

Dakota Alano Board Meeting Notes
September 22, 2013

Board Members Present: Susan, Mark, Mary Jo, Rick, Dan, Julie, Rob, Rusty, Brad, Lonnie, Michelle, Martha, Mike

Board Members Absent:

Advisory Board Members and Guests: Katie, Pat, Ellen, Tim, Mary, Gary, Wayne

Susan opened the meeting at 6:01 pm with the Serenity Prayer and an opening statement. Introductions were made. Rick read the 12 Traditions. All twelve members of the Board, both outgoing and incoming members, will be able to vote tonight.

Secretary's Report:

A motion to accept the August minutes, as emailed by Katie, was made by Mark. Rob seconded the motion and the motion passed. Susan wondered if we should have a pre-approval vote for this year's Annual Membership Meeting minutes. Susan would post a preliminary copy on the bulletin board.

Treasurer's Report:

No report given considering it was read at last week's Annual Membership Meeting.

Visitor Questions and Concerns

No questions or concerns.

Squad Leader Reports

Lit/Medallions: All stocked up and ready to pass on.

Publishing: The September newsletter is out and Susan will publish the October newsletter as well. As always Susan is open to suggestions. She will include an article about the new Board members with pictures included.

Supplies: Brad brought back some coffee and creamer. It looks like we're stocked O.K. He will do an inventory before the night is out. Brad has some soda pop money to give to Julie including one more receipt.

Maintenance: The towel dispenser is now set up in the upstairs bathroom. Everything is up to date.

House Security: We will need a new signature on file with our locksmith. We cannot get copies made without an authorized signer. The new house security Board member will need to go to the store with Dan. He will also need his name off of the front of the door. The key holder sign-up sheet is slightly behind. It needs updating and he is willing to help. No incidents as of late.

Archives: Mary Jo has a couple of submissions for archives. Ellen has been working on our jump drive. She will pass it on to Mary Jo or the new secretary. It will need to go into our lock box.

Old Business

Smoking Area: We still have not spoken to NaDeen about our new smoking area. She has been on vacation. Also, we still need to talk to her about the front door and whether or not it will be replaced. Susan will communicate with her and get back to us at the October Board Meeting.

Operations Journal: In August we shuffled around the Board positions, adding an Assistant Treasurer position. We edited position responsibilities, voting upon them, and approving them as newly written. New Board Members got copies of these new Ops Journals and outgoing members saw this version online. The changes included: Lit and Medallions converged with the Vice President's duties. The Secretary was given the responsibility of maintaining the archives. From here on out the Treasurer's report and the Secretary's minutes will be added to the electronic files. Susan would like to vote on accepting the changes to the Ops Journal. Gary asked about the Secretary position, whether or not that position is worthy of being on the Board or if it should be part of the Advisory Board. We thought it important to always have someone accountable to be present at the meetings. Also, will the Assistant Treasurer be an authorized signer? Yes, as will the President and Vice President. It is not directly assigned in the Ops Journal but it is stated that the Treasurer and Assistant Treasurer will share responsibilities, dividing duties as they see fit. Our Certificate of Incorporation needs to be renewed annually. Will that be the Treasurer's responsibility? Yes. Maybe we should add that to the Ops Journal so it doesn't fall between the cracks again? The Ops Journal can always be changed, shifted, and edited. That is the decision of the Board. As long as everything is covered and getting taken care of, then the Ops Journal can be changed. The Journal is just a guideline. Julie made a motion to include the Certificate of Incorporation and our Tax Exempt Status into the Treasurer's responsibilities in the Ops Journal. Mark seconded the motion and the motion passed. Susan will work with Julie to reword the motion and send a new version to everyone on the Board. Rob made a motion to accept the Ops Journal as amended. Rick seconded the motion and the motion passed.

Squad Leader Guides: Mary has heard that many of the Squad Leader Guides have gone missing. How do we want to go about replacing these? Julie has the paper copy but no electronic copy. Ellen said the Squad Leader Guide is both on the jump drive and online. Julie said she could print more copies.

