

Central Office Advisory Board Meeting Minutes for **March 17 2024**

Meeting was called to order at 5:00pm

Attendance: In attendance:

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

Advisory: Lanelle, Heidi, Helen, Jane

Quorum? (4+) Yes

Central Office Manager: Joan

Approve Secretary's Minutes -

Helen made a motion to approve [Feb 2024 Advisory minutes](#), Heidi seconded, all were in favor. None oppose. Passed

Helen made a motion to approve [March 5th, 2024 advisory board meeting March 5TH.docx](#)
Heidi seconded, all were in favor. None oppose. Passed

Lanelle made a motion to approve [3/9/2024 Board Mtg Minutes](#)
Helen seconded, all were in favor. None oppose. Passed

Treasurer's Report: Walt went over his report. Lanelle motions to accept treasurer's report, Heidi seconded. All were in favor, none oppose, Report is accepted.

[Feb 2024 Treasurers Report.pdf](#)

Central Office Report: Joan read her report see below [3/2024 Office Manager Report.03.17.24.docx](#)

Central Oregon Intergroup - 337 W. Antler Ave., Suite B, Redmond OR 97756

COIG Office Manager Report for Advisory Meeting: March 17, 2024

Thanks to: Groups and individuals who support the Intergroup financially and/or with kind words and thanks. You are greatly appreciated!! Please know that I am happy to answer any questions, provide information, or refer you to the appropriate entity for answers as indicated.

February Sales:

AAWS Books/Lit. Sales: \$1,422.25

Coins/Misc Sales 1,080.65

Total \$2,502.90

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. 38% of transactions in February were paid for 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. 34 Phone calls in February including sales calls, schedule questions, schedule errors after hour no msg., product

questions-5, 12 Step – 1, Meeting info – 4, Zoom question, Hotline Help, Cr Cd Payment, Hospital/Treatment Centers, New Group Start-up info, Potluck, Telephone orders-5, other misc.
Respectfully submitted, Joan C., COIG Office Manager 541 923 8199

Chair Report: Mike - Thank you Everyone for being here. Nothing to report since the last board meeting 2 weeks ago.

Vice Chair: Hilary - Nothing to report since the last board meeting, but I will have a report for the COIG mtg this coming Sunday.

Joan will receive an updated job description that will reflect these minutes. Here is the updated description. [2024 Job Description for Central Office Manager](#)

Confirmed that Walt has had the opportunity to introduce himself as the new Treasurer and to meet Ally (New Church Office Manager) and start paying for room rent for IGR meetings as well as Potlucks in Brooks Hall. Walt has confirmed and has started a working relationship with Alli from TEC.

Unfinished Business:

Two bullet points from the [Jan 17th board meeting](#) were brought up to be reconsidered.

“2. It was decided that it is the Treasurer's responsibility to pay the office space rent.”

-There was some discussion around reconsidering having the treasurer be the one to pay the office rent and if it is possible to have the Office manager do this since it only would take 5 minutes of Joans time to write the check and put it in the drop box.

Jane made a motion that paying the office space rent be included in the office managers job responsibilities, instead of the treasurer doing this. Walt seconded the motion. Discussion was had. Joan said it would be very easy for her to do it. Heidi pointed out that this board has already had a group conscience on this and been over it multiple times since then and we have put the time into this job description. And that she doesn't know what has changed since the board had decided that the treasurer pays the bills. Vote was taken. 3 in favor of this motion, 2 oppose, 2 abstain. Did not get substantial unanimity. **Motion fails.** Non prevailing voices (minority opinion) were heard, one changed their mind. Hellen pointed out that we spent a lot of time deliberating and crafting the dealings with the monies and because of that she is not in favor of complicating the job descriptions and that she still stands with the position. Jane shared that yes, we spent a lot of time deciding these positions, but that it was before Joan and Walt talked, and since they are the ones that handle this business, it seems prudent to allow them to come up with what is easiest for them. Hilary Changed her mind and is no longer in favor, and now only 2 in favor of the motion. *Motion remains failed.*

“7. Is it the Treasurer's responsibility to pay the internet and phone bills.

(Treasurer may decide to set up auto pay)”

-There was discussion around reconsidering having the treasurer be the one to pay the office bills. Could the Office manager do this instead? Walt said he already has it on automatic bill pay and that it is the treasurer's job. Everyone agreed, no one made a motion to change it to the Office Managers job. **Bills will remain in the treasurer's responsibility.**

New Business:

-Discuss this line item in the Office Manager's Job description:

Maintain inventory of supplies for purchase. - Milestone coins, A.A.W.S Conference Approved Literature, Service Material and Grapevine Inc. Material.

Joan listed the non A.A. literature she's been selling and asked if we want only A.A. literature what would we like her to do with the stock on hand? Heidi pointed out that Non A.A. literature is what we make money on, and that we don't make money on the A.A. literature. Hilary stated that whilst having great respect for Hazelden as a current Alumni, she doesn't think it is appropriate for our A.A. Central Office to sell Hazelden material because of the implied affiliation with a treatment center would not be keeping with our Traditions. Lanelle asked how much the markup is. And how much we make off the outside literature. We sold \$180 worth of Hazelden literature in 9 months. *(So we profited approximately \$60)* Joan asked who suffers if we don't sell outside literature. She said that most of the customers are people from Redmond, Prineville and Madras and they don't have computers or know how to work cell phones well. Mike asked Joan how much stock we have of non AA literature. Joan said not much. Joan said that the Big Book Dictionaries are very popular and we sell a lot of them, but Hazelden, we sell next to nothing. Joan said she would be surprised if we even have \$150 worth of outside literature in stock right now. Carrie said after listening to much discussion and taking into consideration all the information she would like to make a motion. Carrie says that she agrees that we not sell literature purchased from related facilities or outside enterprises like treatment centers, but since Joan said the Big Book dictionaries are so popular and such a hit within the fellowship, and they are not purchased from a treatment facility, but are sold by the same vendors as the coins that they could be fine to sell? **Carrie motions that the list of what we sell at the Office will now read the following: Milestone coins, Big Book Dictionaries, A.A.W.S Conference Approved Literature, Service Material and Grapevine Inc. Material.**

Lanelle seconded the motion. Discussion was had. Went to vote. 6 in favor, 1 opposed. Minority opinion did not wish to speak. **Motion passed.**

Heidi motioned to adjourn. Walt seconded, all were in favor. Meeting closed at 6:20pm

Respectfully Submitted,

Carrie B., COIG Secretary 541-788-7276