

Subject: Steering committee minutes... January 4, 2024

Attending: Marie N. Chairperson, Cathy Z. Office manager, Bill G. Treasurer, Sarah, Web chairperson, Karen, Chris, Amy, Ann S (recording minutes) Absent: Samantha P. Secretary

After opening with the Serenity Prayer, Sarah read minutes from the December 7, 2023 Steering committee meeting which are posted on District 5 website. Two corrections were suggested 1) \$225 changed to \$325 for CPA and 2) A correction regarding a Support Card color be changed. Cathy made a motion to accept minutes and two revisions, Chris second the motion, followed by unanimous acceptance.

Bill G. Read the treasures report for December 2023. Cathy Z noted an oversight resulting in the office rent not being paid for December, therefore December rent would be paid with January's. Discussion followed regarding establishing an auto pay for rent. Cathy will follow up.

Bill G. reported the December 30, 2023 inventory of District 5 office was completed. Issues regarding inventory to follow in Old Business.

Marie N. read her first report as Chairperson wishing all a happy New Year and reporting on the success of the District 5's Holiday Open House December 16, 2023 and thanking Bill, Cathy and volunteers for the timely completion of the December inventory.

Cathy Z read her office managers report for December 2023. Noted was the drop in contributions for the month but an increase in sales when compared to December 2022. Bookstore positions are filled but night phone calls still need coverage. Cathy's full report will be posted to the district website.

Sarah, District 5 Web chair, raised several issues regarding District 5 Domain, Google Analytics and her place in the Steering committee and IGR Meetings. It was unanimously agreed Sarah was needed at both meetings and her suggestions and input welcomed. Sarah will follow up on Domain and Google issues.

Old Business: December 30, 2023 Inventory

1. The inventory went well but more volunteers are needed for counting.
2. Possibly require cash only purchases within a day or two of the inventory to allow time for credit card purchases to clear.
3. Possibly stop selling inventory a day or two before the inventory allowing the counting to start earlier.
4. Suggestions and items of concern will be reviewed by Bill and Cathy.

New Business: 2024 Budget

1. It had been suggested and was discussed that 3 percent be added to the 2023 budget to create the 2024 budget.
2. Discussion regarding the placement of "shipping dollars" in the budget was discussed but for now left as is.
3. Auto pay, Zelle, etc were discussed because vendors are charging extra dollars when the district office manager pays for inventory with a credit card. Cathy Z will follow up.

Chris made the motion to add 3 percent to the real 2023 budget numbers, rounded up or down to the 10th to create the 2024 budget. Karen second the motion and it was unanimously accepted.

Next IGR meeting: January 18, 2024, 7 PM

Next Steering committee meeting: February 1, 2024, 6 PM

Adjournment: motion made, seconded and unanimously accepted.

The meeting was closed with the "I am Responsible" statement.

Minutes reported by Ann S., Steering committee member at large.
January 5, 2024