

Minutes for Northern Colorado Steering Committee

Wednesday, September 19th, 2023

Call to order: 6:08 pm, Zoom platform.

1. Serenity prayer + welcome
2. Quorum (> 4 officers) - Introductions
 - Chair – Rhonda N.
 - Asst-Chair – George McC.
 - Treasurer – Karen K.
 - Asst Treasurer – Zoe A.
 - Secretary – Amy J.
 - Asst Secretary – Vacant
 - Committee Person-at-Large – Marilyn N.
 - Committee Person-at-Large – Tina P.
3. *Motion to approve minutes from NCIG Steering Committee Meeting on August 9th, 2023, by George McC. and seconded by Marilyn N. (7 in favor/0 opposed/0 abstention) Motion carries*
 - a. George was not absent from August 9th SC meeting; minutes will be updated.
4. Committee reports
 - a. Chairperson - No report – Thanks the group for their continued service
 - b. Central Office - Schedule a tour of Club Tico to see layout and check out sound system for Gratitude Banquet. Schedule tour before 10/1/23
 - i. *Motion to approve July 2023 Central Office report by Zoe A. and seconded by Tina P. (7 in favor/0 opposed/0 abstention) Motion carries.*
 - c. Treasurer – TOTAL JULY INCOME \$ 4353.90
 - Total Cost of Goods Sold (COGS) \$ 2368.88
 - TOTAL GROSS INCOME \$ 1990.02
 - TOTAL EXPENSES \$ 3758.55
 - NET JULY INCOME \$ (1768.53)
 - i. \$600 transferred out of Prudent Reserve into Checking account for Club Tico reservation
 - ii. *Motion to approve July 2023 Treasurer report by Tina P. and seconded by George McC. (7 in favor/0 opposed/0 abstention) Motion carries.*
5. Old Business
 - a. 2022 Tax Return, review and approve to sign
 - i. *Motion to approve 2022 Tax Return prepared by Cache Accounting report by Zoe A. and seconded by Tina P. (7 in favor/0 opposed/0 abstention) Motion carries.*
 - b. Ad Hoc Review/Update – By-Laws and Procedure review is complete.

- i.* Proposal to repeal the 2021 by-laws and revert to the original by-laws with amendments. Ad-hoc committee will send out original by-laws and amendments for review, Steering Committee votes for approval.
 - ii.* Procedure guide is not a legal document but covers Central Office and Intergroup operations. Would like to adopt original procedure guide with amendments, IGR votes for approval.
 - iii.* Approval vote for By-laws and Procedure guide should happen in October, to have prepared for Nomination Committees in December
 - c. "Evening Of Gratitude" Flyer, tickets, capacity at venue, planning meetings Sunday September 24, 2023, at 11AM and Sunday, October 29, 2023, at 11AM at the Northern Colorado Central Office
 - i.* Volunteers sign up and ticket purchase can both be done online.
 - d. NYE Event in the spirit of cooperation with Don T.
 - i.* Set dates and times for planning and committee positions for the Monday, September 18, 2023, Intergroup Meeting
6. New Business:
- a. Office Manager time/sheet
 - i.* Office Manager provided a spreadsheet of hours logged
 - ii.* Weekly hours vary, but 28 hours per week is consistently met and sometimes over
 - b. Google Drive Access for Central Office files will be provided to the Steering Committee.
 - i.* View only access to all files except for Secretary contacts list.
 - ii.* Secretary contact list will remain confidential to maintain anonymity of IGR members
 - c. Office Manager Request for vacation time of off, Tuesday, September 19, 2023, through and including Tuesday, September 26, 2023
 - i.* *Motion to approve Office Manager PTO by George McC. and seconded by Zoe A. (7 in favor/0 opposed/0 abstention) Motion carries.*
 - d. Office Manager Request for Paid Sick Leave approved according to Colorado employment laws.
 - i.* Cache accounting has provided guidance in the form of a newsletter distributed in December 2021.
 - ii.* Thursday, November 2, 2023, through and including Thursday, November 9, 2023 with a cast on hand for six weeks.
 - e. Volunteer Coordinator Report/ Introduction of committee member Kent that is learning the coordinator position
 - i.* Table till October
 - f. Dates needs set for Northern Colorado Central Office Inventory: Annual Physical Inventory & Literature, Recovery Items
 - i.* Schedule for beginning of January, start looking for volunteers now
 - g. Northern Colorado Intergroup Inventory: January 2024

- i.* Start announcing at September IGR meeting. SC will find a place to hold physical inventory.
- h. Discuss a possible location for In-Person-Hybrid Meeting location for the Steering Committee and Northern Colorado Intergroup (possible tech committee) for that to happen
 - i.* Table until October
- i. Order pamphlets and guidelines discussed at District 21 meeting regarding emails/anonymity for the distribution at the Northern Colorado Intergroup Office.
- j. Hospitality volunteers needed for Traditions workshops

Close with the Responsibility Statement & 7th Tradition - Venmo@NCIGAA

www.nocoaa.org/contribute

Close: 8:12 pm

Next Meeting: October 11th, 2023