

## **Steering Committee Agenda: April 19, 2023**

### **Minutes**

#### **OPENING CUSTOMS:**

Serenity Prayer Prayed in at 7:36 pm

Readings: 12 Steps, 12 Traditions, Safety Card David H., Kimberlee K., Kerri Kimberlee K taking notes for the minutes, in a voluntary position, and is not the formal Secretary, as the position is vacant.

Introduction of new members to the Steering Committee We have a new member! The Diverter Chair Lily

Voting quorum (1/2 of the following number): 11 in Attendance. 22 voting positions\* less any vacancies

Approval of previous month's minutes

#### **REPORTS:**

\*Chair – Christopher Christopher has been looking for outside help regarding financial guidelines, and has been discussing further the issues related with safety at the meetings. Asked for questions, none forthcoming.

\*Vice Chair – VACANT

\*Treasurer – Matthew W. He's been working with the office manager to streamline books and have a Treasurer's Report Template, so we can have the same report everytime – e.g., Operating started at \$12,225 deposits of \$1,688 and Withdrawal \$2,106, ending balance \$11,806. (Operating Acct) The library account specifics are on the report. The business savings account (Prudent Reserve) remained static. He is asking, is this balance of \$31k(+/-)sufficient?

Also, in order to flesh out the work that Matthew and Office Manager are doing, see the "Statement of Financial Position" They're changing some names of the titles to make them better to understand. He would like to hire an outside bookkeeper once a quarter for an overview, and the check to make sure things are on. Kimberlee noted that she remembered 3 years ago Prudent Reserve was \$68k. Christopher noted that he would prefer to have actual numbers, rather than going by memory.

Mary added that the consensus was a one-year reserve. She noted that the rent seemed higher than usual, and that the payroll seemed pretty high. She didn't think we could go on with \$4800 in payroll, and the operating account will be spent down. She thinks the financial committee should make the expenses more in line with what we are taking in. Kerri added that the previous bookkeeper added taxes in the payroll clearing account. She made some speculation about the processes, and that there is some roll-over from previous months.

Sarah thinks its helpful to rely on collective memory for prudent reserve. Sarah noted that John collected all of the previous motions, and that it would be nice to know what was decided about the prudent reserve.

Magi noted that the prudent reserve was changed when she was chair, which was Feb 2020 to Feb of 2022.

Office Manager – Kerri F. She submitted a reported. She has a new chip card reader which was free from Comerica, based on the non-profit status. (So we got the card reader for free - \$400.00) So the money now goes straight to the bank and to the library account. We were able to eliminate the tablet that we were paying to AT&T. She worked with Kimberlee to secure Spring Fling event for June 24, 2023. She's attended several meetings regarding Grapevine, and warehouse pricing regarding book prices. World Service has print delays, and there are back orders. There's some concern about our payment structure, so to get an 18% markdown, we would have to purchase 200+ books at a time. She gave a reading of notes from the attendance at the meeting that have been attended, including budget and policies. Liability insurance has also been updated, and she is collecting a list of chip meetings. She's also checking Spanish speaking meetings to make sure they are properly listed on our meeting list.

\*BSM Chair – Ed O. Still on track for May 6<sup>th</sup> JOLENE – travel costs involved, but she's covering her own overnight. Two weeks from now...he'll be collecting his money. Mary asked who the host group was, and it's Friday Nite Live, Soquel.

\*Activities Chair – Kimberlee K.

\*Diverter Chair – Lily Has been a really good start, Kerri has been a great help to get her going. She has reached out to all the daily coordinators. There are 2 daily coordinator positions available for Monday and Wednesday. Kimberlee noted she gets a text from Marty L on Mondays, so she's going to follow up.

\*Newsletter Chair – Lucie absent by plan, no report.

\*Bylaws Chair – Sarah R. Met April 18<sup>th</sup> and discussed adding language regarding electronic meetings. There was a general conversation and getting info from Robert's Rules of Order. They don't want to be overly prescriptive because technology could change. They're going to see how other areas have handled that also. Kimberlee asked about the motion that made by Mary K to add language to the Chair person's job description.

\*Website Chair – Mark B. Two items were discussed. One was to publish meeting agendas and approved meeting minutes to the website. The other was to hide

people's mailing addresses. So the chair sends an email to the list, and the list sends out the email. Kerri asked they need help with calendaring she can help. The website meeting was being held the same night as General Service, so he's checking on new times to meet. Mary asked for clarification about the emails being sent. He noted that some people have their first and last name in the email, so if everyone is in "BCC" then that wouldn't be an issue. The email list is managed on the server.

\*Delegate at Large – Magi R (& Member of Joint Safety Committee) Not much on Delegate, but the Joint Safety was made for General Service and Intergroup. So she's pulling from a couple of sources -they're going to be doing a monthly forum son May 21 with a different topic each month which will be on the 3<sup>rd</sup> Sunday at 6pm. Resource Center for Non-Violence. Eric L – Area 06 Delegate will be the first speaker. All the info will be on the flier.

\*Recording Secretary – VACANT

#### **OLD BUSINESS:**

- None – Ad Hoc Finance Committee Christopher noted in his report.

#### **NEW BUSINESS:**

- Approve funds in the amount of \$1400 for our Office Manager to attend the 38<sup>th</sup> Annual Intergroup Central Office of AA (ICOOA) Seminar from October 12<sup>th</sup> to October 14<sup>th</sup>. This money would cover airfare, hotel, and other incidental costs.
- Kimberlee made a motion to approve \$1,500 as an expense for the education and better management of central office. It was seconded by Matthew, and a vote was taken. 10 in favor, no objections and 1 abstention.

