

Central Office Board Meeting Agenda

Monday, July 15 at 6 pm

Chair: Jaimie W.

Secretary: Brian C.

*Please turn off or silence your cell phones; Open with Serenity Prayer

Housekeeping

1. Approval of Minutes/ Secretary Report
2. Approval of Financial Report
3. Director Report- Steve
4. Liaison/Assist. Director Report – Terri

Old Business

1. Update: Outside accounting firm- clarification on responsibilities and reports
 - a. Steve: update on conversations(communication) with Dawn/Tax Shelter, the hired outside accounting firm, as to clarifying what their weekly, monthly and year-end reporting responsibilities are.
 - b. Steve: Recommendations on outside accounting firm role in monthly and year-end reports.
 - c. Please see the Supplemental Information document/attachment
2. Tabled Discussion-Updated Bylaw: ARTICLE IX
 - a. Directors' responsibility- in January COR'S/ Board Meeting present for approval proposed Budget. Based on Financials from the previous calendar year (ex: DEC 2023-DEC 2024)
 - b. Outside Accounting Firm Responsibility- Annual Financial Statements
 - c. Continued areas of discussion/ Possible areas to discuss based on last meeting:
By what month should the outside accounting firm prepare the Annual Financial Statements (report) to the Director, Board? In what meeting should the Board review this statement/report? What should be included in the statement/report? Should the outside accounting firm be present at the board meeting to present the report/Financial statement?
 - d. Please see the Supplemental Information document/attachment
3. Update: Cosmo and Cosmo's Board on purchasing items from Book Store
 - a. Steve/Terri and/or Eric: Update on communication had with Cosmo's GSR/Treasurer or Cosmo's board.

New Business:

1. Armor Bank CD-
 - a. the maturity date is January 20, 2025. Should we start looking at other options? Keep it here?
 - b. Please see the Supplemental Information document/attachment
2. Store Staffing/Volunteers Shortage – Summer Hours
 - a. Steve is out of the office from Aug 28th- Sept 10th. Many volunteers are out of the office/taking a vacation.
5. Possible new location for store
 - a. Church annex next to Cosmo
6. COR Concern for Board

Close with Lord’s Prayer

Next Meetings: Oct 21 @ 6 pm

| MEMBER | Term | Elected | Term Ends | Home Group | NOTES |
|--------------------|-----------------|----------------|------------------|-------------------|--------------|
| Brian C. | 2nd | Oct 2023 | Dec 2025 | Mtg in the Middle | Secretary |
| Eric G. | 3 rd | Oct 2023 | Dec 2025 | Cosmo | |
| Melissa N | 1st | Oct 2023 | Dec 2025 | Rock Group | |
| Joe R. | 3 rd | Oct 2022 | Dec 2024 | Bridging the Gap | |
| Jaimie W. | 2 nd | Oct 2022 | Dec 2024 | 120 1/2 | Chair |
| EMPL/MEMBER | | Hired | | | |
| Terri T. | | March 2023 | | Bridging the Gap | Liaison |
| Steve M | | Feb 2024 | | | Dir. |