

AVL 12 Step Recovery Club Meeting Minutes
June 16, 2015

Attendees: John S., Loretta, Brack, Steve, LG, John L.
Absent: Lisa, Dwayne

Treasurer's Report – Balance of @ \$2,250.89 in bank as of 6/12/2015

Secretary's Report – Minutes from 5-26-2015 approved.

OLD BUSINESS:

- Steve requests a copy of all water and power bills, so that adjustments can be requested from the Park Terrace Complex management. Our bills included heat and water for adjacent offices, and we are seeking reimbursement.

NEW BUSINESS:

- **DISCUSSION:** regarding the difficulties of documenting expenses and revenue. John S. has devised a spread sheet and has separated basket intake from donations, and input all expenses. A motion was made by Brack, seconded by LG, and approved by a unanimous vote to purchase QuickBooks online, which will allow three members to view ongoing finances.
- **DISCUSSION:** should we rebate funds to groups if we exceed our prudent reserve of 4 months rent? Discussion tabled.
- **DISCUSSION:** reimbursement to groups should be monthly, unless the amount is less than \$20, then the check would be quarterly. A motion was made by Steve, seconded by Loretta, and approved by a unanimous vote to reimburse groups monthly unless the amount is less than \$20.
- LG was asked to chair the June 23 open board meeting, due to Brack's absence. She agreed.
- John L notified the board that Primary Purpose group would not be moving to the new location.
- **DISCUSSION:** Steve proposed that we hire a club custodian as 1099 employee. It was proposed that we pay \$40 per day, Monday-Friday, to have the club staffed from 7:30 - 12:30. The staff person would facilitate two meetings -- 8 am and 10 am -- and assure that the 12:30 meeting has a chairperson before leaving the club. A motion was made by Brack, seconded by John S., and approved unanimously to hire a club custodian for \$40 a day, M-F, as a contracted employee.

- **DISCUSSION:** Wall and door placement in the new club, carpet vs. vinyl. Steve will contact the owner and report back to the board.
- Moving party set for June 30th at 5:30 pm.
- CODA requests a meeting Sundays, 3:30 - 5 pm. It was proposed that the meeting be approved with the possible contingency that the club may want to have an event once a month. Steve made a motion, LG seconded, and it was approved by a unanimous vote that the CODA meeting on Sundays, 3:30 - 5, be approved.
- CODA's Tuesday night meeting requests an extended time for step study. Seeing no conflict, it was agreed to give them the extended time with no vote needed.

VOTED VIA EMAIL on 6-22-2015, Motion by LG, Second by Lisa W., that John S. replace John L. as treasurer. Voted yes: John L., John S., Loretta, Steve. The motion passed, and John S. is the new treasurer.

VOTED VIA EMAIL on 6-22-2015, Motion by LG, Second by John S, regarding access to the lockbox. Voted yes: Steve, Lisa, Loretta. The motion passed, and the following policy was approved: *The lockbox should not be opened unless two board members are present. When the lockbox is opened, all envelopes should be removed and the amounts on the envelopes entered on a log sheet. Both board members will initial the log sheet after the entries are documented. The log sheet will be kept on a clipboard hanging near the lockbox.*

****Next Board meeting scheduled for Tues, June 23, 7:15 pm at the Club.****