

AGENDA October 17, 2020
Central California Fellowship of AA Delegate's Meeting

1. **Opening - (5 Mins)**
 - a. Call to order at 3 PM, Moment of Silence, Serenity Prayer.
 - b. Reading of: i. Twelve Traditions _____; ii. CCFAA Preamble _____
2. **Delegate and Visitors check-in (7th tradition reminder) – (10 Mins)**
 - a. Each person identifies themselves, their position, and shares group announcements.
 - b. Count the Quorum Requirements – Recording Secretary. Total Count _____.
 - c. Any other visitors? Welcome! (Do you have a brief announcement?)
3. **Sobriety Birthdays for October?**
4. **Review of last month's minutes as outlined in the By-The-Way. Motion to accept?**
5. **Reports of Trusted Servants:**

a. CCFAA Chairperson: JohnE	(5 mins)
b. Assistant Chairperson/CNIA Liaison: Pierre Del P	(5 mins)
c. Office Operations Committee Chairperson: Steve R	(5 mins)
d. Office Managers Report: JohnE	
e. Webmaster Report: Pete	(5 mins)
f. Treasurer: Pat Y	(5 mins)
g. Teleservice Chairperson: Garrett	(5 mins)
h. Bylaws and Operating Procedures Chairperson: Paul G	(5 mins)
i. PI/CPC Chairperson: Courbet	(5 mins)
j. Birthday Club/Faithful Fivers Chairperson: Kathy J	(5 mins)
k. Special Events Chairperson: Dennis Y	(5 mins)
l. CCFAA Picnic Chairperson: Vicki H	(5 mins)
6. **Other reports: Special Committees, Delegates, Liaisons and Invited Guests –**

a. Hospitals and Institutions Liaison: Paul G	(5 mins)
b. NCCAA Delegate: Catherine T	(5 mins)
7. **Old Business –**
 - a. Discussion on the 2021 budget
 - b. Ad Hoc Committee Chair for the By-The-Way
8. **New Business –**
 - a. Call for a Motion to accept the new version of the By Laws.
9. **Closing (No later than 5 PM; Close with the Responsibility Pledge: I Am Responsible)**

Present issues to CCFAA Chairperson JohnE; 916-225-0209; jellis2003@yahoo.com. Issues will be presented to the OOC for review, however, it may have been covered in past meetings or may not be an issue for a delegate's meeting. The chairperson will add them to the next delegate meeting agenda when appropriate. Thank you.

JohnE, CCFAA Chair Report October 19, 2020 CCFAA Meeting

I attended the OOC Meeting Tuesday evening, October 13, 2020. There were 7 of 8 members present so a quorum was determined. As we approach the end of the year, there are a lot of issues to be dealt with.

We have the 2021 budget to vote on next month, we have new officers to be elected next month, and we are working out the best way to have our vote in this era of Zoom. . The November meeting begins at 2 PM instead of the 3 PM usual start time so that we can deal with the 2021 Budget and the Officer Elections. There will be no officer reports for the November session.

We will be losing our office manager of twelve years, Rae W, at the end of this year. We are soliciting resumes and several have been submitted to us. Mike K of the OOC Committee is undertaking the interview process along with some professional help that has expertise in this area. We will keep you posted on our progress.

The new set of By-Laws that Paul G has been working on has had a link for the last couple of months that has a comment section on the side for your comments and questions. Paul has addressed any issues that our Delegates have noted, and now we are ready to have a Motion to Accept presented in our New Business later in this meeting. We will post the link to the new By-Laws in the November By-The-Way instead of including the 39 pages as part of the By-The-Way mail-out. We won't have time in the November meeting to have discussion because of the Budget and Officer elections, and this is why we have been pushing the link out to you for comments as part of the discussion process. Please get any final comments and questions to Paul in the next week so that any changes that need to be made will happen before the November publication of the link. We will call for a vote of acceptance in December.

