

Emerald Valley Intergroup

STEERING COMMITTEE MEETING

April 7, 2008

Present: Tim (Chair), Bill (Literature), Ric (Meeting Guides), Curt (Member at Large), Izaak (Archivist), Lisha and Lori (applying for Bookkeeper position), Lisa (Secretary) Trecia (Office Coordinator)

A. 6:30 p.m. Open with Serenity Prayer

B. Introductions

C. Announcements:

1. Lori and Lisha are here to apply for the bookkeeper position; however, since only three committee members are present, Tim will e-mail their resumes to the committee members. A **motion was made, voted and passed** to postpone selecting a bookkeeper until more members can be involved in the process. Lisa will e-mail all committee members asking them to stay after the business meeting on April 14, 2008 to review and/or select a bookkeeper.

E. Old Business: None.

F. New Business:

1. Izaak (Archivist): He has categorized all the tapes in the cabinet. Is suggesting that we would like to memorialize the old timers' stories in a CD format. He would also like to possibly organize an Archivist committee.

Response: Trecia offered her knowledge of a machine that exists to transcribe tapes to CD; another member advised that traditionally the Archivist position consists solely of a Archivist and Co-Archivist; Izaak can obtain 2008 copies of minutes and newsletters from the Recording Secretary's binder and the Recording Secretary will give the Archivist possession of the 2007 binder containing Business and Steering Committee meeting's minutes.

Ric advised Founder's Day is June 7, 2008 at 11:00 a.m. at Washington Park. EVI and four districts will be present and this is a great opportunity to submit historical materials.

6:50 p.m. 2. Ric (Meeting Guides Chair): Inventory report is attached. Kudos to the office staff for their excellent job keeping records in regards to the meeting guides. He has a receipt for the printer and will submit to Angie.

6:57 p.m. 3. Trecia: Has purchased board games for the office and needs to be reimbursed. **A motion was made to reimburse Trecia \$30 for the games purchased, voted on and passed.** Also, she has returned the wrong size tape that was in the office and wants to donate the remaining unused "junk" in the office. It was suggested that we keep the "feeder" copier/printer as a back up; the printer doesn't work but the copy function does. A motion was made to donate unused office junk to Next Step. Also, Bill wanted to know if the printer could go to the Printer Doctor. Trecia will call and find out from printer doctor.

7:05 p.m. 4. Heat Issue: A letter was sent to Mr. Brown (our Landlord) by Frank dated March 15, 2008. (A copy is attached.)

5. Bill (Literature): Annie is outgoing H&I, she submitted her understanding of how literature will be handled. Submitted inventory report of inventory v. sales. Rack holders are in, tabs ordered, not yet processed. Literature order is in and the shelves look great! Excellent job recording book and pamphlet sales.

6. EVI: We will confirm at the business meeting that it is important that you buy books during business hours; also that if you hold meetings at EVI, you need to clean up afterwards.

A brief discussion was held regarding the possibility of EVI being open during evening hours.

Curt duly noted that he is the only person that has the combination to the safe and when he rotates out he and the new bookkeeper will be the only "combination knowers". Do we want to change that and if so, how? It was also noted that the combination is kept in a fire proof envelope, but we do not have a key to get into it.

Next Steering Committee Meeting Agenda will include:

Fundraising ideas for EVI to activities and speaker meeting; envelopes for birthdays at the EVI office.

Respectfully submitted in the spirit of service, Lisa J.