

## Arkansas Central Office Board Meeting

May 6<sup>th</sup>, 2024 @ 6:00pm

(5) Persons in attendance: Steve M., Terri T., Jaimie W., Eric G., Brian C.  
(2) persons on Zoom: Joe R., Melissa N.

- Opened the meeting with a moment of silence followed by the Serenity Prayer
- Cordially welcomed Steve to his first Board meeting and everyone introduced themselves along with their sobriety date & Home Group.
- Jaimie W., stated that one email has been sent that includes all attachments pertinent to the Board Meeting
- Read minutes from the last Quarterly Board meeting held on 1/15/2024: Minutes approved
- Read minutes from the Special Session Board Meeting held on 2/10/24: Minutes approved with changes---- bottom of the minutes announced the “Next meeting will be held when the End of the Year financials and budget for 2025 is prepared.” The corrected/amended language will state the 2024 budget.
- It was noted that Dawn, the Central Office tax accountant was unable to attend tonight’s meeting.

### **Director’s Report:** Steve M.

-Financial Report & EOY Report: In preparation for the **End of The Year Report** Steve relayed that he has been sorting out the previous monthly financial reports that were prepared in the past and found that they were labeled in the system as they were presented- *for example, a January financial report was labeled as February report because it was presented in February.*

- He also noted that some past monthly reports had donations included and some did not
- 8 out of 12 months reported a negative balance

-For the year **2023** there was a total profit margin of **\$1,356.00**

-Currently there are (3) accounts:  
Simmons Checking = \$32,347.04  
PayPal/Zettle = \$622.90  
Prudent Reserve = \$33,050.16

- Discussed the transaction fees associated with purchases used by credit/debit card. There is no charge for Cash or check
- Has begun to learn and use the multiple functions of the Zettle software and has entered over 290 inventory items. This also includes reports on the inventory items that make a profit or lose a profit on each transaction. Also reports of the frequency of the inventory items that are purchased which aids in determining what/when inventory items need to be ordered or what inventory items may need to be discontinued due to very low or no interest.
- Went through the quarterly monthly reports with the Board and answered all questions
- The 2023 EOY report, after all questions answered and comments discussed, was motioned to accept and passed.

### **2024 Budget:**

- Proposed budget for 2024 with projected increases in expenditures is a \$15,789.69 surplus

- Due to the positive relationship with Simmons Bank there are no more banking fees
- Re-discussed the possibility of adding services from Dawn for bookkeeping. Previously there was the discussion with Dawn that for \$250.00 a month she would not only prepare payroll taxes but would also offer bookkeeping services. Steve W. will request an itemized quote for service along with a statement of work. He will review and if acceptable will approve.
- Motion for the passing of the 2024 budget along with edits/changes passed.

**Director's Assistant/Liaison Report- Terri T.**

- All slots are filled for volunteers except for Sunday
- Terri T. requested that due to low to no foot traffic and low phone traffic at the Central Office on Sundays that we explore the possibility for the Central Office to be closed on Sundays. The phone will still be forwarded in order to field calls from the afterhours volunteer call tree.
- There was also a request for the Central Office to be closed on Holiday's that are observed for closure by the Banks.
- The Central Office Board asked questions and more information about the possibility of closing the Central Office on these days and it was decided that The Director & The Assistant Director may use their discretion as to the Days of closure.
- Steve W. brought up the issue of a new Arkansas State law that roughly states that if a non-profit is not paying taxes on items they purchase the nonprofit will still have to pay taxes on shipping. Due to this new law and the past practice of the Central Office bookstore giving discounts on merchandise when purchased in bulk, there will be a loss towards the bookstore on some purchased items. Steve W. asked that in light of this new state law will the bookstore still offer discounts on items that incur a loss? The Board agreed that the Director of the Central Office bookstore has the discretion to price items and/or offer discounts at their discretion.
- Another issue raised is a standing practice that the Cosmopolitan Group in Little Rock, AR has purchased items on credit and receipts kept by the Central Office bookstore are then turned in to a representative of the Cosmopolitan Group for payment. The Board had discussion and learned that this practice has led to confusion on bookkeeping and since there is no written policy or agreement in place, both the current members of the Cosmopolitan Group and the Central Office do not have a clear understanding of how this process is intended to work. The Board agreed that it is in the best practices position of the Central Office bookstore to no longer accept on credit, purchases from the Cosmopolitan Group or other home groups in the future.
- Reviewed the updated Bylaws of Arkansas Central Office, Inc. (Article VIII Section 2.) that the approved minutes from the Central Office Board Meetings will be available on the Arkansas Central Office website.
- Discussion on whether to amend the Bylaws of Arkansas Central Office, Inc. (Article IX Section 1.) for the presentation of the Annual End of the Year Report. The reasoning is to allow for ample time for the preparation of the report by the outside accounting firm. The budget for the upcoming year will still be presented at the January meeting.

*Discussed proposed language*

Yearly. Each January the Board of Directors shall submit to the CORs for approval by a two-thirds (2/3) of those CORs voting a proposed Budget for the upcoming calendar year.

Each April the Board of Directors shall submit to the CORs for approval by a two-thirds (2/3) of those CORs voting the Annual Financial Statements for the past calendar year plus The Board of Directors shall employ an outside accounting firm to prepare the Annual Financial Statements.

-No motion on approving language. Motion Made to table discussion until next meeting.. Steve will discuss with Dawn/Tax shelter, the outside accounting firm, their responsibilities as the accounting firm for yearly/year-end reports. Will also discuss the monthly responsibilities.

-A motion was made and passed for the allowance of a 2023 performance bonus to be paid to past Central Office Director Matt H. in the amount of \$1,500.00 and to Assistant Director Terri T. in the amount of \$1,000.00.

-Motion to adjourn the meeting was passed and the meeting was closed with the Lord's Prayer

**The next Arkansas Central Office Board meeting will be held on July 15<sup>th</sup>, 2024 @ 6:00pm**