We will still use the same Zoom number for the November elections, but starting in December we will start using a Zoom number that is generated by Central Office instead of by me. Look for the new number and password in the November By The Way, and we will remind you again when we issue the reports for the December meeting.

We are still looking for volunteers for the Ad Hoc Committee to head up the By The Way newsletter, so please step up and provide a service in this way if you can.

Last month the Delegates voted to return the PPP loan, and in the spirit of this group conscience, the OOC Committee took a vote to make a one-time lump sum payment. We have the money in our checking account after paying all of the September bills, and we can put this issue behind us and move on to the Budget, the Officer Elections and the By Laws votes over the next couple of months. Our contributions are slowly rising to a positive balance, so please make our Seventh Tradition work and support our Central Office. Again, I implore you to suggest to your group members to break the buck barrier, a lot of groups are set up with Venmo and Paypal, so please be generous and encourage your members to do the same.

As we go into 2021, I encourage you, the Delegates to come up with a mechanism that will rebuild our Prudent Reserve. Be creative and push yourselves to solve this problem so that we don't come up against this situation in the future. We have been shown how the world works its own agenda, and what can happen if we are not ready for it. Make the Prudent Reserve a priority for 2021.

To: CCF Delegates
From: Pierre D.
Assistant Chair

Date: 10/17/2020

The California Northern Interior Area (CNIA) is holding its Mini-PRAASA Assembly this weekend October 16th, 17th and 18th on Zoom. During this Assembly, Area 07 will be taking its inventory and evaluating just how well it is fulfilling its primary purpose. The questions for the inventory were, in part, included in my September Report. GSRs were to share the questions with their groups. Having an informed group conscience on these questions will help facilitate an informed discussion at the Assembly.

For the past few months, the Area Finance Committee and Treasurer have been working on the CNIA 2021 Proposed Spending Plan. The proposed plan will be discussed at the Assembly with a vote to approve possibly occurring this weekend. Much like the Inventory questions, GSRs were asked to review the Spending Plan with their groups and bring any questions or suggestions to the Assembly.

The 2020 Final Conference Report Was distributed last month before the September Area Committee Meeting (ACM). This publication is full of information from this year's General Service Conference. Please make an effort to read this report in its entirety. If you have not received a copy, please tell your DCM or GSR and ask to receive one.

Résumés are still being accepted for Trustee-at-Large. Area 07 will be nominating someone for this position at the Mini-PRAASA Assembly. The duties can be found in the AA Service Manual and résumé forms are available on the www.CNIA.org website

Last month was the first ever CNIA Unity Meeting on Zoom. Future meetings are planned for every 3rd Wednesday at 7pm on Zoom. For more information, please contact the Area's Alternate Chair, Claudio B.

As of the time of preparation of this Report, we have received requests for registration with CCF from the following three new groups. We will act on these requests at this afternoon's meeting.

1. Rescue Men's Stagg
2. BIPOC Service Committee
3. Young People of Color in AA

Thank you for letting me be of service ODAAT.

Pierre D.

OOC Chair Report 10/17/2020

- OOC meeting had all but one member in attendance.
- Reports from various committees are comprehensive and highly informative.
- The service issues for the next two months will require extra effort on all. For that we thank you in advance for your service.
- We are adjusting the office procedure to accommodate the needs of our members. Special thanks for the extra efforts.
- The Pandemic continues to offer challenges and we are all facing them together.
- Fiscal issues are at hand and all the support being given is noted and appreciated.
- Please continue support to central office and our membership at large.
- We do this to have a base to Carry The Message, our primary purpose.

