

FINAL

MINUTES OF THE SERVICE BOARD MEETING March 19, 2014

Dave S. (Chairman) called meeting to order with the Serenity Prayer at 7:05 pm
Twelve Traditions read by all around table

PRESENT:

Officers: Chairman Dave. S., Chair Elect Steve F., Secretary Karen S., Treasurer Dan L.

Committee: H&I Julie S., Alateen Joe S., Cathleen C., Nancy C., WS Liaison Carol G., Jacquie B., Historian Irv C., PI Gwen B., Luci C., Orange Blossom Bobbie O., Round Robin Pat H.

Secretary – Karen S.

Motion: By Jacquie B. – to accept minutes from January 15, 2014 Service Board Meeting as presented. 2nd by Nancy C. All in favor. The motion was carried.

Treasurer – Dan L.

Written report. For clarification on the Income Expense Statement, add the months that are covered (example July – Feb on this month's report) either in the heading or by the Year to Date column heading.

Recommendations from the audit and extra review done with change of personnel: We should get Quick Books or Quicken and start using immediately. Bobbie O. will donate either or both software packages to the office. SB agreed that a quarterly audit will be performed for the Information Office for the next year. This is instead of just an annual audit. We should look at a new cash register system – check with World Service for recommendations and cost. Question asked and Dan confirmed – yes, an audit was performed with the change of personnel at the Information Office.

Office Coordinator- Julia T.

Written report with additional discussion. Regarding Orange Blossom, Cathleen C. provided a script for the “10 Best Reasons to Subscribe to the OB”. She and Julie used it at a meeting and got 22 subscriptions from that one meeting. This script and any other ideas to generate additional subscriptions will be inserted into the next OB (May) and handed out at next IR meeting (April). Need to make it easy for the IRs who are not comfortable with public speaking to do. Julia has been receiving requests to add new meetings to the directory. Until further notice, Julia will send an email to all SB members with group information and we will provide approval/disapproval for inclusion in the directory.

Chairperson – Dave S. 5 meetings from District 51 (Whittier area) want to join our Intergroup. We will consider and current thinking is to add them to District 57.

Chair-Elect – Steve F. No report.

Ex-Officio – Chris C. Gwen will provide some HR forms/templates to Dave. Carol offered to help with a procedure manual for the Information office. Dave will coordinate as he sees fit.

Public Information – Gwen B., Luci C., No report.

Hospitals and Institutions – Julie S., Irv C. Received a lead for a panel at UCI Grad Program.

Round Robin – Pat H. No report.

Alateen – Cathleen C., Joe S., Nancy C. Due to increased costs already committed, we shelved the rubber bracelet idea for this meeting. Will discuss at future meetings. AMIAS Recertification meeting had 20 attendees – 20 RSVP'd and same 20 attended – thanks.

Orange Blossom – Bobbie O. Reported that we need 424 subscriptions to break even. Don't share as might scare some who don't understand whole picture. Other discussion under Office Coordinator section.

World Service – Jacquie B., Carol G. Our delegate provided a letter that addresses group-created tent cards and other non-CAL. Will be distributed at next IR meeting as committee sees fit.

Foreign Language Liaison – open position.

Alateen Liaison – open position.

Nominations and Historian – Irv C. Cathleen, Nancy and Jacquie offered to help Irv with voting at next IR meeting. For the future, the voting forms that are included in the OB should only be sent to the IRs, not in all the OB for that month if at all possible.

Passed basket for 7th Tradition. \$26.90 collected.

Old/Unfinished Business: None

New Business:

1. Dave S. Insurance for Information Office. We received notice that our current policy is not compliant for our new lease. There are two policies for us to choose from – Hartford \$1000 per year, covers only office and office-related events or Covington \$1,700 per year, covers office and the few meetings that need coverage. Currently we pay \$700 per year.

MOTION: Carol G. made a motion to go with the insurance company that insures only the office and office-related events. 2nd by Jacquie S. A vote was taken. 12 in favor. 1 abstained. The motion carried.

We will need to send a notice to the affected meetings that as of July 2014, the meetings will not have insurance coverage. Send via US Mail, return receipt requested and retain copies of the communication at the Information Office. Assistance will be provided to Julia on the contents of the notice to the meetings.

2. Cathleen C. SCAC 2014 bus cost donation.

MOTION: Cathleen C. made a motion to donate \$300 towards the cost of the bus for SCAC 2014. 2nd by Luci C. A vote was taken. 12 in favor. 1 abstained. The motion carried.

3. Steve M. reported that he is still getting emails regarding volunteers for H&I. Julie will tell Ben to resolve.

Chair – Dave S. Reminder – what is said here, stays here.

Motion to close by Julie S. 2nd by Bobbie O.
Meeting closed at 9:30 pm.

Respectfully submitted, Karen S. OC Intergroup Secretary