

FEBRUARY 2021 DELEGATE MEETING MINUTES

Group Name	Delegate
Greenhaven	Brian G. (alt)
Number One Offenders	Katie R.
Oak Tree	Terry H. (alt)

Group Name	Delegate
Precisely How We Have R	Adriane C.
Sharing and Caring	Hannah P.
Sisters in Sobriety	Kathy J.
Triangle Group of AA	Kevin H.

E. Visitors

Kim M. – District 24, Ronald K. of Sacramento Steppers

III. Approval of Minutes

Motion to Accept Minutes from January 2021 - Approved

IV. Trusted Servant Reports

➤ **CCFAA Chairperson's Report – John E.**

I attended the OOC Meeting Tuesday evening, February 16, 2021. There were 8 of 8 members present so a quorum was determined. Our meeting agenda covers the Office Manager's report, the Treasurer's report, and the By-Laws & Ops report. We have good news in all three departments that you will hear in each of their upcoming reports. We do not have any Old Business today, but we do have New Business that will be presented by our Treasurer, Pat.

The Chair of the OOC, Eric, put out a call for our members to contribute suggestions for CCFAA goals for 2021, and something I would like all of our members to think about is the possibility of an Ad Hoc Committee to address the issues surrounding the Grapevine. The Chair could inquire to the subscriptions and overall well-being of the Grapevine via contact with the New York office, introduce materials to our Delegates to take back to their meetings, keep us informed of the Carry The Message program wherein readers and groups buy subscriptions for newcomers or inmates, promote online subscriptions as well as mailing subscriptions, and help to promote the La Vina version of the Grapevine. There is also a great deal of literature from the Grapevine publishing that is different than the publishing from AAWS. I personally have an online subscription and it is a joy to open it up and have a quick impromptu personal meeting anytime I wish. CNIA Area 7 also has a Grapevine Chair that we could liaison with. Let me know if any of you are interested. Thank you.

I am happy to see that CCFAA is moving back into a positive direction financially, so thank you for all of your group and individual contributions. Please let your groups know that literature and chips are available, call the office and set up a pickup.

➤ **Assistant Chair/CNIA Liaison – Veronica R.**

New Groups:

- **Gibbons Morning Meeting** – Carmichael – 5809 Gibbons Drive, Fri, Sat, Sun 7am, Open, 1 hour – Sat & Sun 7am Open 1hr
- **Sacramento Steppers** – Sacramento – Currently Meeting on Zoom (ID: 878 3463 5533 Pwd: 999263), Mon, Thurs, Fri, 6pm, Open, 1 hr - Wed 6pm, Open 1 hr Book Study – Zoom (ID: 820 4980 5717 Pwd: 309922) Sat & Sun, 2pm Open 1hr

The **Winter Assembly** was held on Zoom on January 16, 2021. There were general reports and a mock conference held to demonstrate how topics are chosen for the General Service Conference.

PRASSA (Pacific Region of Alcoholics Anonymous Service Assembly) – March 5-7 (Zoom).

Friday 4:15 – 9:30 pm, Saturday 8:30 am – 10:30 pm, Sunday 8:00 am – 7:15 pm.

Register at <https://www.praasa.org/home>. It is being hosted by CCAA Area 58. This is a wonderful opportunity to promote unity and share in the exchange of ideas about service and other relevant AA topics with others across the region. It is especially accessible this year because it is being held on Zoom.

- 12 Panels
- Trustee's Report, Area Updates, Courage to Change, Culture and AA, Carry the Message, Practicing A's Spiritual Principles in a Changing World, Ask It Basket, etc.

Pacific Region – Alaska, Arizona, California, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington

Pre-Conference Assembly – April 10th – 11th. Zoom ID: 971-441-14585; Passcode: PreConfer

Other Upcoming CNIA 2021 Events:

- Area Committee Meeting – February 20 (Zoom)
- Area Committee Meeting – March 20 (Zoom)
- General Service Conference – April 18-24 (Virtual)
- Post-Conference Assembly – May 15-16 (Zoom)

For more events, visit the CNIA website <https://cnia.org/> or ask me.

Planned Assemblies for 2022:

- Winter Assembly – Jan 15-16 (Sonora/Jamestown – District 33)
- PRASSA – March 4-6 (Portland, Oregon – Area 58)

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- Pre-Conference Assembly – April 9-10 (Auburn – District 21)
- General Service Conference – April 24-30 (New York)
- Post-Conference Assembly – May 21-22 (Zoom)
- Mini-PRASSA – October 14-16 (Marysville/Yuba City – District 19)

Other CNIA Events:

- PI/CPC Workshop on January 23, 10- noon (Zoom)
- Accessibility Committee on January 23, 1:00 pm (Zoom)
- Conference agenda workshops – Zoom Meeting ID: 927 8068 4769 Passcode: 267890. Background material for the background agenda topics at cnia.org
 - Feb 27 – 9am to 1pm
 - Feb 28 – 9am to 1pm
 - March 13 – 9am to 1pm
 - March 14 – 9am to 1pm

➤ Office Operations Committee Chair Report – Eric L.

