

Board Meeting Minutes

Tuesday 11/5/2024 @ 6:30pm



Board of Trustees

Chairperson: Wade J.

Wade read the Central Office Preamble

Co-Chairperson: OPEN

Secretary: Jennie S.

- Question: By-Laws need to be updated with the new Alternate Technology position - am I responsible for doing that? If yes, need access to the By-Laws file.

Current By-Laws state "The Secretary shall: 6.7.3.7 Make revisions to the By-Laws document as approved by the CO Committee."

- Brad will update By-Laws in time for us to print for the Central Office Rep meeting next week.
- Motion to approve October board meeting minutes made by Danny, Bob seconded

Treasurer: Chris G.

- I updated the agenda to include recurring expenses plus a roughly 5% increase for 2025's budget.
- I am still awaiting the P&L documents for October, but please find the contributions spreadsheet attached. Contributions were down about 10% or ~\$500 from last year and we are currently up about 4% year-over-year compared to October 2023.
- Purple Can contributions are included on a sheet within the attachment, and totaled about \$65 for the month.
- Wade brought up the previously mentioned issue that according to the By-Laws, the treasurer should be putting together the Financials and handing the donations. Charlie recently had a conversation with our accountant Celeste (who is currently handling the above) but he reported that Celeste said she would be stepping down if we made that change. Wade wants himself, Chris and Jennie to talk with Celeste to clarify; it will be up to the new board to address this.

Treasurer Responsibilities per By-Laws:

6.7.4.4 Prepare and present monthly financial reports to the Board of Trustees and CO Committee.

6.7.4.5 Prepare and present the Annual Financial Report to the Board of Trustees and CO Committee on or before the February Board of Trustees and CO Committee Meetings of each year.

Trustee at Large (District 2 liaison): John S.

District 2 Central Office Trustee will now have a vote. John wants to nominate Jeremy for his replacement next week and wanted to ensure he qualifies. Directed to the By-Laws.

Trustee at Large (District 10 liaison): Declan Ó F. nothing to report

Trustee at Large (District 11 liaison): Phillip W. attending via Zoom next week

Trustee at Large (District 13 liaison): Alan B. nothing to report

Alternate Trustees At Large (2 positions): OPEN

Standing Committee Chairs

Hotline Telephone: Max D. nothing to report

Twelfth Step: Charlie C. nothing to report

Activities: Kim B. nothing to report

Newsletter: Danny B. nothing to report

Outreach: OPEN

Website: Jeff P.

Coordinated with Bob to pick up a check for our website security service. To Chris- need to add this to the recurring expenses

By-Laws: Brad C.

Won't be there in person next week but will attend virtually. Had questions on how to handle elections. Wade wants to bypass the procedure of requiring everyone eligible to physically stand due to Zoom attendees. We, the Board and Committee Chairs, decided to vote on this and it passed Unanimously. Jennie, Wade and Elan will be counting the votes.

Volunteer: Bob C.

Needs more volunteers - lost 2 "old-timers" recently. Please contact Bob on his mobile or at Central Office

Literature: Jim S.

Won't be here for the rest of the year due to medical concerns.

Archives: Ben H.

I will be absent for November. We have some archive tapes and a book coming in December.

Treatment Facilities and Accessibilities: Charlie T. n/a

Corrections: Serena C. nothing to report

Cooperation with Professionals: Karmina B. n/a

Public Information: OPEN

Coins: Kathy M. n/a

Technology: Elan B. nothing to report

Old Business: Review Budgets - Chris will summarize these numbers and send them to Jennie for distribution to the reps.

- Trustees \$1000 (\$250/each) for printing and literature
- Hotline \$100
- 12 Step \$100
- Activities \$2000
- Newsletter \$1200 for USPS postage, paper, labels, and software licenses
- Outreach \$150 (carried over from last year due to vacancy)
- Website \$500 for website security and hosting
- By-Laws \$0
- Volunteer \$2400
- Literature \$900
- Archives \$60
- Treatment \$200
- Corrections \$250
- CPC \$200
- Public Info \$200 (carried over from 2024 due to vacancy)
- Coins \$250
- Technology \$1000 for Zoom rooms and tech repairs/upgrades

Central Office Monthly Recurring Expenses:

- Accounting \$750
- Bank Fees \$262.50
- Volunteer/Supplies \$155
- Insurance \$110
- Printing \$390
- Postage \$55
- Phone/Internet \$262.50
- License \$35
- Rent \$1575 est (currently \$1500, needs to be negotiated)
- Utilities \$300
- Software/Hardware \$415
- Web \$25
- Security \$28

- Garbage \$157.50

 **Next Central Office Board meeting will be held on 12/3/2024 @6:30pm** 