

Steering Committee

Meeting Minutes

October 27, 2014

Present: Cynthia G, Tam G, Paul D, Jamie F (Treas.), Stephanie D (Trustee), Bill C (Sec.), Scott B. (Chair), Jack M (Trustee)
Next meeting: December 2, 2014, Intergroup Office

1. Meeting opened by Scott B

Scott announced that he interviewed 3 candidates for the Intergroup Office Manager position. Two of them changed their minds. One candidate will come in tonight

2. Discussion

Scott announced that we need to fill the position ASAP because Kathy will be leaving Friday and Christina will be leaving also.

Scott also feels that we would be better served to hire an accountant to do the books and we will be setting things up with "Quick Books" for office sales

3. Roundtable

We discussed the way to go about getting it done. (Find the right accountant)

4. Voted to let Scott find that person.

5. Questions asked about the urgency of filling the position.

Answer: Not panic mode but we need to get it done within the next 30 days.

6. Also discussed;

ideas for new guidelines for inventory coming in and going out. (possibly stockpiling more books and the idea of mailing them out to District I and II groups. We will revisit these ideas after filling the Office Manager's position.

We convene to meet John F (Office Manager candidate) and listen to his credentials and enthusiasm for the position.

7. Closed Section of meeting:

Steering Committee votes to hire John Fink for new Office Manager position. (Unanimous)

Respectfully, Submitted, Bill L. (Sec.)

Close meeting 6:50 pm