

**Albuquerque Central Office  
Intergroup Meeting**

**Minutes**

**11/10//2019**

Present: Chris C., Jerry K., Susan R., Dave F., Barb C., Tyler M., Jennifer S., Lynda H., George M., Tim T., Donald A., Lydia R., Ric R., Oris S., Debra K., Mark B.

**Welcome, Serenity Prayer** – Chris

**Introductions**

**Minutes** of 10/13/2019 distributed.

**Treasurer's Report:** Tim

Revenues down (less book sales, Individual contributions, but Group contributions are up).  
In the Red for October (1300) and year (1900).

Prudent Reserve fluctuates.

To date, cash position is “grim”, but you never know.

Tim to have new Treasurer Report formats for review in January.

**Motion to Approve:** Oris; Second: Ric

**APPROVED**

**Scheduling:** Lydia

**Need a new Schedule Editor.**

**Media:** Ric

Library in good shape.

38 discs out; 2 being duplicated.

**Need a new Media Librarian.**

**Website:** Oris

All up-to-date.

**Need a new Web Chair.**

**Coordinator:** Debra

Office broken into 10/28/2019; new locks installed.

Policies are changing RE: the way money is handled, secured for the night.

Lock Box repaired.

Discussion is ongoing RE: a security system.

New Office Hours in effect, going well.

M – F: 9 AM – 6 PM (SHIFT OPEN: Every other MONDAY, 9a-12p)

S – S: 9 AM – 3 PM

2020 Calendar of Intergroup Meeting dates is on website.

In view of Individual Contributions being down, Central Office is encouraging:  
“Buck-A-Year” Program (SOB birthdays)  
“Faithful Fivers” Program  
Contributions to Central Office can be made on-line (Paypal, VISA, Mastercard).

**Alternate Coordinator:** George

Central Office Activities report distributed.

Policy changes for securing money at the end of the day reviewed.

Discussion RE: Need for an Answering Service 6 PM – 9 AM.

Calls to be transferred by a human to Evening and/or Night Phone Volunteers.

Night Phone Shift can be 6 PM – 9 AM (1 Volunteer) or 6 PM – 9 PM and 9 PM – 6 AM (2 Volunteers). Central Office does get that many Night calls.

Need local service in case of problems.

Answering Service will have a script, and transfer callers to Night Volunteers.

Cost: \$50 one-time fee, \$140 per month + tax.

## **OLD BUSINESS:**

### **Office Hours Changed:**

**Monday – Friday: 9:00 AM – 6:00 PM**

**Saturday, Sunday: 9:00 AM – 3:00 PM**

**Intergroup voted 10/2019 NOT to accept books from Area 46 Windfall, if offered.**

## **NEW BUSINESS:**

**Elections next month at Intergroup Meeting for Trusted Servants for 2020-2021 Rotation.**

Current Chair, Vice Chair to remain in positions for another year.

Jerry K. elected as Secretary for Intergroup.

### **OPEN POSITIONS FOR INTERGROUP TRUSTED SERVANTS:**

**Media Librarian**

**Schedule Editor**

**Web Editor**

**Intergroup Liaison**

**Community Outreach**

**Accessibilities**

Positions can be a Committee with a Chair, not a “Committee of One”.

**Motion to Close:** Everyone

**APPROVED**

## **Third Step Prayer**

**Next Central Office/Intergroup Meeting:**

**Sunday, November 10, 2019**

**2:00 PM at Brown Baggers**

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