

Northern Colorado Intergroup Operating/Steering Committee
Meeting Minutes
July 20, 2020
Zoom Meeting

Call to Order: by Molly at 5:30pm

Present:

Molly- Chair
Cortney- Recording Secretary
Alex S- Co-Chair
Chelsey- Committee Member
Beth S- Office Manager

Not Present:

Mike S- Assistant Treasurer
Peter- Committee Member
Marlene B.- Treasurer (resigned)

Serenity Prayer:

Review of Minutes:

Previous meeting minutes were not approved

Reports-

Chair- Molly, The treasurer (Marlene B.) has resigned. We will take nominations at the Intergroup meeting and hope to fill the position asap. Donna M. has already thrown her name in the hat. The sobriety requirement is 1-2 years although this is not clearly stated in the bylaws and the term is one year. As the ad hoc task force works to update the bylaws things like this can be addressed. Regular election happens in March. Assistant Treasurer (Mike S.) will be moving and we will need to fill this position as well as possibly a committee member. Marlene, Beth and Molly met to discuss communication on financials and how to best present them as well as getting everything switched out of Marlene's name with the bank, etc. Financials will be presented as actual and a budget for the upcoming month. Beth and Molly are working on (and will work with new treasurer) on moving everything in house. This requires an upgrade of Quickbooks which was approved by the steering committee. We may ask for some support from Cache Accounting but we don't want to take that expense back if we can keep bookkeeping/financials in house to keep expenses lower. There also was a quite a bit of duplication and with Quickbooks being used in house we can better monitor sales, inventory, expenses. Beth is also in communication with other Central Offices on how they handle all of this and gathering information to fine tune the process we are using. Molly went over the financial reports. Alex- motion to approve, Chelsey- second, motion- passes.

Office Manager- Beth, gave an update on what she is working on, the list she's been keeping. This list is quite extensive (so I won't list it all here) and available for viewing if any groups are interested in all the great work Beth is doing. Please email her for the info.

Old Business:

Reopening the office

Reopening the office has been put on hold, but Beth is maintaining some hours (M, T, W- 9am to 1pm), and available for pick up orders. Phones are being answered with Julie McD as the lead volunteer coordinator.

New Business:

Treasurer resignation

- Safe key, bank account access, etc.
 - See notes under reports above
- Setting up prudent reserve

- Still working toward this. Contributions from groups have been solid and the current bank balance is \$13377.62. Groups may be using their prudent reserves to help Central Office so we are not sure the level of contributions will continue but we need to keep this top of mind. Individuals are contributing as well.
- Lead volunteer role description
 - Beth working with Julie McD
- IG Agenda review
- Clarifying questions
- Motion to accept the Agenda
- Agenda items for Aug 17th?

Close meeting:

Meeting Adjourned 6pm