Yours in service

Steven Ritts

Manager's Report
October 13, 2020

1. The Office is closed to the Public, but we are opened for curbside pickup by appointment.
2. Place your order at our online store at <https://aasacramento.org> and arrange for pickup or shipping.
3. We can process contributions and payments on our website using debit or credit cards and PayPal. We use the Venmo app (@CCFAA) for contributions *only*. The website *will not* allow you to pay for store items using Venmo.
4. Literature inventory was completed on Sunday, September 27. Inventory shrinkage was within acceptable limits. (\$234 for a 7-month period)).
5. Please visit the website at: <https://aasacramento.org> for guidelines and suggestions for re-opening safely and in accordance with your specific-county protocols. Please submit a copy of the completed county Appendix A form or your written Prevention Plan to centraloffice@aasacramento.org to have your meeting listed in our schedule and on our website.
6. We will continue to list virtual and physical meetings as they are re-opened. We do not have the capacity to designate which meetings are hybrid (physical with virtual component) .
7. The HVAC unit control panel was scheduled for the first week of October. We are waiting on parts to complete the repair.
8. CCFAA's largest asset is the inventory of AAWS/AA Grapevine literature and medallions. To free up cash from those assets, we are discounting items as follows:
 - 20% Discount on specific tri-plate medallions with a free hand crocheted chip bag.
 - Sale price of \$9.99 (15%) on all AA Grapevine literature with the exception of Language of the Heart and Emotional Sobriety I & II.
 - CCFAA T-shirts for \$3.50 limited to available sizes.All sales are while supplies last and limited to items available from inventory in stock. Shop our online store (<https://aasacramento.org>) because we need your support. There must be an AA Grapevine book that you haven't read.
9. Third Quarter Sales and Payroll tax deposits, reports and returns will be completed by the November 1st deadline.
10. We have Patrick S. joining us as incoming Webmaster to replace Pete B. who will rotate out on December 31st. Welcome aboard Patrick. Your willingness to be of service is appreciated!
11. I was able to attend the Intergroup/Central Office/AAWS/ AAGV Seminar via Zoom. Please see my reportback for important information in the November BTW.

Thank you for continuing to support your local service center.
And All IS Well



CCFAA - Website Update for: October 17, 2020 Delegates Meeting

Summary: Since 7/1/18 aasacramento.org has been stable with database and hosting on Linode.

CCFAA Website Monthly Report for September, 2020

New Business:

- **10/2/20 Problem:** Using WordPress Plugin = 12 Step Meeting List (TSML), Pete B. imported a single meeting (test while working with AA Dist. 09) and by so doing nuked all (220) meetings in Region. My apologies for the error. **Resolution within 3 hours:** Working closely with Jason, using a meeting backup file, we imported 220 records & tested OK. Will open a case to TSML developers to confirm "import update" process.
- Welcome Patrick S. as new Webmaster, full transition by June, 2021. Weekly training has commenced.
- Office Manager creation of CCF Web Tech Committee

Old Business:

- Working with other Area 7 Webmasters to setup District web presence
 - District 21 - <https://aaplacer.org/>
 - District 09 - <http://aasolanosouth.org/>
- Continue to insure CCF Website has updated Meeting info

Questions please send to webmaster@aasacramento.org

Financial Statement Commentary & Analysis

Sales of AAWS literature, in house publications, and medaillons are budgeted for the month of September to be \$11,708, the actual sales of these items was \$4,942 42.2% of Budget. Year to date is 46.7% of budget

Group contributions were budgeted at \$10,000. The actual contributions were \$12,173. \$2,173 above budget for the month of September 2020. Year to date is 88.8 % of Budget

Other sources of revenue - Birthday contributions, Office services revenue and faithful fivers were budgeted at \$2,050 and the actual was \$2,985 - a 145% of budget

September operating expenses were \$14,609 and below budget guideline by 10.9%

September 2020 Net income is \$546 and the Year to date Net Loss is \$19,555

CASH ACCOUNT BALANCES Per Bank Statement

NAME OF ACCOUNT	BALANCE September 1, 2020	September ADDITIONS/DEPOSITS	September CHECKS/ CHARGES	BALANCE September 30, 2020
SAVINGS ACCOUNT (1)	\$35,768.19	0.88		\$35,767.07
CHECKING ACCOUNT (2)	\$31,385.11	\$21,707.64	\$17,649.04	\$35,443.71
TOTAL	\$31,385.11	\$21,707.64	\$17,649.04	\$71,210.78

(1) Savings Account contains the Prudent Reserve Funds

Currently, CCFA has 2.24 months Prudent Reserve in our Savings Account

(2) Checking Account is the Operating Account (General Fund)

In Summary.....

