

Central Office Advisory Board Meeting Minutes for **May 19 2024**  
Zoom ID: **961 1009 6966** PC: **061935**

Treasure not in attendance. Members trying to get a hold of Walt. It was decided not to start until the Treasure arrives. The Treasurer arrived 50 minutes late to the last board meeting and it was agreed that we needed him.

**5:06pm** Mike Called meeting to Order at 5:06 as soon as Walt arrived.

**Attendance:**

Hilary (Vice Chair), Walt (Treasurer), Helen (Advisory Board Member), Jane (Advisory Board Member), Heidi (Advisory Board Member), Lanelle (Advisory / Office Liaison, Carrie (Recording Secretary), Mike (Chairman), Nick (District 5 DCM Process Observer), Madeline (past delegate, Past pacific region trustee, Past chair of GSO trustees audit committee, Past chair of compensation)

*Quorum? (4+) Yes*

**Treasurer's Report:** Walt reported and shared the screen for 10+ minutes. The Main Account is now back up to \$2,170 and the 5,000 Prudent reserve account is down to 1,650. Mike asked why we are not putting money back into the prudent reserve account as it comes in if it is as low as it is. Walt said there was nowhere to get the money from, but that he could take it from the checking. Lanelle said we have no money.

Hilary asked why the prudent reserve was standing at \$2,150 for 3 months and suddenly \$500 was taken out of the reserve. Walt said it was for an inventory purchase. Hilary asked Walt why it was taken out of prudent reserve. He said it was because there was no money at the time in Checking.

It was decided that we needed to spend 15 minutes to come up with some ideas because next week we will need to present to the IGRs some options to take back to the groups to vote on. The IGRs will need to be given the exact numbers and clear facts and figures. The groups need to see what the office actually costs them so they can make an informed decision as to where they would like to go from here. Hilary gave three options right off the bat:

1. Keep the central office closed for 3 months so we can get caught up but warn that we will have to close again if we fall below prudent reserve again.
2. Ask the District to buy the stock in the central office and have their literature chair handle sales for groups if needed.

3. Create an Intergroup literature committee and rent climate controlled storage for \$150 /month
4. Allow the group literature reps to order online like other 12 step fellowships do. (We could talk to some other areas about how they do it. Many areas in Oregon do not have a central office)

Is the central office essential for carrying on our primary purpose? How much do we spend on overhead on average per book sold? Roughly it costs us \$40 to sell every \$10 book. We need to get exact figures. To the penny.

Walt was asked to get the exact number of books sold per month from the office. Also we estimated the Office costs the groups between 45k and 47k per year to run the store. We will need an exact figure on that as well so the groups can decide if they want to spend over 90% of their money on payroll. **They deserve the exact numbers.**

Lanelle wants to bring up a point that when she was looking through all the numbers, Joans sales numbers are very different from Walts and that Walt and Joan may be using two very different methods of record keeping.

Jane mentioned that as a contributing member, the information she would want brought back from her IGR would be the following:

1. *What does it cost us to run the Central Office, including payroll?*
2. *What is the amount of books sold?*
3. *How many hours is the store open, and how many hours do we need minimally?*
4. *If we want to open the office again are we going to have enough money to keep it open and is it worth it?*

Lanelle answered Jane's questions. She has done a full analysis of all of our numbers. **It takes \$3,700 per month to run the store.** Groups are contributing \$2,700 per month. So the store on a monthly basis is running in a **\$1,000 deficit.** Central Oregon Intergroup as a whole (Our services and the store) is running into a **\$1,700 deficit every month.** Lanelle looked at everything together payroll taxes, payroll itself, phone, internet, rent... It totals to more than \$3,700 per month. Could we bring that down? Lanelle says yas. A little because we are overspending on hours. We are open 26 hours a week. We are open on a biweekly basis 52 hours, and biweekly we are paying for 70 hours. That is one area we could cut back drastically. And that we don't need an assistant. **As it stands now, we spend every penny the groups send to us on Payroll and the store and there**

**is no money left for intergroup or its services.**

Carrie asked how we were going to report all of this. It was decided that Lanelle (Office Liaison) would report on all office related facts, figures, hours and numbers. Hilary (Vice Chair) will report on the legal rights and responsibilities of the board. Jane (Our beloved archavest who helped create the board years ago) will report on and answer questions around our history. Heidi will report on coins and literature, Helen (past committee chair) will report on the relation the Central Office has to Intergroup committees... etc so that we can allow God to use each of us.

25 minutes of lots of discussion regarding options to recommend to the groups.

Madaline raised her hand. Mike acknowledged her. Madaline stated that she *understands that although we are calling ourselves advisory, you are a 501c3. Your names go on the 990. The Secretary of state holds you legally responsible for this corporation and any of its debts. This is where allowing other people to make decisions that allows other people to make decisions that impact you financially and legally, there's a balancing act of whose ass is on the line. I would suggest really be mindful of not allowing a bunch of drunks that are not liable to make decisions for a legal board where your asses are on the line. They don't have skin in the game. That's why there are two separate voting bodies and two separate meetings. The groups are in charge of the spiritual side aka the services, and they have elected you, the board, to be in charge of the legal side. You may ask them for advisement and for them to take back for discussion with the groups, but ultimately, you are responsible for the decision. Equal responsibility, needs to match an equal authority. Madaline said she really likes the idea of giving all the facts, saying here's where we are. Here's where we are at. This is a risk analysis. This is what happens if we do this... The pros and the cons... because there are positives and negatives with each of the three options you're going to give them. Yes, make sure they have the facts. But in the end, because this is a recipe for disaster! This board has got to be the fiduciary body that ultimately makes the decisions about what happens when you've got a lease and you can't pay it. You have payroll due, and you can't pay it. And then your service committees don't have money to keep the schedules going, the website going, or the hotline on.*

Heidi wanted to remind us that we have \$1.200 payroll taxes due

again in July.

Mike said he's sure Lanelle and Walt will include that in their numbers.

**Next item of business was regarding employee conduct and should be moved to an executive session. Minutes stopped to move to executive business.**

[W May 2024 Executive session CLOSED FILE.docx](#)

Returning back from employee conduct discussion board meeting resumes.

Jane had to log off and get to her Home groups business meeting. Walt and Lanelle had to leave as well.

Heidi wanted it mentioned that she wrote a report and a tutorial for dumbfounded people like herself who don't know how to use a computer. She said she went online to see if she could do it and ended up ordering literature and coins for her group and was surprised at how easy it was. She used AA World services for using literature at Cost 10% off, and no shipping and then also the token shop that sells coins for 75 cents with no shipping and saved money.

Nick came in and said he thinks we're all going to be surprised. That once the IGRs realize how much money they're spending on how few books are sold, they're not stupid. No one after seeing the numbers could justify spending that much on the office.

Madeline stated for the record that we need to make sure if this office opens again that we have a disaster plan and insurance.

#### **Approve Secretary's Minutes -**

[April 2024 Board minutes.docx](#)

Everyone helped secretary to remember who are the signers on accounts that didn't get put in minutes. Minutes were finished. Heidi motioned to accept minutes. Hilary seconded. All approved, none opposed. *April minutes passed.*

[W 5/14/2024 Emergency Board minutes.docx](#) Heidi motioned to approve the minutes. Helen Seconded, all were in favor. *May 14 Emergency Minutes were approved.*

**Meeting adjourned at 8:22pm**