

**Northern Colorado Intergroup
Steering Committee Special Meeting-MINUTES
Wednesday, May 31, 2023**

Call to order: 6:02 pm

1. Serenity prayer + welcome; 9 voting members present

2a. Quorum (> 4 officers) Introductions

Chair - Rhonda N

Vice Chair - George McC

Treasurer - Karen K

Asst Treasurer - Zoe A

Secretary - Laurel T

Interim Asst. Secretary - Amy J

Committee Person-at-Large - Marilyn N

Committee Person-at-Large - Tina P

Office Manager - Beth S

2b. Central Office Update; Beth S. Central Office Manager - Beth would like to address the C.O. and items of tax return and safety issues as we move through the agenda.

3. Items of interest

- Review, approval and signing of the 2022 ~ 990; Tax Return-Rhonda confirms that all members have received the current 2022 tax return as set forth by the accountant. All have received it.*
- ***note: Post meeting clarification from the Chair***-Steering Committee,
Let me clear up my misunderstanding to you, Cache Accounting filed an extension for the 2022 tax return because Cache Accounting was late in filing our return. The extension allows us to review and approve the tax return before August 15, 2023. If this could be reflected in the minutes as amended. In Service, Rhonda N.
*Q: are the Traditions Workshops considered a fundraiser? A-Yes. Does the NCIG give a donation to the church where the workshops are held? A-Yes and Beth is due to donate shortly.
Back to Tax Review: Cache had all data (supplied by Beth) on time but missed the filing date, hence the extension. The return has been prepared by Cache.

Beth will meet with Karen and Zoe to review. Rhonda asked for a timeline for the conclusion of the review and how soon they may get it back to the S.C. for further review, approval and signing *.Beth will be finalizing asap. *She and Karen will be meeting for the May Finance Report on June 12th and will have it ready to send with the Agenda for the June 19th NCIG meeting. The goal is to have the tax return reviewed and ready for approval by or before the July NCIG meeting date.

- Request by individual member for tax return information- This individual's request has been addressed. *The 2019 and 2020 and 2021 tax returns are posted to our website for public viewing and are also available on the IRS website. *the following info was amended since posting the 2021 return-The IRS is behind and has yet to post 2021 and 2022 has not been filed yet but as soon as they are available they will be uploaded by Beth and available to all who wish to view them. * The 2021 tax returns are current and available to view at nocoaa.org.*
- Posting the 2020, 2021 (and once received by the IRS, 2022) tax returns (990) to the website-2019 available at the IRS website- Rhonda calls for discussion. Zoe, who works as a professional accountant, has acquired information and sheds some light on the fact that when preparing the tax return, accountants typically prep a "client copy" and a "public" copy for non-profits in order to post. The public copy may have sensitive materials redacted for security purposes. Rhonda shares at this time we have the "client copy" posted to the website. Some discussion about anonymity and last names being shared for public information. Beth will contact individuals prior to sharing information for public domain. She will be in touch with the Cache accounting firm to request the "public view" file for the website. Rhonda shares that the "Client Copy" currently posted to the website is the same as is available at the IRS website. She has printed a copy and shares in her video.
- Request by individual for bank statements - Some discussion about sending sensitive materials via unsecured emails. *George would also like to view the bank statements. Possibility of establishing bank statement reviews at the office. Discussion of the office manager's time being valuable and some members who are not seeing the need to share bank statements with the individual as it does

not seem the request was made in order to serve the group as a whole but for his interest only. *Beth is happy to share bank statements if the group conscience allows. Rhonda suggests we table the topic and do fact finding research (other Central offices protocols and GSO suggestions) before making a final decision. Item tabled to the June 19th meeting.

- Communication(s) protocol/guidelines for the Steering Committee - Some discussion about making a new email address in order for any member to be able to ask Q's or address concerns with the SC directly. George shares that he and Rhonda have been in contact with William who has sent them several emails requesting to speak with the Treasurer directly as well as a variety of complaints. It was previously suggested that he (W) be asked to take any future concerns to his homegroup IGR in order that the requests be brought to the NCIG as a whole. George sent this information to William directly. George feels an additional email address created with all the SC members having access may be beneficial to NCIG and has discussed this option with Rhonda and Beth in a meeting they had a few weeks ago. Q-Who would monitor the incoming emails? A-All SC members would (somehow) be BCC'd and the content could potentially be discussed at our monthly SC meetings. Q- Don't we have access via the website already? A-Yes, we have an office manager email and a "contact form" that anyone can fill out to ask Qs or report concerns. Laurel shares how the 2022 SC Secretary came to designate an email specifically for purposes of NCIG communications which she adopted as current NCIG Secretary. Amy J (Asst. Sec) will also followed this protocol. Typically, Q's posed by members come up through the IGR and then brought to the NCIG during introductions and group concerns. It all went awry in Jan. when a disruptive member got hold of the IGR email contact list and began an email campaign harassing many. *The 2022 SC followed the guidelines suggested by GSO and by group conscience voted to remove the D member from the SC. Meeting minutes document actions Jan-Mar on nocoaa.org. We are hoping to work together as a committee moving forward with transparent communications within the group and no longer responding as individuals. *The Secretary job description will be an item of clarification during