Your continued support is most appreciated.

**Respectfully submitted,
Pat Y
Treasurer**

CCFAA
Proposed 2021 Budget

Income	2021	Comentary
Literature Sales		
4030 - Literature sales-nontaxable		
4020 - Literature Sales	65,000.00	
Total 4020 - Literature Sales	65,000.00	Revenue has been projected by zooming out to view through the actual income figures from 2006 to 2019. Looking back to the pre economic collapse 2009 to post recovery period 2016 to 2019 one can get a clear picture of trends and patterns over time and not just an immediate 4 month anomaly. We started the year on budget and group contributions dropped precipitously for March to May but picked right back up in June to September. The group contributions recover and individual/fastival fiver and anonymous contributions tick up.
4025 - In-House Publication Sales	9,500.00	
4035 - Medalion Sales	35,000.00	
4100 - Group Contributions	120,000.00	
4110 - Anonymous Contribution	3,000.00	
4120 - Biweekly Contributions	2,200.00	
Office services revenue		
4127 - Insurance Program	4,700.00	
4125 - Office services revenue - Other	4,500.00	
Total 4125 - Office services revenue	9,200.00	
4130 - Fastival Fivers	15,000.00	
4440 - Internal Income	20.00	
4450 - Misc Income	200.00	
4480 - Picnic Revenue	0.00	
4480 - Special Events Revenue	2,000.00	
4482 - Anniversary Event	0.00	
4980 - Uncategorized Income	0.00	
Total Income	283,141.00	
Cost of Goods Sold		
5000 - Literature Costs		
5010 - Cost of AAWS literature sold	58,800.00	
5015 - Other Literature	2,500.00	
5025 - In-House Publication		
5030 - Paper Stock and Staples	3,000.00	
5035 - Printing Equipment	13,200.00	
5040 - Copy Costs	1,800.00	
5028 - In-House Publication - Other		
Total 5025 - In-House Publication	18,000.00	
Total 5000 - Literature Costs	80,300.00	
5000 - Literature Costs - Other	750.00	
9050 - Medalion Costs	12,000.00	
Total COGS	93,050.00	
Gross Profit	170,091.00	
Expense		
Equipment Expense		
5670 - Equipment Rental	1,000.00	
5675 - Equipment Purchase	1,500.00	
5765 - Equipment Repairs & Maint	1,800.00	
Total Equipment Expense	4,300.00	Operating expenses are reflected on historical actual costs Adjustment have been made on known changes
Insurance		
5680 - Worker's Compensation	1,200.00	
5684 - D & O Insurance	1,625.00	
5685 - General Liability	1,600.00	
Total Insurance	4,425.00	
Meetings/Conference Expense		
5620 - Manager Training	400.00	
5655 - Delegates Meeting	0.00	
5785 - Employee Travel	400.00	
5786 - NCCAA Delegate Expense	350.00	
Meeting/Conference Expense - Other	300.00	
Total Meetings/Conference Expense	1,450.00	
Office Expense		
5640 - Postage & Delivery	3,200.00	
5650 - Licenses & Permits	900.00	
5700 - Office Supplies	2,200.00	
5720 - Occupancy Improvement/Jarntonal	1,600.00	
5740 - Miscellaneous Expense	700.00	
5760 - Rent	26,600.00	
5770 - Office/Network Software	800.00	
Total Office Expense	35,900.00	
Professional Fees		
5610 - Accounting	1,600.00	
5613 - Legal Expense	500.00	
5625 - Website Admin	1,200.00	
5630 - Network Admin	700.00	
5645 - Office Systems Admin	250.00	
5699 - Professional Fees - Other	1,200.00	
Total Professional Fees	6,350.00	
Utilities		
5780 - Gas & Electric	3,400.00	
5781 - HVAC Maintenance	600.00	
5782 - Website/Info Technology	750.00	
5783 - Telephone	4,800.00	



