

Northern Colorado Steering Committee Minutes - November 16, 2020

Call to order: 5:18 PM

Action Items/Homework Items for before next meeting listed in **Red**

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

Other:

Julie M.

3. Motion to approve minutes from last meeting
 - a. Donna, Alex
4. Active reports
 - a. Chairperson - Molly
 - i. Molly, Beth, and Donna met at Central Office and talked about how they want to display financial information, met with Cash Accounting, and discussed Quickbooks. This was a beneficial exercise to learn more about Beth's role and the work she's been doing to get Quickbooks up and running.
 - b. Treasurer - Donna
 - i. Donna shared figures from the October 2020 Finance Report.
 1. Net income was \$1,149.68
 2. Projected 2020 Budget was \$4,009.84
 3. Balance of account as of November 14, 2020 was \$9,616.76
 4. Total Gross Income: \$5,715.37
 5. YTD Net Income: \$9,327.41
 - ii. There was discussion about the Zoom Account monthly cost as we don't meet more than once a month. It was suggested to share the

Zoom Account with any meetings that are in need of access for their meetings. It was suggested to offer the Zoom Account with a suggested donation, as an opportunity for driving more donations to Central Office.

- iii. **Faithful Fivers:** There was discussion about the Faithful Fivers income. Beth shared that any monthly contribution amount, whether five dollars a month or more, it will show in the Faithful Fivers Income.
 - iv. **Merchant Fees:** There was discussion about Merchant Fees/Merchant Expenses (for items sold at Central Office). Beth shared more about this in her report.
 - v. There was discussion about internet costs, as the new internet carrier may affect these expenses.
 - vi. It was mentioned Donna now has access to Quickbooks which gives her the ability to better perform her tasks.
 - vii. **Motion to approve** with the amendment to remove CenturyLink from November's projected expenses: **Alex, Chesley**
- c. Central Office - Beth
- i. **Finances and Reporting:** Beth recently had to order Canvas checks, as the merchant company requires a voided check to change bank information with them; which required the Wells Fargo account to stay open. Otherwise, everything else has been moved over to Canvas. The amount listed for Merchant Fees in the October Financial Report is an amount over the last 12 months. We've paid over \$600 in fees, but they've asked for \$400 to cancel the contract. We will want to discuss what we'd like to do about that. It was agreed that **we should review the merchant contract** we're in with that company to better understand the situation and also better project expenses for the year. Beth suggested we cancel the contract. Other options that have been reviewed were discussed. Square was offered as an example, as it works with Quickbooks.
 - ii. **Quickbooks and Bookkeeping:** Quickbooks and Canvas are having trouble connecting some accounts. Beth recently started a non-Quickbooks tally of accounts in the meantime.
 - iii. **Central Office and Website:** We have over 122 email subscribers! Most of them are new subscribers (non-staff). Beth recently completed a draft of the Northern Notes newsletter. It was asked for the Secretaries and Chairperson to review the Northern Notes before they go out.

- iv. **Fundraiser:** Things are working for the fundraiser. The test with the Zoom Webinar worked out well, and they're doing the event at a studio so it should go well.
 - v. **Watch Focus:** Still in need of subs and 12th step callers. It was mentioned that there is a way to sign up for 12th step calls/watch via the email subscription, so it was suggested to mention this when people announce at their meetings about Watch List or subscriptions.
 - vi. **Fundraising:** A Wish List via a Smile Amazon Account was recently created.
 - vii. Next Month's Goals were also discussed.
 - viii. There was discussion about the emails sent to the email list vs. emails sent to the Gratitude Banquet list. **It was agreed for Molly and Beth to follow up after this meeting** to discuss who received the emails of the fundraiser vs. the general Central Office distribution list.
- d. Fundraising Committee - Chelsey
- i. **December 5th Fundraiser:** Things are moving along. Kudos to Don T. and George M. for doing most of the work to plan and prepare the event. There was discussion about the need for service opportunities in the form of Gatekeepers, which will depend on attendance at the event. It was suggested to share the promotional steps they've discussed in the committee with the IGRs to get the word out.
5. Old Business
- a. **Newsletter:** discussed in Beth's report
 - b. **Meeting Lists:** Meeting lists are available for download on the website or pick up at the office.
 - c. **Comcast:** We've paid through the month of November with CenturyLink and Beth will take steps from there.
6. New Business / Pending matters
- a. **Volunteer use of quickbooks:** Tabled until the next meeting.
 - b. **New office space:** There was discussion about the new opportunity presented to us by the landlords of the building. The new office would be ~\$500 a month, less than what we're paying now. There is also an additional office space across the hall that can be used for display or storage, which if added to the rental would make it similar to what we're paying for rent now. There was discussion about the pros and cons of the move. It was noted they could increase our rent or end the contract should we choose not to move forward with the move. It was noted accessibility will be limited. There was discussion about the accessibility of the new office, accessibility in relation to our Bylaws, and who would be excluded as a result. It was agreed to request

of the landlord to make the office wheelchair accessible (via a chairlift, for example) as a condition for the move.

- i. **Motion to communicate to the landlord** to make the office wheelchair accessible (via a chairlift, for example) and adding the new tile as conditions for the move: Donna, Chelsey
- c. **Fundraising Brainstorm:** This was removed from the Agenda.
- d. **2021 Budget:** Molly, Beth, and Donna are meeting to develop the 2021 budget.
- e. **Office manager role transition:** Tabled until next meeting.

Motion to Close 6:04 PM: Donna, Alex

Next Meeting: Dec 21, 2020

