

# Northern Colorado Steering Committee Meeting Minutes - March 15, 2021

**Call to order: 5:15 PM**

1. Serenity prayer + welcome
2. Quorum (>5 officers)
  - Chair - Molly**
  - Co-Chair - Alex**
  - Treasurer - Donna**
  - Asst Treasurer - Julie**
  - Secretary - Cortney**
  - Asst Secretary - Jamie- not present**
  - Committee Person - Chelsey**
3. Motion to approve minutes from last meeting
  - a. Molly asked about previous discussion regarding bank balances and moving money to the prudent reserve
  - b. Motion- Donna, Alex- passes
4. Active reports
  - a. Chairperson
    - i. Things pretty good, Doing ok money wise, Collections last month down, Good monthly finance meeting, Donna/Chelsey/Molly met to discuss performance review with Beth on March 27, Put a poll together for voting at Intergroup meeting.
  - b. Treasurer
    - i. Financial report shared
    - ii. Motion- Julie, Alex- passes
  - c. Central Office
    - i. Completed Office Manager Tasks Report- Highlights: More research on merchant services, Decided on Square, Wrote a proposal to present on Square, Opening Thurs 1-5pm this week, Worked on Feb numbers in Quickbooks and budget, Working with John on website, Need watch for opening and Fri 9-1 for phones, Newsletter with new sections, Weekly emails to volunteers
    - ii. Motion- Donna, Julie- passes
5. Old Business

- a. Prudent reserve discussion and what level of funds should we have in the checking account.
  - i. Molly- Clarification on bank balances and amount of money that needs to be in the checking accounts to move money to prudent reserve. Discussion included having 10k in checking before we move money to prudent reserve. Do we need an exact number or can we use a range which would be equivalent to 2 months operating expenses? How much discretion and decision-making power do we give the office manager?
  - ii. Donna- Using 2 months operating expenses may not be best option as this is fluid not fixed. Having a set amount in checking account makes best sense.
  - iii. Alex- Agreed that we need a number- 9-11k in the checking account then put any overage in the prudent reserve.
  - iv. Motion- Donna made a motion to keep 10k in checking accounts, and anything beyond that would be moved into prudent reserve at office manager discretion based on budget and forecasted expenses.
    1. Motion- Donna, Julie- passes

6. New Business / Pending matters

- a. Merchant device - motion to accept Beth's proposal to switch to Square
  - i. New merchant proposal for Square- Beth presented a document if anyone needs to see it for reference please contact her.
  - ii. This is a mobile option to take to events as well.
  - iii. Motion- Donna, Chelsey- passes
- b. Laptop for Beth - motion to approve the purchase of a laptop of the office manager
  - i. We are ready to get a laptop for the office as Beth has been using her personal device.
  - ii. \$700-800 Acer laptop that is a great value and technology for what the office needs.
  - iii. Chesley asked if it comes with Microsoft or any software. Beth said she needs Acrobat, possibly InDesign and she will check with techsoup which helps non-profits get software for less.
  - iv. Motion- Donna, Julie- passes

7. 7<sup>th</sup> Tradition - Venmo @NCIGAA

Motion to adjourn- Donna, adjourned

**Close 5:55 PM**

Next Meeting: April 19, 2021