the review of the 2020 Bylaws and amendments review. *Laurel is happy to give input based on her experience. Some members like the idea of an email at the website for all member access; some like the system currently in place. One member suggests we consider this addition further and will revisit at the monthly meeting.* George would like to forward the many emails (sent to him and Rhonda by William directly last month) to all SC board members.

- Date(s) and Time(s) to hold the monthly Steering Committee meeting(s) AND
- Attendance at Steering Committee meetings (open or closed to observers when conducting business for Central Office) - Both topics are discussed together.

Laurel makes a two part consideration: One, that we as a SC may benefit from holding the SC meeting on a different day/time from the monthly IG mtg in order to more efficiently address all business agenda items without the rush of the 40 mins allotted before the monthly NCIG meeting opens AND she would like to be able to make a motion for anyone to attend the SC meetings with the stipulation that observers are not afforded input such as making motions, suggestion(s) and/or voting. Most agree that more time would be optimal. No one disagrees that the meeting could be offered up to all members. Days and times are discussed by all.

- Laurel makes a motion to move the monthly SC meeting to the second Wednesday of the month at 6:00 pm; Amy seconds; none opposed; motion carries. The first of the monthly meetings of the SC with this date/time change will occur on July 12th, 2023 at 6:00 pm on the same NCIG zoom meeting ID.
- Laurel makes a motion to allow any member, regardless of service position or none, to attend the monthly SC meeting with the understanding that they will there to observe the process only and will have no ability to share, suggest, vote or to make motions; Marilyn seconds, all in favor; none opposed; motion carries. This item will fall under new business to be announced at the June 19th meeting.
- Zoom functions and potential Format for NCIG meetings: Members share and are shown how the “raise hand, chat, and participants” features work and the NCIG format that was created for the 2022 NCIG meetings in order to keep the meeting flowing smoothly was discussed. The use of safety card and other safety

measures that were put into place were shared as well. Laurel will share a copy of the format with SC members for review and the board can then discuss changes and additions at the June 19 meeting.

- *Adding a Volunteer Coordinator position to the S.C. Board- This position has been filled by a former member of the S.C. for some time and is being brought to the SC to officially add the position to the S.C. Board and then the NCIG members for a vote. Beth shares how the unofficial position came into play early in 2020.* Julie McD had previously been organizing volunteers for decades as it seemed “she knows everyone” and when all else fails she has the ability to get the members to contribute their time and talent. Beth moved here in 2019 and does not know many people. No one else has stepped up to help with this vital service. Some discussion as to how this position would come about. The IGRs will have final vote. The position would need a job description that would be added as an amendment item during the ByLaws review, much as the second “Member at Large position” was added in 2019 by NCIGR vote. *The Volunteer Coordinator position would then be introduced and volunteers and nominees would be called for. Julie McD has been providing this service for decades and will be asked to help form the job description and will likely be nominated to continue if she is willing.
- Marilyn motions that a Volunteer Coordinator position be added to the board positions for the Steering Committee; Laurel seconds; all in favor; none opposed; motion carries. Laurel, Beth, (*hopefully with Julie’s input) and Rhonda will discuss the job description. The Vol Coord Position will be presented at the June mtg. *Once motioned, the IGRs will vote. *If passed, the Chair will call for volunteers and nominees, including Julie McD.
- Addressing amendments to Minutes following monthly meeting- Laurel shares that once the meeting minutes of the monthly meeting(s) go out to the members, corrections will need be addressed as “amendments” and then sent to NCIG members prior to the monthly meeting and approval. *There will be amendments sent from the May 15th meeting(s) minutes, per our Chair, for the June 19th meeting SC and IGR approval.*note: these changes have been addressed here

where you find the *. Rhonda thanks everyone for attending. 7th Tradition info shared. **Responsibility Statement spoken by all members**

Adjourned: 7:53 pm