

Northern Colorado Steering Committee Agenda - May 17, 2021

Call to order: 5:21 PM

1. Serenity prayer + welcome
2. Quorum (>5 officers) * indicates present
 - Chair - Molly**
 - Co-Chair - Alex (meeting leader)***
 - Treasurer - Donna Lee***
 - Asst Treasurer - Julie ***
 - Secretary - Jamie***
 - Asst Secretary - vacant**
 - Committee Person - Chelsey**
3. Motion to approve minutes from last meeting: Donna Lee, Beth. Motion passed.
4. Active reports
 - a. Chairperson (report provided by Alex): The Square POS system has been purchased outright by the Central Office. There will be no lease/monthly fee for the POS system besides general processing fees.
 - b. Treasurer: April Finance Report was provided. Income was \$6269.99m Expenses were \$5577.49, Net Income was \$692.50, Total Group Contributions for April were \$4026.82--the best month of the year! Total projected budget was \$5868.76.
 - i. There was a small discrepancy due to a mix up with Cache Accounting not writing a payroll check; Donna Lee wrote the check and paid what was owed. Cache Accounting apologized for the mix up.
 - c. Central Office: Square has been put together and the inventory process has begun. There is an intention to increase security of the iPad used with the POS. Office is now open on Thursdays from 9 AM - 1 PM. The website is in progress and anticipated to debut next meeting. They purchased www.nocoaa.org to be the main URL; www.northerncoloradoaa.org will redirect to the shorter domain. Cache is working on the Central Office annual tax return. There is a need for Watch volunteers in the office for Thursdays 1-3 (immediately), Mondays 3-5pm (starting August 12). Beth recently started sending Thank You cards to 7th tradition contributors.

- i. Next goals include closing the Wells Fargo account, ending the relationship with the previous merchant provider, and training the new volunteers.

5. Old Business

- a. Square & Merchant (timeline): Beth is working on a timeline to better communicate how long the Square implementation process will take.
 - i. Add processing fee to prices: Square will charge a processing fee for every purchase. There was discussion about increasing prices of goods for sale to compensate for the processing fee by using a percentage increase. This will be added to the next agenda for a formal vote with quorum.
- b. Outreach plan & postcard: The intention for this project is to create materials that make it easier for people to get a hold of Central Office. This will be the next project after the Square implementation.

6. New Business / Pending matters

- a. Office Manager location scheduling proposal: There was discussion about allowing Beth to have more location flexibility for tasks that require more focus and are better managed outside of the office. It was agreed to table this discussion until the next meeting.
- b. Fundraising and Events Committee Chair: This position is now vacant. It was encouraged to spread the word.

7. 7th Tradition - Venmo @NCIGAA

Close 5:54 PM - Donna Lee, Alex. Motion passed.

Next Meeting: June 21, 2021

