

**Northern Colorado Steering Committee Minutes – August 17, 2020 – Zoom Meeting
Call to order at 5:30pm**

1. Serenity prayer and welcome

2. Quorum- Molly, Beth, Chelsey, Alex, Donna, Cortney

- Guests present- Diana, Julie, Gail, Wister

3. Active Reports

a. Chairperson- Molly presented the proposed bylaws, went through them briefly, and said she would like us to be ready to vote on them in September so we have a uniform guide for operating. Please review make comments.

b. Treasurer- Donna presented on changing our bank to a credit union. Beth and Donna have researched credit unions which seem to be a cheaper option with better returns on savings accounts that we could use for the prudent reserve. Please review the chart they developed and give feedback.

c. Central Office- Beth presented on what she has been doing mainly focused on her work with Quickbooks and training with Cache Accounting, working with Julie to schedule volunteers, and using the mailchimp account.

4. Old Business

a. Alex made a motion to make our prudent reserve roughly 6 months of operating expense at \$20,000.

1. Discussion- Donna asked can we do this given the financial situation and donations that are coming in?

2. Molly clarified and amended the motion, Motion to set a goal of our Prudent Reserve being 6 months of operating expense at \$20,000.

3. Motion- Alex/Molly, Second- Beth, Motion Passes

b. Discussion on opening the office. The office is open 9am to 1pm, Mon, Tue, Wed. Beth and Julie would like to survey the volunteers and see if they want to come in and if we can add more hours

5. New Business

a. Discussion on making the steering committee meeting longer than 30 minutes. Proposing to start at 5pm and go until 5:50pm with a 10 minute break between the 2 meetings.

1. The committee is in agreement the meeting needs to be longer. Cortney's work schedule would not accommodate a 5pm start, possibly 5:15pm but that would be pushing it. If we elect an Assistant Secretary they could possibly take meeting minutes for an earlier start. Chelsey also volunteered to help with meeting minutes for an earlier start. The other idea was to push the Intergroup meeting back but we felt this may be met with more resistance since we have more people attending and it is nice to be done at 7 on a week night.

b. Hoping to build an annual budget for 2021

1. This would be building out our plan for income and expense next year so we can track actuals against this plan.

2. Looking at format for the Treasurer's Report that would include the actual against the budget with monthly and annual totals.

Close at 6:02pm

Next Meeting Sept 21, 2020