

Minutes for Northern Colorado Steering Committee

Wednesday, December 13th, 2023

Call to order: 6:05 pm, Zoom platform.

1. Serenity prayer + welcome
2. Quorum (> 4 officers) - Introductions
 - Chair – Rhonda N.
 - Asst-Chair – George McC.
 - Treasurer – Zoe A.
 - Asst Treasurer – Vacant
 - 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 November 8th, 2023, by Tina P. and seconded by Zoe A. (6 in favor/0 opposed/0 abstention) Motion carries*
4. Committee reports
 - a. Chairperson - No report – Thanks the group for their continued service
 - b. Vice Chair – No report
 - c. Central Office – Back from sick leave!
 - d. Treasurer –
 - TOTAL NOVEMBER INCOME \$ 6098.49
 - Total Cost of Goods Sold (COGS) \$ 858.40
 - TOTAL GROSS INCOME \$ 5240.09
 - TOTAL EXPENSES \$ 1824.79
 - NET NOVEMBER INCOME \$ 3415.30
 - i.* Treasurer wrote payroll check for November 2023; however, the check did not clear until December 2nd. Will be reflected in December financial report.
 - ii.* December payroll check will also be written by the treasurer. These two months Treasurer will be writing payroll checks until an accounting firm is hired to take over payroll.
 - iii.* Treasurer went through QuickBooks and updated some of the outdated records (including no longer used Wells Fargo accounts). Any other updates in QuickBooks will happen after a new Accounting Firm has reviewed and made recommendations

5. Old Business

- a. By-Laws: Emails from IGR's or Groups, items for consideration
 - i.* 2 email responses received, will send to IGRs with agenda before next month's meeting.
- b. Current By-Laws-Current terms, for Steering Committee Members
 - i.* Let IGRs know that we need to form a Nominating Committee at the 12/18/2023 IGR Meeting
 - ii.* 8-week timeline for the March 2024 Elections per current By-Laws
- c. Accounting Service for Payroll and Bookkeeping Services
 - i.* Conflict of Interest Disclosure forms should be presented to IGR's
 - ii.* Zoe A. is employed by R&L, but NCIG accounting would be assigned to another employee of the firm to avoid conflict of interest
 - iii.* George wrote to R&L; Rhonda will ask George to present his findings to IGR's. They work specifically with 501(c)3 and were recommended by United Way
- d. Corrected Financial Reports
 - i.* Note in minutes on October 2023 Finance was stated incorrectly, corrected in the minutes. \$4,440 dollars taken out of prudent reserve, not \$4,400.

6. New Business:

- a. Central Office Manager Review to take place in January 2024
 - i.* Tina P and Marilyn N will be doing review
- b. Office Manager hours to be spent in the office for 2024
 - i.* Investigate ways to reduce distractions so Office Manager can get work done
- c. Review ability to sustain our expenses for the year 2024, including review of the 2024 budget, duties, and salary hours.
 - i.* Will take questions back to IGR on evaluating how we can reduce expenses and increase Intergroup engagement
 - ii.* Possible removal of bookkeeping/financial reports from the Office Manager position to our treasurer and/or new accounting firm
- d. Tax Letter from Colorado Dept of Revenue
 - i.* Zoe will investigate this; State of CO says we owe taxes. It's possible they have an incorrect account number on their records.
 - ii.* Discussion will continue at next Steering Committee meeting
- e. Check with Canvas as to whether we can add another savings account solely for the purpose of bank transfer from checking for our tax liabilities each month
- f. Response to 539's IGR email

i. Will send to IGRs with agenda before next NCIG meeting.

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

www.nocooa.org/contribute

Close: 6:55 pm

Next Meeting: January 10th, 2023