Monthly TeleService Report to Delegates for the month of: **October 2020**

Submitted by: Garrett N. - TeleService Chair & Julie C. - TeleService Asst. Chair

Date submitted: 10/14/20

Website: <http://aasacramento.org/service-opportunities/teleservice/>

Shift Call Numbers: September (as of 10/14/20)

12 Step	=	50	YTD	412
Info	=	196		1771
Total	=	246		2183

New Business:

- Our next workshop will be on Zoom on October 25th at 2 PM. We will share the meeting ID information next month.
- We are in need of Bi Lingual Teleservice Volunteers
- All shifts are currently filled

Old Business:

- Garrett participated in a PI/CPCC committee meeting on Sunday September 20th to educate the area on how Teleservice works, and encourage new sign ups for the 12th Step list.
- We are now receiving calls for the Western Slope District 22 and are currently working to build a 12th step list to better support the El Dorado County area.
- We are working to help callers get on the CCF website to find Zoom meetings; emphasizing the importance of 12th step calls for newcomers right now. We need a list of people comfortable using Zoom who can help callers (Zoom support line).
- Always in need dedicated volunteers to provide 12 Step Work
- Continuing to work with Special Needs (take a meeting to Home and Hospital) to increase volunteer base

Next CCFAA Holiday Closure. Teleservice will cover these days:

On-going daytime shift coverage

Regular Business:

Current Teleservice Potential Volunteer Count = 75

Current Teleservice Volunteer Count = 52

Break out (37) Shift + (7) Shift Coord + (1) Orientation + (1) Co Chair + (1) Chair + (1) 12 Step Coordinator + (1) Special Needs Coordinator

Current Teleservice Substitute Count = 82

Current Teleservice 12 Step Count = 146

Volunteer Position # = 355

We send updates bi-weekly on Sunday: These bi-weekly updates include Updated Teleservice (TS) Flyer, Shift, Sub and 12 Step Lists. CCFAA Teleservice Web page is updated with open shifts.

Weekly Meetings with Chair + Co Chair as check in and review

Monthly Meetings with Chair, Co-Chair, 12th Step Coordinator & Orientation Coordinator

By Laws and Operating Procedures Chair Report

October. 17, 2020

As of Thursday this week I have received no comments or questions in the Drop box, email, or phone on the proposed By-Laws. I am assuming that delegates have had the time to talk to their group in the last 90 days and are now ready to act on this document as written. The committee is now presenting a motion to the delegate body for adoption of new By-Laws at the December CCFAA meeting.

The BLOPS committee has presented a draft of the proposed bylaws to the delegate body. This has allowed ample time for each CCFAA delegate to review the proposed By-Laws with their group. The document is published online at our website: aasacramento.org. The November *By The Way* will also contain a link to the published document. In addition, printed (hardcopy) copies of the document can be obtained by contacting the Central Office. This is to save on the cost of postage for a special edition of the *By The Way*. The document is 35 pages long and exceeds the limits for bulk mailing.

Any delegate or group that wants a physical copy will be able to get one. A copy can also be requested by mail to CCFAA – Recording Secretary, 9960 Business Park Dr. #110, Sacramento, CA 95827

I would be glad to jump on ZOOM with a group if they wish to ask questions about the document

Our goal is to present the document table of contents at this meeting. Have a group discussion and adopt the document at the December meeting. Please keep in mind the November meeting will be our annual trusted servant election meeting. Should the delegates decide to make changes to the document after today's meeting it could be done as individual revisions or the adoption could be held off for the new BLOPS chair to manage during next calendar year.

Respectfully submitted.