The Office Operating Committee met on 2/16/21 with full attendance. Our office manager, Robin T, provided her report and operational concerns, including presentation of new signage for our office. Treasurer Pat Y presented an encouraging financial report. BLOPS committee chair Mike K was in attendance and reported on the review of the 2019 Operational Procedures. We reviewed the proposed new signs and voted on one which we'll hopefully present later in the meeting.

This past month, we handled some annual turnover duties, like bank signatures, office key distribution, and generating a new roster. The upcoming months, the office and team will be reviewing the bylaws that you passed in January to get into compliance with them, and looking at new services that we can provide to you and the local fellowship to enhance your recovery and your ability to help others to recover. I'd be remiss if I didn't mention the Grapevine as an important resource in recovery, and I ask you and me to investigate getting a Grapevine or La Vina subscription to financially support that branch of Alcoholics Anonymous and in return to get a monthly AA meeting in print.

For our delegates, the role of the OOC is to support our office staff on the business and immediate financial issues of the business office so that you can continue to get the resources that you want and need from the office in the form of AA approved literature, meeting schedules, newsletters, telephone resources, website access and content, and keeping the lights on so that your recovery and the recovery of others is furthered. If there are any concerns or wishes that you have of our business office, please never hesitate to contact me or anyone else on the OOC listed below, and we'll get the issue or concern addressed for you.

➤ Office Manager's Report – Robin T.

- All 4th Quarter payroll and sales tax reports, deposits and returns were completed by the January 31st due date.
- Our Workers' Comp Insurance has been renewed for the period 01-19-2021 to 01-19-2022.
- The enrollment period for meeting insurance opened on January 15th and will close on March 31st. Please note that you must reapply for insurance each year even if you are currently enrolled in our program. After March 31st only applications for special events coverage, groups who had a policy in 2020, and newly registered groups will be accepted.
- We are now accepting applications and resumes for the open part-time office assistant position. The job description and application can be found on our website under the "About CCFAA" tab. Please email application and/or resume to officemanager@aaasacramento.org
- Until the Central Office can resume full pre-covid operations, we are seeking volunteer assistance with the *By The Way* and Flyer Mailings. We are looking for groups of 3 to 4 volunteers who are currently meeting in person with each other willing to come pick-up the mailings, prepare them, and then return them to the Central Office. If you are a group or know of one that can help, please email centraloffice@aaasacramento.org or call the office at, 916-454-1771, Monday thru Friday 9am—2pm, for more details and to volunteer. This is a great way to be of service and help our Greater Sacramento community!

➤ Webmaster's Report – Teague S.

New Business:

- CCFAA Website (auto) accepted a WordPress Update from 5.6.0 to 5.6.1 on 2/2/21. This broke (only) our ability to edit pages. Teague and Pete have a workaround and continue troubleshooting the resolution.

Old Business:

- Weekly Wed. Meeting - Webmaster (Teague) transition from Pete over the next several months.
- Continue to insure CCF Website 12 Step meeting List Backups 2x weekly

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- Open Web Priorities:
 - 1) Backup/Restore on Test Site
 - 2) Backup/Restore on Prod Site
 - 3) Proper Site Defense
 - 4) Reskin Site
- **CCF Tech Committee Updates in Q1 2021**
The Intergroup Tech Committee identifies, researches, recommends, and implements ways to use technology in AA service, mostly in support of our Central Office and other Intergroup service committees, but also to share with the wider A. A. community.

Questions please send to webmaster@aaasacramento.org

➤ **Treasurer’s Report – Pat Y.**

Financial Statement Commentary & Analysis

- Sales of AAWS literature, in house publications, and medallions are budgeted for the month of January to be \$9,124, the actual sales of these items was \$4,806. 52.6% of Budget.
- Group contributions were budgeted at \$10,000. The actual contributions were \$11,464. \$1,164 above budget for the month of January 2021.
- Other sources of revenue - Birthday contributions, Office services revenue and faithful fivers were budgeted at \$2,466 and the actual was \$3,584 – 45.3% above budget.
- January 2021 operating expenses were \$11,216 and below budget guideline by \$5,524.
- January 2021 Net Income is \$5,222. While there is a positive net income for January 2021, the gross income for January 2021 is 34% lower than January 2020. A gain was recognized for January 2021 because the expenses were reduced in January 2021.

