

April 12, 2022

Board Meeting Minutes

Central California Fellowship of AA

Board Members

Quorum: Yes

Betty Kemmer, Board Chair

Veronica Robbins, Delegate Chair

Al Edwards, Treasurer

Pete Bramson, Recording Secretary, Webmaster

Diana Lambert, Director at Large

Jason Starr, Director at Large

Mary Johnson, Johnson, Director at Large (absent)

Mike Kelley, BLOPS Chair

Joanne Touhey, Assistant Chair/Area Liaison

Betty K., Board Chair

- (1) Meeting was called to order at 6:00 pm
- (2) Attendance was taken and recorded; Quorum was noted.
- (3) Request for approval of March minutes: Approved.
- (4) Announcement of Joyce Waggoner to take minutes.
- (5) Call for reports that follow.
- (6) Regarding the discussion of the current members of the By-laws committee meeting provision 16.4.4, Mike K. informs that he does not have a committee and is aware of the requirements.

Reports and Discussion

Robin T., Office Manager,

- (1) Robin introduced **“NOTTA GLUM LOT” drawstring and tote bags (see report)** as May special purchase of the month, each for \$10. Totes comes in colors of pink, purple, or blue; and drawstrings come in grey/blue at a sales price of \$10.00. The company making them intends to close out these products and there was discussion about purchasing more bags while we can, especially in connection with the CCFAA annual picnic instead of the T-shirts that have been offered in past picnics. Betty K. suggested that Robin contact Paul G, Picnic Chair with this idea. Our cost for the bags is \$6.00.

- (2) **Agenda Item: District 22 wants us to register them as a Group so that they can get insurance.**
District 22 has several meetings per year at American Legion Hall, which requires that they have insurance, and they have approached our Central Office about registering as a group. There was active discussion as to whether it could or should be accepted as a group and suggestions as to what to say to them. After thorough discussion, Veronica moved that we do not accept them; motion was seconded and voting was 6 to 0 with no abstentions.

- (3) **Printed Meeting Schedules (Agenda item)** are now available at Central Office with updated information on virtual meetings, district contacts, as well as committee contacts and dates. May be ordered at aasacramento.org or picked up at Central Office.

Price to produce schedules has gone from \$.57 in 2019 to \$1.84 in 2022 due to the increased costs of materials and operational costs of updating and entering new data. Webmaster will take steps to make website data more easily available for download so that manual entries are not required. Discussion took place on keeping to the existing price of \$1.00 and producing the schedules at a loss or

charging more in line with the new cost. Committee voted 7 to 1 in favor of keeping the \$1.00 price at this time.

- (4) **Lease:** Robin expects to receive offer next month from our current Lessor. A copy of the offer will be sent to all Board members at that time. Al suggests that at that time we should form a committee to evaluate needs and look around at what is available.

Al E., Treasurer

(See report)

- (1) **Finances are in excellent shape;** income is up for the year, and excess cash is in our checking account. Intention is to move \$10,000 to savings account, not to be added to the Prudent reserve figure. This is on hold for the time being.
- (2) **Checks and Audits:** Discussion was to continue with practice of two signatures on checks except for those designated by the Board as imprest (petty cash) payments in accordance with 9.7.1 of Operating Procedures and that bank statements and reconciliation is sufficient for proofing our accounts and additional reports ordered under 9.7.2 are not needed. There was consensus on both matters.
- (3) **Prudent Reserve:** Al supports increasing the Prudent Reserve, now that income has increased to CCFAA. Discussion took place of 5 months figure for new proposed PR. Robin contributed that last year's operating expenses were approximately \$14,000 per month and that for 2022, she expects to see an increase of \$1500-2000 per month. The proposal to increase the PR to 5 months is placed on hold for the time being.

Veronica Robbins, Delegate Chair

- (1) Kelly, CIPCP Chair is stepping down.
- (2) Kimberly West will be attending delegate meeting Saturday, April 16th to discuss updating the pamphlet called “The Black AA Experience.”
- (3) Veronica combined provisions from By-Laws and Operating Procedures to audit practices and proposed alterations to the existing Audit Checklist. Furthermore, she outlined the flow and timing of audit meetings and procedures with the target dates between 4/25/22 and 5/13/22 to be reported to the delegates on 5/21/22. Veronica invites participation of others and asks for the green flag to proceed. Board concurred. Al submits the suggestion that in future years this should be done in December or January, and Veronica adds that this would require a change in the By-Laws.
- (4) New groups procedures: Central Office gets the request in writing in advance of delegate meeting, passes it to Assistant Chair. Asst Chair will make contact with the new group to verify their information and get explanation for any questions. Information is needed by 5pm Friday, the week before the delegate meeting. Webmaster already updated the website submission area and the paper document for what is needed. After approval, the group can be added to the directory listing and added to insurance.

Mike Kelly, BLOPS Chair

- (1) Personnel Manual changes will be presented to Board tentatively next month for approval.
- (2) He reports so far he has not seen any proposed amendments to Personnel Manual.

- (3) Most concerning is that he has not had anyone come to him to join By-Laws committee, and he needs help with this. Pete offered to announce the need to have more people on this committee.
- (4) Regarding the lack on congruency between By-Laws and Operating Procedures, Pete agrees to assist Mike in creating a format for getting changes done. Mike will send Pete an email to get things started, and they will work together on this. Betty will provide a list of her motion changes to By-laws and Operating Procedures to Mike and the Board.

Motion to close at 7:55pm.