Paul Gillingham
BLOPS Chair
916-997-4870

Faithful Fiver/Birthday Chair October Report

Hi this is Kathy and I'm an alcoholic and I am also your birthday/Faithful Fivers Fairy reminding you of all the ways you can contribute to Central office while honoring yourself, loved ones, and your sobriety. First of all you may contribute five or more dollars per month using auto pay if you'd like and become a faithful fiver. Secondly you can honor your birthday by contributing one dollar per year of sobriety on your anniversary month. The third way is by honoring a loved one and sobriety member at the event of their death. You may sign up for all of these at our AA website, Sacramento. In addition I am willing to travel anywhere in the greater Sacramento area and possibly beyond to briefly attend your in-person meeting that you might be holding at this time and explain about these AA features. I have the two flyers that I've only handled with gloves so I could pass those out if you'd like. Also I can attend zoom meetings or phone- in meetings that you might have to spread the word about the wonderful ways to celebrate our sobriety.

Special Event Report 10/17/2020

No, special events to report about.

Looked into the idea for an "Online Raffle" not a good idea, California does not like Raffles (period)

Yes, we can jump through the hoops, but online has more hoops than just having a raffle.

Next month will be a happier report.

Dennis Y., Special Events Chair

CCFAA
PROPOSED 2021
BUDGET

	JAN - AUG 2020 YTD	PROJECTED 2020	2020 BUDGET	2021
Income				
Literature Sales				
4030 · Literature sales-nontaxable	6.75	10.13		
4020 · Literature Sales	26,517.69	39,776.54	80,000.00	65,000.00
Total 4020 · Literature Sales	26,524.44	39,786.66	80,000.00	65,000.00
4025 · In-House Publication Sales	4,235.41	6,353.12	15,500.00	9,500.00
4035 · Medallion Sales	13,580.85	20,371.28	45,000.00	35,000.00
4100 · Group Contributions	61,763.21	92,644.82	120,000.00	120,000.00
4110 · Anonymous Contribution	2,754.16	4,131.24	2,000.00	3,000.00
4120 · Birthday Contributions	1,632.00	2,448.00	2,100.00	2,200.00
Office services revenue				
4127 · Insurance Program	5,370.00	5,000.00	4,700.00	4,700.00
4125 · Office services revenue - Other	2,067.25	3,100.88	7,800.00	4,500.00
Total 4125 · Office services revenue	7,437.25	8,100.88	12,500.00	9,200.00
4130 · Faithful Fivers	15,341.72	23,012.58	10,000.00	15,000.00
4440 · Interest Income	11.14	16.71	20.00	20.00
4450 · Misc Income	143.61	215.42	200.00	200.00
4460 · Picnic Revenue	95.50	0.00	12,000.00	0.00
4480 · Special Events Revenue	0.00	0.00	2,000.00	2,000.00
4482 · Anniversary Event	0.00	0.00	0.00	0.00
4990 · Uncategorized Income	0.00	0.00	0.00	0.00
Total Income	133,519.29	197,080.69	301,320.00	261,120.00
Cost of Goods Sold				
5000 · Literature Costs				
5010 · Cost of AAWS literature sold	20,135.14	30,202.71	64,000.00	59,800.00
5015 · Other Literature	1,238.98	1,858.47	3,500.00	2,500.00
5025 · In-House Publication				
5030 · Paper Stock and Staples	1,644.54	2,466.81	4,000.00	3,000.00
5035 · Printing Equipment	8,701.26	13,051.89	13,200.00	13,200.00
5040 · Copy Costs	923.40	1,385.10	1,800.00	1,800.00
5025 · In-House Publication - Other	0.00	0.00	0.00	0.00
Total 5025 · In-House Publication	11,269.20	16,903.80	19,000.00	18,000.00
Total 5000 · Literature Costs	32,643.32	48,964.98	86,500.00	80,300.00
5000 · Literature Costs - Other	-0.01	800.00	750.00	750.00
5050 · Medallion Costs	4,662.14	12,500.00	13,200.00	12,000.00
Total COGS	37,305.45	62,264.98	100,450.00	93,050.00
Gross Profit	96,213.84	134,815.71	200,870.00	168,070.00
Expense				
Equipment Expense				
5670 · Equipment Rental	594.00	891.00	1,000.00	1,000.00
5675 · Equipment Purchase	464.88	697.32	1,500.00	1,500.00
5785 · Equipment Repairs & Maint.	753.74	2,600.00	1,800.00	1,800.00
Total Equipment Expense	1,812.62	4,188.32	4,300.00	4,300.00
Insurance				
5680 · Worker's Compensation	394.60	591.90	1,200.00	1,200.00
5684 · D & O Insurance	1,061.26	1,587.00	1,625.00	1,625.00
5685 · General Liability	1,101.74	1,487.00	1,600.00	1,600.00
Total Insurance	2,557.60	3,665.90	4,425.00	4,425.00
Meetings/Conference Expense				
5620 · Manager Training	0.00	500.00	700.00	400.00
5655 · Delegates Meeting	0.00	0.00	0.00	0.00
5785 · Employee Travel	0.00	1,000.00	1,100.00	400.00
5786 · NCCAA Delegates Expense	15.80	23.70	350.00	350.00
Meeting/Conference Expense - Other	0.00	0.00	300.00	300.00
Total Meetings/Conference Expense	15.80	1,523.70	2,450.00	1,450.00

