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

**Central Office Board Meeting**

**Tuesday 11/7/2023 @ 6:30 pm**

**Serving our community for 75 years**

**Board of Trustees**

Chairperson: **Wade J.** Apologizes he was unable to attend the Archives Event.

Co-Chairperson: **Shannon M.**

Secretary: **Jake S.** Wade will be on zoom during elections, Shannon will be running it. Wade suggests we do elections first at time of Shannon. Then we change to end of Board of Trustees reports, so that each can talk about the position to be filled.

Treasurer: **Mark C.** Excused. Won’t be present next week.

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.** Says he is willing to serve another year. Wade says that a lot of times we have a position that we think is a crucial position and we rush to get people in the position when we rush to get people in as opposed to getting the most qualified person.

Alternate Trustee At Large: OPEN

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Immediate Past Chairperson: **Brad M.**

**Standing Committee Chairs**

Hotline Telephone: **Max D.** Asks about whether he needs to have the Reps elect a cochair. Each committee is autonomous to the chair.

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

Activities: **Kim B.** Excused.

Newsletter: **Danny B.**

Outreach: **Jack H.** Not present.

Website: **Jeff P.** Question about increase of calls since a banner has been placed on the website. 6 more calls this month than last month.

By-Laws: **Brad C.** Will be there to assist Shannon in the voting.

Volunteer: **Bob C.** Will be closed Thanksgiving, Christmas, and New Years. Will be open on Black Friday. Still working on getting the heaters fixed. Enough in money for Newsletter account but will need to increase.

Literature: **Jim S.**

Archives: **Ben H.** New archives display is up.

Public Information: **Allison S.** Needs to figure out how to get a PSA on a radio station. Would like to get in touch with general service for X96 Simmons Media Group collaboration. Jake will resend out email addresses to everyone. Wade suggests getting in touch with the Area PI chair, will get her that contact information. No one voices any concerns about what she is looking into. Wade also suggests reaching out to the general service office about this to get support.

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

Corrections: **Serena C.** Wants to know when treasurer will be able to reimburse her. Wade inquires which day she is coming to have it ready for her. Wants $200 worth of Daily Reflections.

Cooperation with Professionals: **Karmina B.** Not present.

Technology: **Elan B.**

Coins: **Kathy M.**

**Old Business** Schedule a vote on the History Books.

**New Business** 5-7 minutes recap from Wade on the ICOAA at Rep meeting

**Wade’s report on the ICOAA Meeting:**

What we sale, best vendors, mark up:

Consensus in US Is Wendell’s being best place for chips, Valley for Birthday Cards. Medallions never buy too many 30yrs and under. Should we do online sales in the future- what would that look like? Usually that includes shipping, which has a bunch of logistics to investigate. Works very well for a lot of Areas especially getting it to remote communities. It would need a new position maintaining it, that works in cooperation with Literature and website chair. This is often for places with paid staff. Start with a study- create an ad hoc committee to see what that would look like. Markup average is about 18%. Ours 10% may want to consider increasing. Could put a donation button on their website. Right in your face for people to easily access. With us being volunteers only it gives us a false sense of security, because if we had to pay an employee we would be in big trouble. If the core volunteers left, we would be in big trouble. We are the ONLY Central Office in US that is total volunteer. If we had to go salary on one person we would be in big trouble. Create a price pamphlet for all of our stuff that shows what everything we have costs. Newcomer packets we charge $1.25, most other places give it away. Years ago this used to be free. Many other offices share non-AA material, to offset costs. A QR Code nice flyer that you can hand out to people with online meetings and bookings.

Membership attracting IGRs & nominating:

Quarterly meetings with pizzas. Newcomer packets for Central Office Reps to teach them how to do their jobs. Sonya brings up there is a new rep page on the website that has information. Are we sending flyers out to meetings about our meetings. Or even a generic one that says every second Tuesday, please come check us out. Create packets to give to new groups- should it be for groups that donate? Send different packets to groups that do not? Please Help and Thank Yous. Let’s think about all these concepts and we can come back in December and talk about it. Whenever we put things together it should be Instructional, Informative, and Inspirational. Are we incorporating this into each of our messages? To increase income, we need more volunteers. Do we look at 8-5? 11-5 on Saturdays? Participating in District and Area events—we need to be more engaged in them. Bring flyers from their events to this meeting so it’s not Us and Them. We should always be supporting each other. Be there to represent Central Office.

Newsletters, Bulk mail, Grapevine Reps, Brochure created by Central Office:

Email all COR reps all pertinent information. Active lists of all represented groups. Have it listed by District, which meetings are missing reps? Can we move more information digitally instead of snail mail? Newsletters are going out digitally. Mail Chimp is $12.59 per month, that is what we use for our Lifeline. Do we have Meeting in a Pocket in Spanish? We should start printing them. Get a QR code on the newsletter that takes directly to website. Email blast to remind members of the needs for stories. Jake will add everyone to contacts list. Can we add Grapevine stories to Lifeline. Are we giving Lifeline out at Area events?

Emotional Sobriety in Service:

Priority, prioritize, loving and kind. Selfcare, can’t do everything but can do a lot. Finding hobbies outside A.A., sleep and food are key. Helping others reduces stress. Letting others help you to assist in committee work. Get yourself a committee to help you. Know the commitment before you stand for a position, put your program first. Not good to railroad person into service, and when you stand for a position, it should be clear what is needed for the job.

Steering Committees and Boards:

Steering Committee is what our Board of Trustees is. Quarterly meetings with District Chairs and Central Office to collaborate. Trustees start talking to the standing chairs in the districts. Challenger of getting positions out to the groups and talking about the positions, qualifications, and duties of these positions. Other Areas they have nominee meetings where they nominate people months in advance.

Volunteers Recruiting & Retaining, Training Responsibilities, Volunteer Appreciation program:

Do we have a volunteer appreciation program? Picture on the wall of the volunteers, years of service and recognize them. Gratitude for service form—form someone can fill out to express appreciation for service. Coffee cups for Volunteers, maybe for ten years saying 10 years of service, etc. Board members spending time with the volunteers, needs to be a meeting that we all agree upon. After hours packet for Hotline volunteers, where it provides info for answering phones after hours. Max says nothing formal, but expectations and FAQ. Standardizing positions.

Special Events/Fundraising, online contributions & sales, financial support:

Whenever there is a need the fellowship responds- how well a job do we do communicate what we need? Take your sponsor to breakfast event, and have it at central office. Basically a fund raiser. $10-15 introduce sponsor to others. Quarterly gratitude box where they have people put in thanks for things they are grateful for, published in Lifeline, website. Gratitude box for people to submit their gratitude lists in. Faithful 5 online, give $5 a month, set it up so its ongoing autopay. Area has it for an ongoing contribution, believes it may be through PayPal. Free newcomer packets to the groups that donate.

In Closing a few items to think about:

Central Office Bridging the Gap? Improve communications with GSO. Challenges Standing Chairs to create a relationship with GSO on their position. Grapevine website now has tracking orders. Young people like Venmo- can we get it set up on website? Importance of inventory control and management is one of the big takeaways. Discounted literature is coming soon, email from GSO has recently arrived. Keeping this in mind at inventory. GSO has been delaying payments of their bills due to cash shortage. Would we be willing to pay in advance prior to it being shipped out.

Next year’s event Las Vegas middle of August. Thank you for allowing me to be of service.

**Adjourn and Close with Responsibility Statement**

**Next Central Office Board meeting will be held on 12/5/2023 @ 6:30pm**