CASH ACCOUNT BALANCES Per Bank Statement

NAME OF ACCOUNT	BALANCE January 1, 2021	January ADDITIONS/ DEPOSITS	January Transfers	January CHECKS/ CHARGES	BALANCE January 31, 2021
SAVINGS ACCOUNT (1)	\$29,769.71	\$0.76	\$0.00	\$0.00	\$29,770.47
CHECKING ACCOUNT (2)	\$19,090.02	\$19,933.69	\$0.00	\$13,911.45	\$25,112.26
TOTAL	\$48,859.73	\$19,934.45	\$0.00	\$13,911.45	\$54,882.73

(1) Savings Account contains the Prudent Reserve Funds

Currently, CCF has 1.79 months Prudent Reserve in our Savings Account

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

The Operating account should have one month of operating expenses which is \$16,740. As of January 31 there is a overage of \$8,372.
 As of February 15th, 2021 the operations checkbook had a bank balance of \$27,745.
 We are requesting required delegate approval to transfer funds \$5,000 back to the Prudent Reserve (Savings Account) because there are expenses (Accrued vacation) of \$3,600 (approx) required to be paid out over and above our monthly operating expenses. If this transfer is approved, there will be 2.07 months of Prudent Reserve (Savings).

In Summary..... Your continued support is most appreciated.

➤ **Teleservice Chairperson’s Report – Evan C.**

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

Shift Calls January (as of 2/15/21)		
Teleservice	Jan-21	YTD
12 Step	68	68
Meeting/Info	376	376
Totals	444	444

New Business:

- Upcoming Teleservice Workshop on Zoom, April 25th 2 - 3:30 pm. Meeting ID: 945 2522 2486 / Passcode: 563740
- We are in need of Bi Lingual Teleservice Volunteers
 - All shifts are currently filled.
 - We are searching for a new 12th Step Coordinator and Co-Chair at this time.

Old Business:

- 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

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- 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	= 72
Current Teleservice Volunteer Count	= 50
Break out (40) Shift + (7) Shift Coord + (1) Orientation + (1) Co Chair + (1) Chair + (1) 12 Step Coordinator + (1) Special Needs Coordinator	
Current Teleservice Substitute Count	= 80
Current Teleservice 12 Step Count	= 133
Volunteer Position #	= 335

We send updates bi-weekly on Sunday: These bi-weekly updates include Updated Teleservice(TS) Flyer, Shift, Sub and 12 Step Lists. CCFAA Telservice 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 & Procedures Chairperson's Report – Mike K.

The BLOP Committee has begun cross-checking the CCFAA current Operating Procedures with the newly approved CCFAA By-laws, making any and all changes necessary. When this is completed, The Committee will submit the revised Operating Procedures to the CCFAA Board of Directors for approval, and then to the CCFAA Delegate for approval!

➤ PI/CPC Chair – Courbet A.

The Public Information and Cooperation with Professional Community information can be found in WSO Workbooks M-27 and M-41.

The Public Information Workbook p. 7 suggests to place a literature rack in every :

1. High School
 2. College
 3. Police Station
 4. Library and
 5. Hospital.
1. We need volunteers to deliver books and Trifolds.
 2. We need Big Books, 12 X 12's and Trifolds.
 3. We need Literature Racks for Trifolds.

Books and Literature Racks can be purchased at Central Office and donated to PICPC.

The PICPC Committee meets the First Thursday of every month at:

Café Dantorels at 6:30 pm
2700 24th Street Sacramento, 95818.

All Are Welcome

➤ Birthday Club/Faithful Fivers – Kimberly W.

- I have spoken with the previous chair and will have more to report on next month

➤ Special Events Chair – Robert F.

- The Special Events Email (ccfspecialevents@aasacramento.org) is successfully forwarding emails to my personal email.
- I have received one email!!!
- The email was in regards to utilizing a zoom meeting to assist financially with Central Office.
- Saint Marks is closed due to Covid, no one is in the office. March I will be emailing them to stay connected, keeping a pulse on the opening of society.
- For some reason, I can't get baskets out of my mind!!! Any Ideas with what to do with some baskets would be great...
- Other than that, just gelling.... Listening for that intuitive, inspirational, or decision making thought!

➤ Picnic Chairperson's Report – Dalene-Marie P. - Absent

No Report

V. Reports – Special Committees, Delegates, Liaisons & Invited Guests

➤ Hospitals & Institutions – Paul G.

- 2 facilities open Diamond House and Sierra Vista

➤ NCCAA Liaison – Catherine T.

- Next NCCAA Conference will be March 2022 in San Jose, CA

VI. Old Business

None

VII. New Business

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- Motion to Approve the transfer of \$5,000 from the Operating Account to the Prudent Reserve Account.
 - Result - Approved 49-Yes/0-No/1-Abstain
- Motion on Business Office Signage to Read “ Central California Fellowship”
 - Result – Approved 53-Yes/4- No/0-Abstain

VIII. Closing

The next meeting will start at 3:00pm and will be held on Zoom, Meeting ID: 929 9218 9084 – Passcode: 912051 on Saturday March 20, 2021. The meeting closed at 4:55pm with the “I am Responsible” Declaration.

Respectfully submitted by *Jason S.*, CCFAA Recording Secretary