

MAICO OFFICE MANAGER'S REPORT

August 14, 2007

Volunteers:

Monday & Tuesdays: Covered

Saturday's: Covered for August, September 1, 22 & 29 open.

July Incoming Calls:

12-Step – 10

Meetings – 95

Information – 73

Treatment Information – 1

Public Information - 1

Catalog – 1

Area 74 Web site – 3

Other 12-Step Programs –

Al-Anon –8

Alateen - 0

Narcotics Anon. – 1

CODA -1

GA – 1

Request for Directory or meeting list –

E-Mail - 5

Fax – 4

Mail – 2

Web Site – 7

- 1) Cash Register – bought a new cash register at Staples, \$300. Three AA members volunteered to cover the cost for MAICO. Had some feed back from a few volunteers that they are leery of learning a new cash register when they haven't mastered the old one. I've looked through the instruction book for new register but haven't ventured on setting it up. When I get back from NY, I will get into setting it up after I complete the newsletter.
- 2) September – October GAAzette Newsletter, will be typed and sent out by the end of August with a flyer for Youngtimers/Oldtimers inserted in each one.
- 3) Medical Answering Service – FYI - upped their costs again. This month's bill is \$100 more than last months. They are now charging us .10 cents for each call received and \$1.75 for each call that is patched on top of the basic answering service fee of \$375.00 and archives fee of \$5.50. Included in this bill but not in all of the bills is the \$15.00 for Holiday coverage. Total bill this month is \$439.95, last month's was \$340.00. I will check into some other answering services over the next month and have information ready for the Sept. meeting.
- 4) Central Office/Intergroup Survey – Office managers from C.O. in Naples, San Francisco & Indianapolis put together a survey and will be compiling the information in a report that will be available at the C.O./Intergroup Seminar in October in Oklahoma City. Copies of the survey are available if you would like to see the questions etc asked.