CCFAA
PROPOSED 2021
BUDGET

	JAN - AUG 2020 YTD	PROJECTED 2020	2020 BUDGET	2021
Office Expense				
5640 · Postage & Delivery	1,389.98	2,084.97	3,200.00	3,200.00
5650 · Licenses & Permits	120.00	900.00	900.00	900.00
5700 · Office Supplies	757.01	1,135.52	2,400.00	2,200.00
5720 · Occupancy Improvement/Janitorial	1,235.08	1,619.27	1,500.00	1,600.00
5740 · Miscellaneous Expense	312.95	469.43	900.00	700.00
5760 · Rent	16,117.33	24,176.00	23,900.00	26,500.00
5770 · Office/Network Software	744.47	1,116.71	350.00	800.00
Total Office Expense	20,878.82	31,501.88	33,150.00	35,900.00
Professional Fees				
5610 · Accounting	286.00	432.00	1,100.00	1,500.00
5613 · Legal Expense	0.00	1,500.00	2,200.00	500.00
5625 · Website Admin	740.83	1,200.00	1,200.00	1,200.00
5630 · Network Admin	160.00	240.00	700.00	700.00
5645 · Office Systems Admin	0.00	775.00	775.00	250.00
5699 - Professional Fees - Other	400.00	600.00	1,200.00	1,200.00
Total Professional Fees	1,588.83	4,747.00	7,175.00	5,350.00
Utilities				
5790 · Gas & Electric	1,708.15	2,562.23	3,400.00	3,400.00
5791 - HVAC Maintenance	0.00	953.00	0.00	500.00
5792 · Website/Info Technology	0.00	750.00	750.00	750.00
5795 · Telephone	3,050.73	4,576.10	4,800.00	4,800.00
5796 · Security System	308.76	463.14	750.00	750.00
5790 - Other	0.00	0.00	0.00	
Total Utilities	5,067.84	9,304.48	9,700.00	10,200.00
5400 · Payroll Expenses				
5410 · Management Salary	43,531.90	65,297.85	62,545.00	55,000.00
5415 · Clerical Wages	25,433.12	38,149.68	44,500.00	30,000.00
5416 · Payroll Tax Expense	5,945.95	8,918.93	8,800.00	6,700.00
5470 · Retirement Plan	1,050.00	1,575.00	1,800.00	1,800.00
5681 · Healthcare Benefits	6,869.38	10,004.07	9,500.00	6,000.00
Total 5400 · Payroll Expenses	82,830.35	123,945.53	127,145.00	99,500.00
5500 - Payroll Expense Accrued	0.00	0.00	0.00	
5686 · Bad Debt Expense	0.00	0.00	50.00	50.00
Bank Charges				
5695 · Credit Card Services Fees	1,802.74	2,704.11	2,750.00	2,900.00
5690 · Bank Charges - Other	24.20	36.30	50.00	50.00
Total 5690 · Bank Charges	1,826.94	2,740.41	2,800.00	2,950.00
Special Events				
5950 - Anniversary Expense	0.00	0.00	0.00	0.00
5955 - Ads & Flyers	0.00	0.00	0.00	0.00
5950 - Anniversary Expense - Other	0.00	0.00	0.00	0.00
Total 5950 - Anniversary Expense	0.00	0.00	0.00	0.00
5900 · Special Events	0.00	0.00	2,000.00	1,500.00
Total 5900 - Special Events	0.00	0.00	2,000.00	1,500.00
Other Committees				
5990 · Picnic Committee	0.00	0.00	6,500.00	0.00
6200 - Other Committees - Other	0.00	0.00	0.00	0.00
6210 · PI/CPC	93.98	140.97	350.00	350.00
6220 · Special Needs Committee	0.00	0.00	150.00	150.00
6230 · Teleservice Committee	48.00	250.00	325.00	325.00
Total 6200 · Other Committees	141.98	390.97	7,325.00	825.00
Total Expense	118,318.58	182,008.17	200,520.00	188,450.00
Net Ordinary Income	-20,104.74	-47,192.48	350.00	1,820.00
Net Income	-20,104.74	-47,192.48	350.00	1,820.00