#### **Area Rep Reports:**

\*Area 1 (Watsonville/La Selva): VACANT

\*Area 2 (Aptos): VACANT

\*Area 3 (Greater Soquel): VACANT

\*Area 4 (Soquel Main St): VACANT

\*Area 5 (Capitola/Live Oak): Rob Mc No report.

\*Area 6 (East Santa Cruz): Mary K – She has been making announcements regarding the openings for the Diverter and Central Office. Saved by Grace is going to host the June Birthday Speaker Meeting.

\*Area 7 (Downtown Santa Cruz): Dave H – SCF held their elections, most of the officers are continuing (he posted the info in the chat)

\*Area 8 ("Little Red Church" Downtown): VACANT

\*Area 9 (Westside/Davenport): VACANT

\*Area 10 (Scotts Valley/Emeline): VACANT

\*Area 11 (SLV): Jackie E. No report.

Christopher said that he has an open letter to Steering, which he read. The PDF is in the chat.

Motion to close 9:04pm

Mary K- Area 6 Apr 12, 7:18 PM

Prudent reserve was intended to equal one years worth of expenses, as Yolanda before Clint In I believe 2021, told us that that was customary for non profits.

Mary K- Area 6 to You (Direct Message) Apr 12, 7:33 PM

You can put your phone number on paper flyers, just not in newsletter which appears electronically on website

I think I can do desserts, (or ticket sales at the event.) I'm willing to get a bunch of desserts donated for a cakewalk.

Mary K- Area 6 to You (Direct Message) Apr 12, 8:10 PM

Also maybe someone could volunteer to do facepainting for the kids? We did have a faceprinting kit at office

.

Magi Milazzo to Everyone 8:03 PM

Proposed amendment to minutes, after sentence about John asking about group inventory:

"Magi mentioned that she was in support of doing both group inventories separately because leadership has different role. She mentioned she had been approached by members of intergroup in past year's service panel about how they felt disturbed/unsafe in regards to things going on in intergroup since they did not feel safe coming to the intergroup leadership with those concerns. Magi also shared she had racist or sexist remarks said to her while serving as chair. Group had further discussion around Magi's statements, some members ask for more specifics. Kerri add in discussion she had heard at recent COM gathering that inventories are often done separately for business side of group since they have different responsibilities.

Group continued to have discussion on the topic, many referring back to Magi's statements.

Christopher concludes discussion."

CHAT

Christopher A - Chair to Everyone 8:05 PM

Thank you Magi, if we have time we can revisit this. If time does not permit we will have to address it in the next meeting.

Magi Milazzo to Everyone 8:07 PM

Sounds good, just wanted to get my thoughts out before my brain emptied!

You to Everyone 8:26 PM

Marty L - Monday Coordinator 831-334-4556

Lily to Everyone 8:27 PM

Lily Perry: 8313310079

Lily to Everyone 8:29 PM

Diverter Openings :

-Wednesday Daily Coordinator

-4th Monday 11pm-7am

-3rd Saturday 7pm- 11am

Kerri F to Everyone 8:29 PM

Hello everyone: Please announce and help spread the word: Central Office needs Saturday shift covered 10-2

Matthew Treasurer to Everyone 8:35 PM

We have two items that need money, The office manager needs funds to attend a meeting in Cincinnati and Activities needs funding for Spring Fling. Must we wait for the Large Intergroup or can we vote on funding those matters now?

Christopher A - Chair to Everyone 8:35 PM

The trip for our office manager is on the agenda

I asked that we present a more formal motion to council (for Spring Fling) so that we don't take any more time tonight for a motion that was not formally presented prior to tonight's meeting

Magi Milazzo to Everyone 8:41 PM

[safety@asasantacruz.org](mailto:safety@asasantacruz.org)

Lily to Everyone 8:46 PM

Am I a voting member?

Dave H Area 7 to Everyone 8:47 PM

SCFAA Officers

Elected 03-22-23

Chair Person, Josh

Vice Chair, Carolyn

Treasurer, Eric K

Recording Secretary, Dave C

GSR, Jessie

Store Manager, Gaelen

Activities, Craig

Archives, Ted

Intergroup Representative, Tiffani

Maintenance/Supplies, Charlie  
Secretary Coordinator, Nicole R  
Literature, Lavon  
Keymaster, Dave H

SANTA CRUZ FELLOWSHIP  
Open Secretary Positions

Monday, 9:00am Big Book Study  
Sunday 1:30pm Emotional Sobriety

SANTA CRUZ FELLOWSHIP  
Open SCFAA Snack Bar Positions

Mon 6:00pm 7:30pm

Wed 9:00am

Thu 3:00pm,7:30pm

Fri 7:30pm

Sat 3:00pm, 7:30pm

You to Everyone 8:51 PM

I object to the character assassination

How is the meeting unsafe?

How are we going to answer all these questions

You to Everyone 8:56 PM

This entire attack is not on the agenda, and how is it that one person gets to write a complaint letter, and has the chair present for her?

Magi Milazzo to Everyone 8:58 PM

[safety@asantacruz.org](mailto:safety@asantacruz.org)

Magi Milazzo to Everyone 9:04 PM

People also feel free to reach out to me, I feel like I've been a somewhat useless delegate at large 831-818-5327

Christopher A - Chair 9:05 PM

626-524-6466