

NDIAA STEERING COMMITTEE MTG MINUTES

Call to order: 7:05 p.m., 7/27/21 by Trudi

Responsibility Pledge: I am responsible, when anyone, anywhere reaches out for help. I want the hand of AA to always be there, and for that, I am responsible.

Preamble: Carolyn

Minutes: Revised minutes approved

Treasurer Report: Dick. Contributions above budget. Finance Statement accepted. Having a large reserve made it possible to get through the COVID shut down. Talked about maintaining a prudent reserve. Carolyn reported that the number of Reps attending Intergroup Meetings remains low. Carolyn and Rose are calling these Reps to find out why. It is a slow process.

13 Reps came to 3-4 meetings

16 Reps came to 1-2 meetings

52 Reps have not attended any meetings

Chair: Trudi. Andrew and McKenna both resigned their positions. That leaves these positions open as well as the Web Chair. Shelly has a lead for the Web Chair position. She will follow up. The empty posts put a strain on the rest of the Steering Committee. Hopefully, filling the open office positions will help.

We have been receiving complaints regarding the groups receiving their commitment sheets in a timely fashion. Trudi stepped up and committed to getting them their sheets by 7 p.m. on 7/26/21. This was completed with the exception of the WRP commitment for which she needed email information. Once the email is received, she will forward the information.

Picnic. We, traditionally, have a picnic on a Sunday in September. NDI provides a budget of approximately \$300. Banning Park charges \$50 for pavilion rental. Hot dogs, burgers, chips, water and soda are provided. It was decided that no pot-luck dishes should be requested this year due to Covid. Trudi will look into available dates. Trudi talked to Andrew, and he is willing to help. Denise says that the Office Ops Committee would help as well.

The office email "go-daddy" is sunsetting our current platform. Going forward the cost will be \$7-15/month depending on plan with one month free. Need to discuss options.

Newsletter will be sent tomorrow, 7/28/21.

QUORUM. The bylaws define quorum as 1/3 of active groups. After much discussion, it was determined that we currently have 24 active groups (attendance data from the last six months was used). It was proposed and approved that we use 24 to determine quorum. This will be reevaluated periodically using attendance records to be recorded, ongoing, by the Secretary.

Patti reported that she is in the process of developing a training program for Saturday morning (TBD) for Homeanswering.

Vice Chair: Denise mentioned that Patti has been an asset in the office with her willingness to help. A dead roach was found in the office. The landlord said we are responsible to exterminate, if needed.

Homeanswering: Patti/Shelly are working to streamline the process. Patti is working on 12-step calls. Denise is working on Support Staff schedule.

Office Ops Committee: Working on guidelines to present at next steering meeting. Would like to make this a permanent committee to keep things up in the office. They would like a Keurig coffee maker for the office. They feel this is the best, most cost-effective option. The committee is very “gung ho” and would like to plan events such as the sober hearts dance and a picnic.

Three candidates were interviewed for the office positions (information under New Business).

Rent is paid

Trudi asked if Office Ops committee could talk about updated the numbers that are reported from the office. It is currently on phone calls.

Institutional Commitments: No Rep.

Literature: Patti. Need to order 12/12 and Big Books (on backorder). Lums Pond Convention literature table on 10/30/21.

Area 12: No Rep.

Finance Chair: Dick. No report.

Newsletter: Emmy. No updates

BY-LAWS AD HOC COMMITTEE: With Andrews resignation, Denise suggested Office Ops could absorb the task of revamping. Dick said each committee should review by-laws to ensure they are being followed. Dick is going to be in the office on Friday and would like to make sure everyone is using the correct by-laws document. Trudi agrees that it should be a separate committee; however, feels we currently do not have the resources. This committee is on hold as things are prioritized. Trudi feels that once the office positions are filled, things will be easier.

Newsletter: Emmy. No updates

New Business: Trudi. In-person Meetings for Steering and Intergroup Meetings. Denise was able to secure a potential location.

Place: Concord Presbyterian

Cost: \$35 per meeting (Denise may be able to negotiate)

It was decided that the Steering Committee will not need a room at this time. We will meet at the office at the end of August.

It will be presented at the next Intergroup Meeting that this meeting be held in-person at Concord Presbyterian. The start date of the in-person meeting will be determined.

Office Coordinator Positions: Denise. For the two positions of Office Coordinator, we had three applicants: Carolyn, Ena and Natalie. The interview team used a scoring method as they interviewed each candidate to determine if they met the qualifications. Carolyn and Ena received 47 and 49. Natalie received 30. It was recommended that Carolyn and Ena be offered the positions.

Steering Committee voted and approved Carolyn and Ena be offered the positions

Steering Committee voted and approved the salary to be \$15/hour

The current clause regarding vacation pay will be excluded. Office Ops committee will fine-tune vacation clause, perhaps replacing with PTO (paid time off).

Office Hours: 9 a.m. to 2 p.m. Mon-Fri Each Office Coordinator will work 10 hrs to cover the desk for 20 hrs/week. Their schedules will be discussed when the position is offered.

Close: 9:12 p.m. with the Serenity Prayer.