

## FINAL

### MINUTES OF THE SERVICE BOARD MEETING SEPTEMBER 17, 2014

Steve F. (Chairman) called meeting to order with the Serenity Prayer at 7:10 pm  
Twelve Traditions read by Irv C.

#### **PRESENT:**

**Officers:** Chairman Steve F., Chair-Elect Julie S., Ex-Officio Dave S., Secretary Karen S., Treasurer Ada G.  
**Committee:** H&I Irv C., Patty D., Cianna C., Alateen Joe S., Ellen J., WS Liaison Carol G., Mary Lou L.,  
Historian open position, PI – Ralph B., Orange Blossom Bobbie O., Marie P., Round Robin Dan L.

**Chairperson** – Steve F. List of items that we will hopefully cover in each committees reports but are included here so we don't lose track of them:

#### **Current Issues That Need Help:**

- a) Additional help at Central Office – Possibly more hours and responsibilities for Angel.
- b) Criteria for registered and listed meetings – keeping out of bounds meetings from getting listed into the directory.
- c) By-laws update – This needs to move forward and access given to anyone on the board to review and for feedback. And, where does it go for final approval?
- d) Should District 51 be added to the OC? They want in.
- e) Revising our insurance to possibly cover meetings – not sure if this will work, but we're trying.
- f) Cash register – As much as I want to replace this, not sure it's going to happen anytime soon.
- g) Yearly Audit – Needs to happens, as far as I know, we have two options.
- h) Updating the website – Or at least making recent news more visible.
- i) Online OB subscriptions – this might be resolved, not I'm just looking for some closure.
- j) Fundraiser Status- Dave?

**Secretary** – Karen S.

Motion: By Ada G. – to accept minutes from July 16, 2014 Service Board Meeting as presented. 2<sup>nd</sup> by Carol G. All in favor. The motion was carried.

Written report attached. **Karen will send new personal email addresses to Ben so he can change the forwarding on the committee email addresses. Julia will send Karen the criteria for meetings and the meetings that were just removed.**

**Treasurer** – Ada G.

Written report attached. Ada asks do we need to do a monthly balance sheet? We need to go slowly and will be able to start after the yearly audit is done.

**MOTION: Carol G. made a motion to ask Pat H. to conduct the annual audit and train another volunteer to conduct the 6-month audit. 2<sup>nd</sup> by Ada G. A vote was taken, 14 in favor, the motion carried.**

Discussion related to Julia's training on QuickBooks. We will not use the person who installed it – not helpful enough. **Julia will make sure she gets the training she needs from volunteers who know QuickBooks (like Bud). Ada G to ask as part of her next IR meeting report if there are "techy" people with QuickBooks experience who would be willing to take calls to provide training to Julia. Ada will "interview" anyone volunteering to ensure they can be of assistance to Julia.**

Passed basket for 7<sup>th</sup> Tradition.

**Office Coordinator-** Julia T.

Written report. **Re the item on Julia's report for new literature service, the office will prefer to take offers by email, but will also take phone orders, with the literature delivered at the IR meeting. Payment by check only, so Julia does not have to deal with making change. This new service should be announced at the IR meeting and in the OB.**

Steve has identified a need to increase the support for the Office Coordinator. Angel now works 17 hours/week. **MOTION: Ada G. made a motion to increase Angel's hours by 8 hours per week through December 2014, to be reviewed at the January 2015 Service board meeting. 2<sup>nd</sup> by Ralph B. A vote was taken, 14 in favor, the motion carried.**

This will enable Julia to train on QuickBooks more quickly. **We tabled the discussion of opening the Information Office on Saturdays until next meeting in November 2014.**

**Chairperson** – Steve F.

No written report, just those items at the beginning of the minutes.

