

## Northern Colorado Steering Committee Minutes - October 18, 2021

Call to order: 5:23 PM

1. Serenity prayer + welcome
2. Quorum (>5 officers) \*Indicates present
  - Chair - Alex\*
  - Vice-Chair - Vacant
  - Treasurer - Donna Lee\*
  - Asst Treasurer - Julie\*
  - Secretary - Jamie\*
  - Asst Secretary - Jessica\*
  - Committee Person-at-Large - Chelsey\*
3. Motion to approve minutes from last meeting: Julie, Donna Lee
4. Active reports
  - a. Chairperson: No report
  - b. Treasurer:
    - i. Income: \$3,135.06, Expenses: \$4,821.91, Net Income: \$ (1,686.85), Group Contributions: \$1,109.12, Projected Budget: \$7,679.69
    - ii. There was a special order of medallions and other specialty items from the Cleveland Central Office which increased the COGS expenses.
    - iii. The Merchant continues to enforce the contract despite the payment we made, so we are currently seeking legal counsel for how to move forward. The breakup with the merchant continues to progress and more will be revealed as we go on.
    - iv. The original Finance Report had error on the amount reported for the Faithful Fiver donations, and some charges were missing from the projected budget. Amendments were made to the following:
      1. Faithful Fiver donation amount, \$316.61
      2. Projections for October to include the missing Sales and Payroll Taxes to be owed for quarterly taxes.
  - c. Central Office:
    - i. Battled the old merchant about other fees we owed them and closed the account for the second time. Filled in QB and budget with September/October numbers and created the September finance report. Set dates for more volunteer training sessions on the office, phones and Square. Created a new routine in QB with Square, because the app that links them isn't altogether accurate. Updated the website

and meeting list. Special orders from the Cleveland Central Office. All but one of the Central Office shifts are filled: Monday 11-1 AM is now open. Met with Alex to create the meeting agendas. Met with Julie about the volunteer training. Met with Donna about the finance report for September.

- ii. DAY WATCH PHONE STATS: 67 calls for September 2021. Some of the forms (18th - 29th) went missing in the office somehow, so not accurate.
- iii. Next month's goals include: 1. Watch volunteer training with Julie, along with a more detailed manual & instructions. 2. Resume outreach visits. 3. Work on fundraising events. 4. Resume thank you cards. 5. Work on Dec 4th event.

5. Old Business

- a. Merchant Status and Documentation: See Treasurer's Report

6. New Business / Pending matters

- a. Treasurer position: Donna Lee must step down from her position and will be passing the role onto Julie, Assistant Treasurer.
- b. Fundraising & Events Committee: Not discussed
  - i. Sober Songs
  - ii. 2022 Gratitude Banquet
  - iii. Workshops

7. 7th Tradition - Venmo @NCIGAA

Close 6:01 PM

Next Meeting: November 15, 2021

