

Central Office Advisory Board Meeting Agenda for **April 21st 2024**

5:00pm Call meeting to Order - state the time for minutes

Attendance: In attendance:

Officers: Chair - Mike, Vice Chair - Hilary, Treasurer - Walt, Secretary - Carrie

Advisory: Heidi, Helen

Central Office Manager: Joan

Quorum? (4+) Yes

Approve Secretary's Minutes -

[Minutes March 2024 Board.docx](#)

Amended Office Manager Job Position to include that she is able to sell Big Book dictionaries. Joan recalled the motion that passed included not only Big Book dictionaries, but also a non A.A. publication titled "Drop the Rock". No one else recalled that book as part of the motion.

Walt made a motion to approve the amended minutes. **Heidi** Seconded, and all were in favor. Minutes were approved. **Carrie** was asked to try to find the deleted recording of the meeting where the motion was passed. Carrie later looked up the recording and sent the entire 5 minute clip of the motion process out to everyone in the meeting, so everyone could be clear on what was passed. The minutes are worded verbatim. *(Thank you technology)*

Treasurer's Report: Walt [Mar 2024 Treasurer Report .pdf](#)

Heidi had an amendment. Walt fixed the error.

Joan Motioned to Accept. **Helen** Seconded. All were in favor. Report passed.

Central Office Report: Joan gave a very thorough report of office activity.

[04.21.2024Office.Manager.Report.04.21.2024.docx](#)

Unfinished Business:

- Who are the signers on the old account, and who has checks and debit cards?

I don't remember what happened here. Please someone tell me.

- Confirm that the new bank account is set up. Who are the signers?

I don't remember what happened here. Please someone tell me.

New Business: Tabled until the Office Liaison, Lanelle could be present.

- Questions regarding Office Employee Pay - Heidi
 - Why is there 82 hours being paid out when the office is only open for 62 hours per week?
 - What is the office manager doing while working from home?
 - What does the paperwork entail?
 - Besides advisory board meetings, do we pay the Central office manager for events that are not in her job description like potlucks & alcathons.

Heidi Motioned to adjourn. **Helen** Seconded. All were in favor. Meeting ended at 6pm

Respectfully Submitted,

Carrie B., COIG Secretary 541-788-7276