**Chair-Elect** – Julie S. No written report. **Julie will work with Dave S. on the fundraiser.** Review of the group manual is through the first 16 pages so far. **New subcommittee formed to assist on the suggested revisions comprised of Julie S., Ada G., Mary Lou L., Carol G., Marie P.** During the review, the make-up of the board will be considered, along with the possible inclusion of District 51. The responsibilities of all positions should be considered as the needs of the groups change (i.e. Round Robins are not very popular anymore so why have that a position). The nominations/voting for Service Board members needs tweaking to ensure we follow guidelines. **Julie will send the suggested revisions to all board members electronically for review.**

**Ex-Officio** – Dave S. No written report. Central Office Birthday Fundraiser – looking at mid-November dates. **Once the date is set, please send to all Board Members so they can spread the message at their meetings. Also email flyer and that can be passed out too, since it will only be in one OB edition.** Getting commitments and speakers from all districts to try and boost attendance.

**Public Information** – Ralph B. No written report. New panel in San Clemente on Fridays 3pm. Hard time slot to get volunteers. Attending Chili cook off in Long Beach. **Ralph has gotten leads for possible insurance coverage for AI-Anon meetings. He will send the details to all board members once he has final info. Needs to include criteria for coverage, cost, etc.**

**Hospitals and Institutions** – Irv C., Patti D., Cianna C. Written report attached (same as IR report). Got 2 volunteers for the event at the Costa Mesa Convention Center on 9/23. Working on a review of all institutions on their list and update. **Will provide a copy to board members and information office when complete.** Discussion about how H&I and PI committee work sometimes overlaps. Good rule of thumb is that PI is one-time events and H&I are regular ongoing panels. But the committees need to communicate regularly because many events will start with one committee and end up with the other. The overlap is good for building each committee's work.

**Round Robin** – Dan L. No written report. Currently there is no phone coverage on weekend. **Dan will send a calendar to all service board members with a calendar to fill the time slots until next IR meeting when he can get meeting volunteers. Dan needs the guidelines for phone coverage and the phone turn-over instructions. Dan to provide copies of the Round Robin Guidelines at next IR meeting.**

**Alateen** – Joe S., Ellen J. Showed the wristband – red with black Live and Let Live printed on them. Cost was 60 cents each. Paid for by donations. They will be used at the Chili Cook-off and the Saddleback College event to gauge interest and effectiveness. **Will report next SB meeting on outcome.** Reminder that an Alateen Liaison is needed – Committee will talk it up to try and get one.

**Orange Blossom** – Bobbie O., Marie P. No written report. The new format 6 month trial period is over. Need to get people to renew their subscriptions. Will continue to see how we can have OB online. There is nothing in the Group Manual regarding the need to print the OB (p. 116-117). Will insert the renewal notice into the OB mailing (copy attached). **For next IR meeting, provide copy with a script for IRs to say during their meeting report for increasing subscriptions and the Orange Blossom Lotto (how some meetings pass a basket and when there's enough money, they donate a subscription to someone).**

**World Service** – Carol G., Mary Lou L. Written report attached.

**Foreign Language Liaison** – open position.

**Alateen Liaison** – open position.

**Nominations and Historian** – TBD. No report

**Old/Unfinished Business:** None

**New Business:**

- 1) District 51 wants to join orange County Intergroup. District 51 covers Whittier, Pico Rivera, Downey, East LA. This will be considered but the first step to the process is that they have to petition us. Until that happens, we will not do anything.
- 2) How to ensure that meetings are registered and listed properly. Maybe this should be a new Service Board position/committee that is called Registrar/Meeting Liaison. This position could take over the duties the Central office has now with regards to registering new meetings and making sure they are also registered with World Service. **This needs more consideration, especially with the work being done on the By-laws and the makeup of the service board.**

**Chair** – Steve F.

Next Service board meeting is November 19 7pm.

Reminder – what is said here, stays here. It is not appropriate to talk about service board meetings with people outside of board.

Motion to close by Cianna C. 2<sup>nd</sup> by Ada G. Meeting closed with the Serenity Prayer by Bobbie O. at 9:50 pm.

Respectfully submitted, Karen S. OC Intergroup Secretary