

## Steering Committee Minutes February 15, 2024

Meeting opened by Fran at 6:01 PM with the serenity prayer.

-It was decided to recommend to Intergroup that John be elected as Office Manager.

-John is serving as the Office Coordinator by proxy. Will recruit a replacement possibly at Intergroup meeting and announce at the workshop event this month.

-Rocky will continue to help as the Jail Liaison which is under the umbrella of Intergroup, need to get job description for that position. John is the overseer. Kashmir is part-time Overseer on the female side, helping with volunteer coordinator. Jail scheduler on female side, Susan isn't willing to commit to 2 year term so Joey is willing to fill in until replacement is found, he will contact Susan.

-Male/Female volunteer scheduler job description was read. It was discussed to remove item #4: *"work closely with the designated Overseer to report any concerns regarding client conduct or concerns regarding safety."* as the only amendment. Stephanie motioned to remove #4 from the Volunteer Scheduler job description, John 2<sup>nd</sup>, passed.

-Discussion about approving Web Servant as a voting member of the Steering Committee, Stephanie motioned to approve, John 2<sup>nd</sup>, passed.

-Discussion about appointing Member-at-large as voting member of the Steering Committee. Discussion about the need and the suggested duties. Fran presented a suggested job description: *"Duties include but are not limited to 1) assisting in encouraging group representation from each of the groups in Josephine County and 2) providing orientation and ongoing education for representatives regarding the structure and responsibilities of Central Office/Intergroup, and related matters."* Stephanie motioned to create position with suggested job description, John 2<sup>nd</sup>, passed.

-Discussion about adding a Co-publisher. It was decided to have a second volunteer as appointed by Stephanie, not to create and elect a Co-publisher. That person could vote for Stephanie, but not have their own vote so as not to have two votes under one chair.

-Discussion about the maximum absence policy without explanation before committee replaces volunteer. It was recommended as 60 days. The current bylaws read: *"An unexpired term that is vacated shall be filled by a special election"*. Suggested new text addition: *"An unexpired term that is vacated for more than 60 days shall be filled by a special election."* After discussion Stephanie motioned to change the language to say *"two consecutive months"*, John 2<sup>nd</sup>, passed.

-Credit card payment options discussion tabled until next month.

-John will help add line items in the financial report for \$2,000 prudent reserve.

-Central Office paid the bill for the web domain expense in 2022, it is unknown who paid it in 2023, possibly District. It was thought that maybe Central office and District alternated years to pay. That bill is due within the next few weeks, Alvin will dig into what information is needed. That expense needs to be added to the budget.

-Phone service is through Allstream, not Spectrum.

Fran motioned to close the meeting at 6:58, Stephanie 2<sup>nd</sup>. Closed with the serenity prayer.

Secretary,

Jessica G.