CCFAA ANNUAL ELECTIONS

NOVEMBER 21, 2020

2:00 PM

Elections will be held Saturday, at the November 21st Delegate's Meeting
Zoom Meeting ID 924 300 378 Password: 9960
+1 669 900 6833 code 924300378#
Start Time: 2PM

Service Position	Sobriety Requirement	Qualifications	Terms
CHAIRPERSON	5-Years	Have served as a Group Secretary or Group Delegate to the CCFAA (shall relinquish delegate status).	1-year
ASSISTANT CHAIRPERSON	5-Years	Have served as a Group Secretary or Group Delegate to the CCFAA (shall relinquish delegate status).	1-year
TREASURER	5-Years	A knowledge of bookkeeping procedures and office experience is desired (shall relinquish delegate status)	2-year
RECORDING SECRETARY	3-Years	Have served as a Group Secretary or Group Delegate to the CCFAA (shall relinquish delegate status).	1-year
OFFICE OPERATIONS COMMITTEE DELEGATE	3-Years	Be an acting CCFAA delegate. Be familiar with financial administration, office management and general business administration.	2-years
TELESERVICE CHAIRPERSON	3-Years	Have served at least 6 months as a member of the Teleservice Committee.	1-year
BY-LAWS & PROCEDURES CHAIRPERSON	5-Years	Have served as a Group Secretary or Group Delegate to the CCFAA .	1-year
BIRTHDAY & FAITHFUL FIVERS' CHAIRPERSON	3-Years	Have served as a Group Secretary or Group Delegate to the CCFAA.	1-year
PI/CPC CHAIRPERSON	3-Years	Have served as a Group Secretary or Group Delegate to the CCFAA	1-year
NORTHERN CALIFORNIA COUNCIL (NCCAA)DELEGATE	5-Years	Have served as a Group Secretary or Group Delegate to the CCFAA (elected in even number years—2004, 2006, etc.)	2-years
2021 PICNIC CHAIR	2-Years	Have a minimum of two years of continuous and immediate sobriety.	1-year
2021 SPECIAL EVENTS CHAIR	2-Years	Have a minimum of two years of continuous and immediate Sobriety.	1-year

Contact your Group's CCFAA Delegate or phone Central Office at
916-454-1771 for more information

