.** Welcomes and reads the preamble. Discusses that agendas should be printed and available for each meeting. Board meeting is not a time to give our reports, but rather a time for us to discuss how much time do we need for our reports in Rep meeting, and to bring things to the Board that need to be discussed here and not in the Rep meeting. For example, certain finances don’t need to be talked at length during Rep meeting like special building considerations (lights, air conditioning) etc.

**Financial Report**

Treasurer: **Mark C.** Give us a report and discussed the profit and loss statement. Met prior to board meeting to discuss some financial situations regarding bookkeeper. (Will need 5 minutes at Rep meeting plus 5 min for ad hoc committee).

**Bylaws Updated and Reports Request**

Secretary: **Jake S.** Please provide you report by end of Saturday prior to Rep meeting. Email, text, or handwritten is fine. Also if you have any additional things you are printing off for the Reps, please provide him the digital copy to send out to the Reps on zoom.

**Central Office Rep Meeting Planning Session**

Trustee At Large (District 2 liaison): **John S.** 1 min

Trustee at Large (District 10 liaison): **Sonya M.** 5 min

Trustee at Large (District 11 liaison): **Phillip W.** 2 min

Trustee at Large (District 13 liaison): **Alan B.** 1 min. District 13 is looking for a venue for one of the upcoming Area 69 meetings, so if you think of a venue south of 7200 south in salt lake county let him know.

Alternate Trustee At Large: **Diane B. Not present-** 2 min

Immediate Past Chairperson: **Brad M.** 1 minute to say hello

Hotline Telephone: **Chester A. Not Present.** Has been MIA since he stood for the position. John makes a motion to vacate and opens the position for election, Mark second. Vote unanimous. Open position.

Forrest has been taking care of things in the interim. Forrest is the immediate past chair for hotline. Happy to keep the lights on. Wade wants to know if he’s ok standing in position until we find someone to fill it. Forrest is ok, decent job after hours he can do from the sidelines. Wade asked him to give us a status of where things are at, send it to Jake to give it at Rep meeting in his absence. 5 minutes. Phillip puts him in charge of the AA railroad. Don’t need to know computer coding to do this job, old school data entry for anyone not scared of learning a couple dozen steps.

Twelfth Step: **Charlie C. Not present.** 2 min

Activities: **Kim B.** Sent Jake an email saying that she is out of town and wouldn’t make the board meeting. Activities has nothing to report this month. Looks forward to seeing us at Rep meeting.

Newsletter: **Rachelle R. Not present.**

Volunteer: **Bob C.** 2 min

Literature: **Jim S. Not present** 3 min

Archives:  **Ben H.** 2 min

Treatment Facilities and Accessibilities: **Charlie T.** 4 min

Corrections: **Serena C.** 5 min. F**e**w things to touch on. Low on books at the jail, can a check be written for her in time for CO meeting? Discussion that District 10 would be where the books would come from for jail, district 2 for prison. Corrections chair at district 10 should be able to give her the pink can money.

Wade wants to reiterate that standing chair budget is at the discretion of the standing chair. Not for the board to tell you what to tell you money on. Serena at the jail the other day and we are running on empty when it comes to books. Bob says we got in an original copies’ donation, was saying we could make the donation.

Cooperation with Professionals: **Karmina Not present** 1 min

Technology: **Elan B.** Five zoom licenses, that was good during pandemic, but many meetings are no longer using, so we consolidated down to 3 rooms only, which has saved us $406 a year. We could save an additional $120 a year if we did annual billing as opposed to monthly. Only downside is we would then have to go down to less a year. Big thanks to Dave and Sonya for the help with that. It would probably only go back up, not down. One of our meetings has been donating at least one. Jake just emphasizes outreaching to the online meetings so we build their participation in buying things here. John said this is important on how we orient ourselves to this and set standards, there are a lot of live meetings that are not in the schedule, as a natural consequence we don’t serve those meetings, but when it comes to zoom it may be a matter of policy. Kathy was saying a past delegate was saying there are zoom districts looking to come into the fold. Area also does zoom as well. Wade says let’s table this and bring it up at rep meeting about whether we pay for one year subscription verses one month. Elan will present it. Charlie asks if we are reporting the venmos from each group, which Mark says we are now.

Coins: **Kathy M.** 1 min

John asks how much percent should be reports vs rep meetings. This allows Wade to say if we need it to be longer than an hour, keep tabs on things. Would always like 5-10 minutes for questions and answers from Reps.

**Old Business**

* Ad Hoc Committee on Inventory Prices- Charlie and Mark discuss, Charlie said all the books going up 20% and 30%. April 3rd is what the form letter said. Wade proposes we present it to the central office reps that we pass through at same percentage and get their buy in on it. Mark says are we going to manage the retail based on the highest cost or on the lowest cost? Jake proposes we keep the ad hoc committee, because GSO raising prices only on some of our inventory, we need to still consider rest. Wade says we need to address the pass through. Jim should be the one purchasing books and his inventory. New standing chair can have committees that have those people on it. When we have multiple people buying, it makes things confusing, so Jim authorizes and purchases, and that way someone knows everything. Alan inquires whether it is in the bylaws that we need to get Rep approval on all price increases. Answer is no. Service Manual gets updated every year, so should bylaws. Lots of gray area. Wade talks about how vague they are. When groups have issues, they stop sending money. If we engage them with all the decisions we make, they will be more likely to participate.

Wade has been spending time with the volunteers. Right now the trustees are solid. The challenge of being a standing chair can be overwhelming because you don’t know what’s going on. He would like to suggest that our trustees get attached to the committees, so that they are assigned to each standing chair committee to be supportive.

So that they always have a cochair, so for example John is outgoing CPC/PI, so he would be perfect to help that out. Even as a liaison as described in bylaws, he can point them in the right direction. We can get together and see what that looks like.

* Spanish Language Intergroup / Tech Room Cleanout- Got a phone call from Spanish Language Intergroup wanting to know when they could come in. Kathy said they came in wanting to drop things off. Celeste (bookkeeper) needed some space in the office. They wanted to know if they could have room for a computer. Celeste just needs one desk. Can we get a volunteer or two to clean it up, how much can we toss? We believe the other phone is a cell phone, not a separate line. We could have it updated. I’ve already noticed a lot of Spanish language literature is moving through. This is huge to them, it’s everyone’s central office.

**New Business**

Jake talks about getting operating procedures. Wade is going to ask that everyone write down their duties and everything that is going on. That way when electing people they also know what they are getting into. Please make notes of what your role is, and then we can share it. Operations Critical, Jake will make a list. How do we have those listed and where do we keep them? Wade can also reach out to other Central Offices and ask about how they do it also.

**7:30     Adjourn**

**Next Central Office Board meeting will be held on 4-4-2023**