

Central Office of Salt Lake City, Inc.
Central Office Representative Meeting Agenda
Tuesday 5/2/23 @ 6:30 pm
Serving our community for 75 years

Board of Trustees

Chairperson: **Wade J.** Reads Preamble. This is a pre-meeting, bring discussions here that are more relevant here to discuss than at the Rep meeting.

Co-Chairperson: **Shannon M.**

Secretary: **Jake S.**

Treasurer: **Mark C.** 3 Profit and Loss for month of April, the balance sheet, and the donation sheet. We are starting to gain traction from the groups. We have a lot more participation from the Reps. The more we build that base it increases our group participation. The Lifeline seems to be helping as well. We are just shy of \$6,000 donations, which is almost double what we had last year. We have continued to get new groups. Net income was up \$4,600. Literature sells dramatically higher than previous years. We have started breaking out the purple can contributions, but we will start showing it every month now. Our checking account looks over inflated, but that is due to reserve from purple can. We are a nonprofit organization, but we need to keep it in check, can't be too flush. Committee chairs, you have a budget, so please start using that money. If you're unaware, please reach out to him to discuss the budget.

Wade says that when the fellowship finds there is an entity flush with cash, they stop donating. We have been tight with our money. This year would be a good time to spend money on technology that is overdue.

2 or 3 contributions are unknowns, those are when people make donations but whomever is at the cash register doesn't insert a group. The Pay Pal contributions have been figured out, but some are still coming out.

Jim- On behalf of the volunteers, it's important for the people running Square to be asking if this is for a group.

Max- When he was being trained, he was told to put an individual if it wasn't a group. We are not tracking that on that sheet, it is separate. The till is within \$2 this past month which is basically perfect.

Karina- Talking to Charlie about making the purple can fund more accessible. Currently Charlie is paying out of pocket, and then is reimbursed by central office. But recently she was told to give them an invoice to get a

check from central office. Some of our volunteers are interested because they can get paid that very night.

Would like a Venmo directly from the checking account.

Mark- We did meet with Charlie, Celeste, Wade, Shannon to speak about improvement. One of the options they discussed was being paid that night—we could do something but the tax amount but would still require a W9 form, and we are an entity of the State, we can think about the possibility but does not know how probable it is. Charlie reached out to Area 69 and District 2, and the Area has an accountant, and all three accountants said this is an area we do not want to get into. How do we get into pink can? Well we are not paying people's wages, instead we are purchasing books. We can dive deeper into it but one of the things is even having purple can go to the districts they are concerned about same thing.

Shannon cannot afford to lose nonprofit status for someone wanting to be paid same day.

For the record every interpreter has a W9.

Charlie is not involved in every meeting. Checks are still a tracking opportunity but would have to be written to the person who has W9. So Karmina could be paid lump sums, but it would need the supporting document behind it for Venmo. She would get hit by the accountants though.

Trustee at Large (District 2 liaison): **John S.**

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

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

Trustee at Large (District 13 liaison): **Alan B.** Serena has been trying to get her books for corrections. District 13 does not have a corrections chair, so every one of the pink can groups there are being sent to district 2 or district 10.

Alternate Trustee At Large: **Diane B.** N/A Has been assigned to all the positions to help them out, according to bylaws it's not just one district. She could be helping any one of them.

Alternate Trustee At Large: OPEN

Immediate Past Chairperson: **Brad M.**

Standing Committee Chairs

Hotline Telephone: **Max D.** 2 weeks ago we had a problem with the phones, Thought it was a physical problem the phone themselves. His name was not a contact, Sigoma, and now he has been listed. They were very picky in giving him any information. After that they gave him training, guidelines, flyers, videos, whatever he needed. Talked to them 3 times a day for 5 days after the problem was solved. Some of the old relays Forrest (predecessor) and Jonathan did not know about, we cleared to get a new one. There was one line in the programming that got messed up. Now we have everything cleared, and created that programming independent of the others, and he will let people know what needs to be done. It was relaying our phone number to a number that does not exist. It is clear now. His name is now the contact for the hotline, and they typically respond within 2-3 hours.

Bob one thing that was confusing was they could go outgoing but not take incoming.

Jake makes the comments that Declan (volunteer) made about having a list for volunteers for emergency contacts for electricity, water, internet, and phone problems, might be useful as well.

Mark said instead of making 2 lists, just add to the one we do have.

Phillip says to call someone on the Board first, then we can at least refer the question.

