

Minutes for Northern Colorado Steering Committee

Wednesday, February 14th, 2023

Call to order: 6:01 pm, Zoom platform.

1. Serenity prayer + welcome
 2. Quorum (> 4 officers) - Introductions
 - Chair – Rhonda N.
 - Asst-Chair – George McC.
 - Treasurer – vacant
 - 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 January 10th, 2024, by Marilyn N. and seconded by Tina P. (7 in favor/0 opposed/0 abstention) Motion carries*
 4. Committee reports
 - a. Chairperson – Central Office is starting off to a great New Year!
 - b. Vice Chair – Has a document for the Monday night IGR orientation, George will give this to Amy to distribute the documents to IGRs
 - c. Central Office – Beth will be resigning as the Central Office manager. Working with an office volunteer, Zoe A., and Rhonda N. on new procedures for RLR taking over books.
 - d. Treasurer –
 - e. Volunteer coordinator – 2 openings: 1st Sat 8am – 8pm and 5th Saturday 8pm – 8am for phones
- 1) Old Business
- a) Literature/Recovery Items Inventory Complete on Saturday 2/10/24.
 - b) Reschedule Office Inventory (such as desks, chair, supplies for events, old & dated equipment, etc.) just to see what we have. Table until March, and schedule inventory for April.
 - c) Plumbing in Office, resolved using bathroom down hall to prevent an expense of unclogging, which under our lease we're responsible for, the sink for handwashing is allowed.
 - d) Colorado Department of Revenue Letter, "Based on the information provided, the Department was able to reconcile your account for 2020. At this time there is no additional tax due."

2) New Business

- a) Financials prepared by RLR for October 2023, November 2023, December 2023, see attached
 - i) RLR spent time cleaning up 2023 books. Statement of Activity (Profit and Loss statement) shows payroll for October and November correctly. Cleaned up sales tax for October, November, and December. Double checked PayPal and Square fee adjustments and added them to the QuickBooks reports.
 - ii) Checking and saving account balances are on the Balance Report, at George's request RLR will add them to the monthly Statement of Activity, will send updated documents tomorrow.
 - iii) RLR will check December 2023 numbers again to account for large 7th tradition amount
 - iv) January 2024 report is pending on questions on a couple of checks received at Central Office
- b) We have implemented processes and procedures for the following:
 - Daily Closing Cash Procedure effective, 02/01/2024: 19 Volunteers trained, and each new volunteer will be trained, with the procedure in the Volunteer Handbook
 - Weekly Cash/Check Log for Reconciliation to Square and Deposits to Bank, effective in place 02/09/2024
 - Central Office Petty Cash Guidelines and Procedures Effective, 02/16/2024
 - Canvas Credit Union Bank, Debit Cards, 1. Office Manager, 2. Treasurer, 3. "Gratitude Banquet" Treasurer, effective in place 02/14/2024
 - Central Office Budget Process Effective 02/01/2024
- c) Description of Treasurer, Assistant Treasurer, and Assistant Secretary duties and responsibilities; present to the February 19, 2024, Northern Colorado Intergroup Meeting prior to the nominations and elections in March 2024.
- d) 2024 Budget will be done on Friday, February 16, 2024, discussion
 - i) Will send out to Steering Committee to review over the weekend, so we can present to IGRs on Monday.
- e) NCIG Inventory Survey, 2024
 - i) 4 groups have sent in their responses, more are expected to arrive via email before 2/29/24
- f) NCIG Inventory March 2, 2024, will be held no matter what the weather conditions, we have a backup facilitator as it gets closer will inform the body
- g) Review Steering Committee Calendar/Timelines for Items and update outdated items
 - i) Table till March SC meeting
- h) Update on We Are Not a Glum Lot fundraising event.
 - i) Contributions are slow right now; they should pick up closer to the event.
- i) Create and review the description and duties of an Event Chair
 - i) Budget process: Venue, decorations, entertainment, supplies etc.
 - ii) Guidelines for running an event
- j) "Evening of Gratitude" Event Date and Space
 - i) Need to find a Chair to start planning. Ask IGRs for a volunteer

- k) Literature Sales at Greeley Stampede
 - i) Sold \$192.62 worth of literature!!
- l) R&D for Steering Committee Google email addresses
 - i) Amy will meet with Rhonda and review options.

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

www.nocooa.org/contribute

Close: 7:11 pm

Next Meeting: March 13th, 2024