

# JOSEPHINE COUNTY INTERGROUP

## Business Meeting Minutes

September 21, 2017

### Opening

Dave M. opened the meeting with the Serenity Prayer at 7:05p.m.

### Present

Dave M., Kathy T., Elizabeth H., Jen F., John F

### Approval of Minutes

Jen F. read August meeting minutes. Motion made to accept as read passed unanimously.

**Treasurer's Report:** Elizabeth H. said we received a \$1000 donation from the Roundup, bring our donations to \$1330. Literature sales were \$390.76. Motion made to accept by Jen F., seconded by Kathy T., and passed unanimously.

### Office Manager's Report:

John F. gave the Information and Referral Log figures as:

Requests for Help	2
Information	4
Literature Orders	7
Requests for Speakers	0
Referrals to other agencies	0
Drop-Ins	30
Meeting Lists	7
Out of area visitors	0

- From Aug. 11th to Sep. 10th, the answering service shows 40 calls handled.
- We have the space reserved for next year's picnic and need a check made for the deposit to Northwest Recreation.
- Recovery Fair is the 26th; we will have a booth and need volunteer to man it.
- We need to set a date for the Spring Fling. We decided on Sat., April 7th. John contacted the Bear Hotel to serve as our venue, described what they can offer, will visit Monday. Also discussed a caterer he found who can provide set-up (utensils, etc.) as well as the food and beverage. Music and speakers to be determined.
- There will be a rent increase of \$15 a month for the office, and we have signed a new one year lease.
- Box 459 has an article on Central Offices.
- Office has three volunteer positions open; Wednesdays 10:00-1:00 and Fridays 10:00-1:00.

### **Webservant Report:**

Jen F. reported

- Current visitor count is 14500. Had just over 2000 visitors this month. (Jen is questioning their analytics.)
- Open positions for Central Office volunteers: per John, it is now Tues 1 – 4, Thurs 1 – 4, and Fri 10 – 1. Jen will update
- Added events such as Open House to the website.
- Noted meeting changes and additions.

### **Newsletter Report:**

Winslow is doing distribution via email. Jen has added a means of signing up for email on the website. Discussed means of getting it out to the meetings.

November/December issue will be out Nov 1st. Input is welcome and encouraged.

Will include announcements about Alcothons on Christmas and New Year's.

### **Meeting Reports:**

- *Happy Hour & Women Stronger Together* – Jen F. both are doing well.
- *Experience, Strength and Hope* – Elizabeth H. says it is doing well

### **Old Business**

For the Central Office Open House, Jen reported results of planning meeting: we are setup to do raffles for literature and serve refreshments, fliers are printed and being distributed, staffing is arranged. Discussion about doing an organization chart like the one Kathy brought from Medford. Kathy will follow up with Dist. 7. Discussed info sheet that explains what we do here and clarified when new officers will be elected.

### **New Business**

John read the report he submitted to the General Service Assembly describing our central office and what we do. Kathy and Jen suggested we feature it at the Open Office.

### **Adjournment**

Elizabeth made a motion to end the meeting, Dave M. seconded. Meeting was adjourned with the Responsibility Statement at 8:15 p.m.