Wade says when there is a business, there is a person to call. Max, then calls Elan, then the next call is Wade, then Shannon. If everybody is trying to do something, and then finds out it is already fixed. GSO does an inventory at end of each year, and they list what they do, so it makes what we do easier for everybody. If we can make it more than generic, it would be more useful.

Sonya had 20 different things, and we started a spreadsheet of all the different responsibilities. On the website with anything that is ok to be public, is living in her folder on the website, and each chair can be put on the website as well.

Twelfth Step: **Charlie C.** Updated the 12 step call list, good amount of people listed, and it was printed off.

Max has been providing to volunteers for phones so they can route it. Would like to start tracking interactions so we know what is looked for. A ride to a meeting is something he provided twice the last few weeks.

Activities: **Kim B.** Is going to clean up the flyers for next week. We are going to have a speaker, Wayne is going to arrange that this time, as three hours is a long time. Good amount of people have stood up to volunteer.

As a committee chair, is it a requirement we should be going to an activity. But if we want other people to show, it is probably a good idea that we all show up. It is suggested but not required.

Jake requests digital copy of everything.

Newsletter: **Danny B.** Looking into the budget, what that goes for, working with Jeff in getting this set up to email it out. Not to do away with the printed copy but is learning the ropes of getting it all together.

The editing software we have been using we can get for a monthly billing that is half of what we used to be paying. We corrected on the double billing.

Outreach: OPEN

Website: **Jeff P.** Web traffic is good.

By-Laws: OPEN

Volunteer: **Bob C.** Declan has been a great volunteer, tech savvy and found the google equivalent flyer. He was able to do something for our archives.

Literature: **Jim S.** Don't have any issues to bring up, will be nailing down this inventory once we get an accurate inventory. One question is what is going to happen with the Spanish literature- will they order their own stuff, or will he be ordering it? Yes, he will but they will give him a list of what they need. There will be some growing pains in the interim, but District 2 does not have its own books. Jim does not understand Spanish, so he had issues even finding it. His band aid for this right now is Cochairs and committees. It is someone who can work with the person here. In the interim this is in the baby stages, then the body can decide who we put in the cochair position.

Jake brings up the idea for the old cover's pamphlets in storage.

Wades thoughts are we can look at old and new, then we bring it to the central office reps, we have this many at the old cost, and would they be interested. We could inventory this. Ones that have changed, we could be giving away to our committee chairs to use for service.

Archives: **Ben H.** Needs to figure out—wants to do a display on zoom, so this would be the last month of the display. Looking for Big Books. Somebody dropped off a bunch of back issues of the Grapevine, it's been organized. No longer missing January 2023 issue.

Public Information: **Allison S.** Printed off a copy of the PI workbook. Has been able to get through about a third of it. It's going to take a lot of organization, and a committee of four to five people. Is going to just to explain what the workbook is about and if people are interested in talking to members of the media and schools and libraries, etc. so misconceptions about AA can be solved. Which seems to be the primary purpose of PI.

Treatment Facilities and Accessibilities: **Charlie T.** Getting more complicated the further we go. We were very adamant about not mixing these monies together. When listening to bookkeeper, it was like who is working for who. We could pull it all out, but we want to work where we can. The money keeps growing but we are not spending it. The inconsistencies we had made it so we can't advertise it at the deaf center. We need someone there regardless if someone shows up or not. Has heard of two more meetings we are not connected with that we haven't got to yet. When pink can started, there was no tracking of the money. Then the fellowship started asking who was keeping track, and no one was, which was when we started putting it into the treasurers to track it.

They gave him a check for \$150 but didn't know where it came from. Still a lot to work out.

Brad thinks we are asking for trouble if we don't separate that money. Whenever you have independent contractors, you need to have all the documentation in front of you. Regarding the purple can money, it needs to be in its own account in his view. We could administer that, but it needs to be separated. The simplicity of opening an account at mountain America, and then you have money only transactions for the deaf. Thinks we are asking for trouble if we keep it the same way. At first it was fine but as time has gone on it is getting more complicated.

Mark agrees this is probably the best way to move forward.

Corrections: **Serena C.** Ben if you ever have too many grapevines, she could take some off your hands because the inmates love those.

Cooperation with Professionals: **Karmina B.** Has an appointment tomorrow with the therapy office to share about.

Technology: **Elan B.** Thank you to everyone for holding down the fort while he was gone.

Coins: **Kathy M.** Not present.

Old Business

New Business

7:30 Adjourn and Close with Responsibility Statement

Next Central Office Representative meeting will be held on 6/6/23 @ 6:30pm