New Business

Officer Elections: Mark, Mary Jo, and Brad are the three members who are available to be President. However, Mark will be moving in November or December and would hate to fill a Board Position without being able to fill his year long term. He thinks that departure from the Board would be best and that a new candidate should fill his position. Gary suggested that Mark fill in for one more month or so until someone is appointed. Mark is available to help in any kind of transition. Both Mary Jo and Brad are willing to fill the roles of President and Vice President. Michon was contacted, as the runner-up, and said she would be willing to fill Mark's position. Are there any outgoing Board members wanting to fill Mark's slot or that of the President or Vice President? Mary Jo's concern is her ability to stock the medallions and literature. If she did the inventory Susan and Rick said they would both be willing to drive down to Intergroup for her. Brad stated that he is willing to step up to the plate but that he is also willing to see Susan stay on as President. Dan nominated Brad as President and Michelle seconded the nomination. Julie nominated Susan. Susan's thoughts are that she doesn't want to be one of those people who hangs on to her position on the Board. She believes that new blood is what is best for the house. She is willing to help but she wants to see others step up and lead. Brad was elected as President by acclamation. Michelle nominated Mary Jo to be Vice President. Rob seconded the nomination and the vote passed. Congrats to Brad and Mary Jo! A motion to appoint Michon to the Board was made by Michelle. Mary Jo seconded the motion and the motion passed. Congrats Michon! Michon's input is that she doesn't think she would be a very good Maintenance person, Treasurer, or Assistant Treasurer.

Board Position Appointments:

Julie will stay on as Treasurer. Susan nominated Martha as secretary. Dan seconded the nomination. Congrats Martha! Dan nominated Mike as Assistant Treasurer. Mike's a little hesitant about what it all entails. Julie shared that they will be making deposits, monthly profits/loss statements, paying bills (mostly electronic), creating an Annual Treasurer's report, staying on top of the Tax Exempt Status and Certificate of Incorporation, and helping with the pledge drive. Mike has no objections. Rob seconded the nomination. Congrats Mike!

Mark nominated Rusty to continue on as Maintenance and Rick seconded the nomination. Thanks Rusty! Dan nominated Michelle for Publications. Martha seconded the nomination. Congrats Michelle! Mike nominated Lonnie for House Security and Rusty seconded the nomination. Congrats Lonnie! Rick nominated Michon for Supplies and Mark seconded the nomination. Congrats Michon!

Could the Board approve for some money for the purchase of more spare keys? Yes.

Advisory Board Appointments:

Susan read the description of the Advisory Board, as printed in the Operations Journal. Advisory Board members must have served on the Board for a full term. Martha nominated Susan and Mark seconded the nomination. Susan nominated Rob and Julie seconded the nomination. Julie nominated Dan and Michelle seconded the nomination. Rob nominated Mary and Julie seconded the nomination. Congrats Susan, Rob, Dan, and Mary!

Key Collection and Redistribution: We have two spare keys. We're okay for the cabinet keys and closet keys. Brad and Tim have the pop machine keys. Dan thinks if we have four more house keys (roughly \$100) we would be okay. Do Advisory Board members get keys? Yes. There are a limited amount of keys for the upstairs' closet. Dan made a motion to approve the \$100 for house keys. Julie seconded the motion and the motion passed. Mike, Lonnie, and Martha all got sets. Tim will give Michelle his set. Susan will put aside a set for Michon.

Literature and Medallions: Whenever you get literature or medallions out from the cabinet we need to collect money because those are for sale. That money goes to Julie. Board members who open the cabinet should give the money directly to the Treasurer, not meeting Treasurers or Squad Leaders. Mary thinks we should update our price list. Rick said he always puts the price on the inside cover of the books. Maybe we should donate our N/A books considering we don't host any N/A meetings? The Board had decided in the past that we would buy the nice medallions and not the aluminum ones.

New Contact Information: Martha will collect emails and phone numbers. The main distribution list will have the Board and Advisory Board members' information on it. Martha will have to get this list to Hilary so she can update the website.

House Lease: Susan checked our lease agreement through June 2014 which means Brad won't have to deal with a new lease. However, the rent will go up \$25 at the first of the year making it \$1000/month.

Everyone thanked Susan for her service. Gary thanked everyone on the Board and welcomed the new members. Susan thanked outgoing Advisory Board members.

Motion to adjourn:

A motion to close the meeting was made by Rob and seconded by Julie. The motion passed and the meeting closed with the Lord's Prayer at 6:56 p.m.