

Central Office Advisory Board Meeting Agenda for **February 2024**
In-person at TEC, downstairs **469 NW Wall St, Bend, OR 97703**

Mike called meeting to order at 4:35 (*Late start - no one there to set up hybrid*)

In attendance:

Chair-Mike

Vice Chair – Hilary

Treasurer – Walt

Advisory: Lanelle, Heidi, Helen

Central Office/Store – Joan

Quorum? (4+) Yes 5 voting members

Approve Secretary’s Minutes - [Jan 2024 Board Minutes.docx](#)

Lanelle motioned to approve the minutes, Hilary seconded, accepted by all.

Chair Report: *Feb 2024 Chair Advisory Board Report*

First off I want to thank all of you for the extra effort, time you have given to your positions this month.

Joan (*Office Manager*) had expressed that she was unhappy and had some questions and concerns. Office Liaison and Advisory member Lanelle, and Hilary (Vice Chair acting as Chair) made time to meet with Joan and allowed her to express her feelings and answered her questions. They brought back her thoughts, feelings and opinions to the board so that the board could give thoughtful contemplation to any new information presented. The board reaffirmed unanimously that nothing had changed, and in fact after more discussion and prayer, everyone is more confident in the roles and responsibilities recently explained to the Office Staff. Lanelle sent Joan a follow up email letting her know that the The Office Managers Job description was reaffirmed by the board again and request that she read the employment description again carefully, (that was also attached) and confirm with the board that she can fulfill the duties and responsibilities as described in the job description as is. [2/8/2024 Executive Session Board Mtg Minutes](#)

The day after the last IGR meeting I received a call from the new IGR from the “Not a Glum lot” group with a list of things needing to be updated on the website. Including but not limited to: The last minutes posted were from 2022, outdated intergroup officer contact information on the contact page including the treasurer from a year ago... I suggested the IGR contact Marty directly, and Marty has now chosen to rotate out. He explained that he had not understood his role or responsibilities. Please thank Marty for his service the next time you see him. In the meantime, I asked John, (Past D5 IT

Chair) to step in and get the website up to date. John may make himself available to stand as the new IT chair, but he will need to get voted in, and we will need to announce the open position for one Month prior to an election.

We will be taking care of IT/Website position business at the COIG business meeting.

Thank you again, all for your time and effort!

*Yours in love and service,
Michael A. Seeley 541-815-7458*

Vice Chair Report:

Good afternoon, Hilary alcoholic.

We had an Ad hoc meeting February 21st to look over and update the by-laws for the intergroup for 2024/2025. These were agreed on at the meeting and the recording secretary has sent a copy out to all IGR's. We will be voting to accept the new by-laws at next month's meeting 23rd March 2024.

Thank you for letting me be of service.

Treasurer's Report: Walt - Report was not accepted, *however, the Treasurer has requested a board meetup and get some loose ends tied up. Board plans to meet this month to do so.*

Central Office Report: Central Oregon Intergroup

337 W. Antler Ave., Suite B, Redmond OR 97756

[Office.Manager.Report.02.25.2024.docx](#)

COIG Office Manager Report: February 25, 2024

Thanks to: Groups and individuals who support the Intergroup financially and/or with kind words and thanks. You are greatly appreciated!!

January Sales:

Books/Lit. Sales: \$ 444.25

Coins/Misc 642.70

Total \$1,086.95

The COIG office inventory is complete.

Inventory Totals

AA Books \$3,745.50

Other Books 386.00

Pamphlets 1,050.85

Coins 4,795.35

Misc items 480.50

Office furn. etc 2,280.00

Total \$12,738.20

The COIG office carries a variety of AA Books and literature. We also have sobriety anniversary coins, and other misc. items.

Payments are made with cash, check, credit/debit card, and Venmo. The convenience is a service that we provide. 27% of transactions in January were paid through PayPal, Zettle, or Venmo.

Intergroup Office Hours of Operation:

Monday and Thursday: 9 a.m. to 2 p.m. Tuesday and Friday: 9 a.m. to 1 p.m.

Wednesday 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. The Office is closed on weekends and national holidays.

We receive a variety of phone calls and walk-in visitors at the Intergroup Office.

22 Phone calls in January including vendor calls, new schedule request, schedule errors, after hour no msg., product questions, 12 Step – 2 calls, Meeting info – 4, Request for help from hotline volunteer, Cr Cd Payment, other misc.

Respectfully submitted, Joan C., COIG Office Manager 541 923 8199

4:45 IGRs started coming in early (This is GOOD) but it was distracting.

Ran out of time and did not get to Unfinished Business, or new business.

4:58 Helen motioned to adjourn, Heidi seconded, passed unanimous.

Respectfully Submitted,

Carrie B.

COIG Secretary

541-788-7276