

Northern Colorado Steering Committee Minutes - October 19, 2020

Call to order: 5:25 PM

1. Serenity prayer + welcome
2. Quorum (>5 officers)
 - Chair - Molly - **Present**
 - Co-Chair - Alex - **Present**
 - Treasurer - Donna - **Present**
 - Asst Treasurer - **Vacant**
 - Secretary - Cortney
 - Asst Secretary - Jamie - **Present**
 - Committee Person - Chelsey

Also Present:

Beth S.
Julie M.

3. Motion to approve minutes from last meeting
Motion: Beth, Donna
4. Active reports
 - a. Chairperson - Molly
 - i. Steering committee voted via electronic vote to create a fundraising committee, reviewed and appointed Chelsea to chair the committee
 1. We had 8 votes with unanimous approval of the bylaws. There was discussion about whether or not the 8 votes are sufficient for a $\frac{2}{3}$ majority of the Intergroup. We are not near $\frac{2}{3}$ of our contact list, but we do not have a database of "active" Intergroup members. It was suggested that because we don't have a firm grasp of our membership, we bring that to the Intergroup as a whole and suggest that 8 votes is sufficient. There was discussion about the average number of people who come to the Intergroup meeting, though we are also not sure of those figures. It was agreed to bring this to the Intergroup for a vote.
 - a. There was discussion about making a change in the Bylaws to reflect gender-neutral pronouns as the

Bylaws currently use the pronoun "he." It was suggested to bring this up to the Intergroup as a suggestion.

- ii. There was discussion about the establishment of the Fundraising Committee, Chair, and how they relate to the Bylaws.

b. Treasurer - Donna

- i. The NCIG Finance Report was provided. The Actual Income was \$1,753.39, Actual Expenses were \$2,711.05. This month we are - \$957.66.
- ii. YTD Net Income: \$7,703.25
- iii. There was more clarification provided about the Income and Expenses graphs. Income and Expenses have dropped steadily since Q1.
- iv. There was more clarification provided about the YTD Totals, as they are broken down by month.
- v. It was noted "Actual" means money in the Bank/what is on the Bank Statement, whereas Quickbooks takes into account all expenses/costs of goods, and removes cost of goods when reporting Income.
- vi. It was agreed to have a follow-up meeting between Molly, Beth, and Donna to better understand the report. It was agreed to remove the Quickbooks report at this time. It was agreed to vote to approve the report during Intergroup.

c. Central Office - Beth

- i. There was a report on recent completed office manager tasks. Beth met with Jacquie again. Most of the hiccups in Quickbooks have been alleviated. Jacquie mentioned there is an issue with the Sales Tax number, so Beth will be working on that with her this month.
- ii. Beth and Donna went to Canvas to open a CU checking and savings account. She has not been able to get rid of Wells Fargo yet. Beth was suggested to close the Wells Fargo account in November. Switch of banks is almost complete!
- iii. We are currently in the low \$9K range with the bank.
- iv. Website has been updated with the MailChimp info, 10 subscribers so far!
- v. A new Meeting List has been created. Includes all meetings, in-person and Zoom. Hybrid and Zoom-only meetings are also indicated. Beth is in need of a few people to double check the information to make sure that it is accurate. It also includes information about NCIG, what our purpose is, and what we provide groups. There was discussion about the logistics around making this a PDF format in addition to a physical

version. It was agreed we should print about 50 pamphlets to have in the office. Julie volunteered to proofread the document.

- vi. There was discussion about the Fundraiser. The musician that is intended to play at the event has certain weekends available in December, so that's what the event time has been limited to. George M. will be the MC. The only expense for the event currently is for the tech person in the studio to manage tech for the band/event, at \$250. They are considering Facebook for the platform to host the event.
 - vii. 12-Step Call Watch: Office is still looking for Thurs afternoons. Three people happened to miss their shift for Watch this week, so methods to mitigate this in the future are being discussed.
 - viii. Beth met with Comcast in person, they came to the office and saw how the office manages Call Forwarding. They explained their system and provided a quote, which was sent via email. Beth explained some of her frustrations with the limited data available to the office, such as credit card processing issues, stress on the bandwidth when there are calls, and internet issues.
- d. Fundraising Committee
 - i. This was discussed in Beth's report.

5. Old Business

- a. Bank change update
 - i. This was discussed in Beth's report.
- b. Comcast meeting update
 - i. This was discussed in Beth's report.

6. New Business / Pending matters

- a. Volunteers using Quickbooks - Discussion & Feedback (Beth)
 - i. It was asked of the group, "Do we want volunteers using Quickbooks?" given the complexity/sensitivity of the information? It was suggested to have training "guardrails" or standards to limit what information and who can access. There was discussion about the commitment level/training/expertise of a volunteer vs. an employee. There was discussion about possibilities for training and/or logistics. There was discussion about the likelihood of someone making a mistake and the possible impacts of that. It was agreed to table this discussion and continue it in the meeting between Molly, Beth, and Donna.
- b. Financial Outlook - Income continues to decline
 - i. This was tabled until the next Steering Committee meeting.

Motion to close at 6:03 PM - Donna, Beth

Next Meeting: Nov 16, 2020

