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

**Central Office Board Meeting Agenda**

**Tuesday 10/3/23 @ 6:30 pm**

**Serving our community for 75 years**

**Board of Trustees**

Chairperson: **Wade J.** Welcomes everyone.

Co-Chairperson: **Shannon M.** Reads the preamble.

Secretary: **Jake S.** Brings up the Bylaws call for elections in November, and that Jake will need to step down at the end of this year. Discussion in the group regarding the positions rotating out. Wade proposes that we get this figured out this year so that the Trustees positions are filled until the end of next year. Phillip and Alan have been here the longest. Proposes that we wait until next year for the trustee positions. Jake brings up that a motion would need to be made to amend the bylaws if it were desired that elections all happen at same time. Brad C. proposes he produces a list of what is available. Alan says he came in to stay until the end of this year. John said he is in until end of December 2024. Sonya said she can go either way. There is a difference between guidelines and bylaws, and bylaws are more for businesses so that everyone does not exit at the same time. Philip said he could continue but was expecting to stay until 2024, Mark anticipating being here through March. Decision that Trustees 10 and 13 are up for reelection.

Treasurer: **Mark C.** Donation sheets. Up $300-400 from last year. We did have another fraud situation in mid-September. It’s been corrected. $2000 was transferred out. Wade and Mark went down to bank, they made more dramatic changes-- new account number, new debit cards, new numbers, etc. Bob is now in possession of the debit card. If someone needs it, they will need to go through Bob. In the process of getting a new safe because unable to change the code. Accounting team is on top of this and will help us with this transition. Volunteers are feeling like we are taking away privileges from them, which is not the case. We are not trying to cause issues for the volunteers. Volunteers have been texting treasurer for things when they should be texting the Volunteer chair.

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.** Fall Assembly was successful. GSR meeting will need to move from Jims Restaurant. Crunching numbers of group donation, may be helpful to future trustees if filtering it down by district.

Alternate Trustee At Large: OPEN

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Immediate Past Chairperson: **Brad M.** Not present.

**Standing Committee Chairs**

Hotline Telephone: **Max D.** Not present.Hotline is now at 100% coverage.  From now on we need to let people know that we are officially “open” day and night. There are other new steps we need to take in this new phase.

Twelfth Step: **Charlie C.** Print off some blank pages, sign up sheets for 12 step call list. Was told by volunteers they called everyone and could not find someone to take a newcomer to a meeting.

Activities: **Kim B.** Chili Cookoff this Saturday at 5:30. Needs 3 judges, Ben, Mark, and Kim. Picking up key Friday, plan on being there at 3:00 if anyone can help to set up.

Newsletter: **Danny B.** Working with Bob to get the newsletter set up, Bob will be the test pilot for the newsletter label. May need to be tweaked, copyright permissions to reprint out of older Grapevine has been difficult, needs to call them again to ask why not responding to emails.

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

Website: **Jeff P.** Malware issue corrected, haven’t had any issues since.

By-Laws: **Brad C.** Will make a report of keeping track of how long people have been in office and make announcement about elections in November.

Volunteer: **Bob C.** Mites are around so glue traps have been set out.

Literature: **Jim S.** Stuff that is available that he has ordered has arrived, everything else is not available.

Archives: **Ben H.** Talk about the Archives event.

Public Information: **Allison S.** Not present.

Treatment Facilities and Accessibilities: **Charlie T.** Would like to see us get some of the history books again, ended up buying 20 copies of each of the Utah History books, one is a 50 year, and another is a 70 year book. 40 books total, paid $440. Mark would have liked the cost of the books and does not like Charlie buying out of pocket. Worries that dated books do not sell very well. 80 year would have been better. Worried the 50s will not sell, but the 70s may. Shannon agrees it would have been better to bring it to the attention of the Central Office Reps first. Charlie is convinced it wont be hard to sell them. Did not buy the books expecting to be reimbursed. Wade told him to be reimbursed the Reps would need to approve. Jim likes the idea of having them in archives.

Corrections: **Serena C.** New corrections chair will be holding a get together for new volunteers on the 14th of October.

Cooperation with Professionals: **Karmina B.** Dropping off receipts from interpreters.

Technology: **Elan B.** Declan, one of the volunteers, proposed that making inventory changes is cumbersome on the iPad, instead did it on the Square website to make it more quickly, however that is not as secure to do. Suggested making a new account with minimal permissions on square that allows updating of inventory. Believes it is free.Bob checks the order against his order form, puts it in the bookkeeper’s slot.Sounds like random volunteers are making changes to inventory, Kim is worried about that. Kathy says does not have permission to have Mark’s passcode, but not opposed to him having limited access. Bob is not ok with anybody but him putting things into inventory. Kathy says everything he is asking to do he can already do on the iPad. Limited to Coins inventory only. Bob would prefer nobody enter anything into literature.

Coins: **Kathy M.** Debit card, right now Brightstar has debit card she orders chips on, is hoping someone will call for her so she doesn’t have the debit info. Directed to get with Mark to get it set up.

**Old Business** None.

**New Business** Concerned about Step by front door. Saw a few people trip on it, almost go through the glass. In the past, we took this to the landlord Jeff, but nothing happened about it. They do the bare minimums and refuse to make it handicap friendly. We may need to make a wooden ramp. Charlie suggests yellow paint. Wade commissions Charlie to take care of it for us.

Kathy brings up that the heat needs to be turned on. Wade requests Bob figure it out with Rusty and keep track so he’s not the only one who knows how to do it.

**Adjourn and Close with Responsibility Statement**

**Next Central Office Board meeting will be held on 11/7/23 @ 6:30pm**