



Information Service Office of Orange County  
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FINAL

## MINUTES OF THE SERVICE BOARD MEETING January 20, 2016

Julie S. (Chair) called meeting to order with the Serenity Prayer at 7:02 pm  
Twelve Traditions read by Bill P.

### **PRESENT:**

**Officers:** Chair Julie S., Chair Elect Cianna C., Ex-Officio Steve F., Secretary Mary Lou L., Treasurer Ada G., Office Coordinator Julia T.

**Committees:** Institutions – Diane M., Wendy M., Alateen – Amy L., Brandi S. Stephanie T., WS Liaison – Bill P., Jerry E., Public Information – Sandy O., Will W., Round Robin – Ralph B., Orange Blossom – Marie P., Phone Coverage – Ellen J.

**Guest:** Ben P. – Website

**Secretary** – Mary Lou L.

Motion: By Bill P. – to accept minutes from November 18, 2015 Service Board Meeting as amended. 2<sup>nd</sup> by Wendy M. 11 in favor/none opposed. The motion carried.

**Ex-Officio** – Steve F.

Steve reported that he is exploring the possibility of using a credit card to purchase subscriptions to the Orange Blossom online. Current estimate of time/expenditure it will take to accomplish this is 4 – 6 hours at \$60/hour. Steve will gather more information and report back at next meeting.

**Website Guest** – Ben P.

Ben discussed the intricacies of credit purchasing, PayPal vs. Shopping Cart, etc. and the possibilities of purchasing literature online and at central office with credit cards. These changes would require website hosting upgrades estimated at 9 – 12 hours at \$60/hour. In turn, the computer cashier system software would also require upgrades. These changes would allow credit purchases of the Orange Blossom and Literature online and in the central office.

**Treasurer** – Ada G.

No report. Suggestion was made for an upgrade to the office, in particular a locking file drawer. Further discussion led to the conclusion that a walkthrough assessment and inventory was necessary to provide a comprehensive proposal of the needs of the central office. **Marie P. will review needs and make recommendations.** For the present time, it was determined that Julia T. could get an office cabinet for under \$400. Passed basket for 7<sup>th</sup> Tradition.

**Office Coordinator**- Julia T.

See report. Julia provided statistics on the Orange Blossom.

**Chair** – Julie S.

Julie discussed the upcoming Nominations and Round Robin Potluck Meeting. See attached tentative agenda/plan. Julie announced that there are two blue tablecloths to use for IR meetings. She reminded board members to bring food for the potluck, to provide written reports, and to keep the focus on service for the upcoming meeting. There will be a 50/50 drawing. **Finally, Julie read a letter sent to her by Marlene and tabled discussion until a future meeting because of lack of time.**

**Public Information** – Sandy O., Will W.

No written report. The team provided information of current activities.

**Chair-Elect** – Cianna C.

Cianna created an email announcement (attached) to be sent to IRs regarding the December 2 meeting and reminding IRs to go to an Orientation Meeting.

**Institutions** – Diane M., Wendy M.

No written report. Diane M. provided information of current activities.

**World Service** – Bill P., Jerry E.

No written report. Bill and Jerry reported on the Southern California World Service Assembly Meeting they attended in Glendale on November 21.

**Orange Blossom** – Marie P.

No written report. Marie will provide an information sheet for transition of editors. She will meet with Julia T. to create a yearend report of how the changes made this year are working.

**Alateen** – Amy L., Brandi S.

**Alateen Liaison** – Stephanie T.

No written report. The team provided information of current activities. Stephanie T. made a motion to reimburse Randy for literature. Ralph 2<sup>nd</sup> the motion. The motion carried. Literature and budgets were discussed. Bill P. made a motion that budgets provided be spent for literature at the discretion of the board member. Amy 2<sup>nd</sup> the motion. The motion carried. Bill P. made a motion to raise the budget to \$100 quarterly for pamphlets for each committee (Alateen, Public Information and Institutions). Wendy 2<sup>nd</sup> the motion. The motion carried. Amy made a motion to budget \$200 for the food for the Recertification in March. Wendy 2<sup>nd</sup> the motion. The motion carried.

**Round Robin** – Ralph B.

Ralph provided a turnover report for the fair from the previous summer.

**Phone coverage** – Ellen J., Jackie G. (absent)

Ellen reported that phone coverage has been scheduled through the end of March.

**Foreign Language Liaison** – Sophia F. (absent), Myrna N. (absent)

No written report.

**Historian** – No written report.

**Old/Unfinished Business:** None

**New Business:** None

**Next Service Board Meeting:** March 16, 2016 at 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 Ralph B., 2<sup>nd</sup> by Bill P. Meeting closed with the Serenity Prayer at 9:12 pm.

Respectfully submitted,  
Mary Lou L., OC Intergroup Secretary