

**MAICO STEERING COMMITTEE December 14, 2010**

Present: Sue C, Mark H, Les S, Jon R, Zachary M, Alejandro G, Diane B

**1. Opened the meeting with the Serenity Prayer**

**2. REPORTS**

- a) The Secretary's report was approved.
- b) The Treasurer's report was approved. Gratitude Month will help December financials, need groups and individuals to continue to donate.
- c) The Office Manager's Report was approved.

**3. Review of MAICO Reps. Minutes – no issues or questions**

**4. Old Business**

- a) District Visits – Sue will complete the District visits for Princeton and Beloit the first couple months of 2011 and then take on district a visit for 2011 later in the year.
- b) Anchor Visa Credit Card – MAICO received card, Credit line is \$12,500. I said at the meeting that it was \$1,500. Sue mentioned that it would be prudent to have a policy in place in regards to use of the MAICO Visa credit card by the office manager or any other personnel. Policy in place for writing checks is that Office Manager has authority to write checks for merchandise up to \$1,000, anything over that must be approved by treasurer beforehand.
- c) RBS World Pay Credit Card Processing Proposal – Les looked over contract, asked Tom D. a lawyer to look over the contract, Alejandro a new MAICO Rep is a banker and he offered to look over the contract also. Tabled until the January 2011 meeting, we will ask Jon C. to join us at the January meeting.

**5. New Business**

**a) Election of Steering Committee Officers for 2011**

Chairperson – Les S.

Co-Chairperson – Zachary M.

Treasurer – John R.

Secretary – Kathy W.

Steering Committee – Deb W.

Steering Committee – Sue C.

Steering Committee – Diane B.

**8. Close – Responsibility Statement**

**Next Meeting: 6:00pm, January 11, 2011 - St. Stephens Church, 5700 Pheasant Hill Rd, Monona**