

**MAICO STEERING COMMITTEE FEBRUARY 8, 2011**

Present: Diane B., Sue C., John R., Les S., Deb W., and Kathy W. – Zachary M. excused out-of-town  
Les S. opened meeting with a moment of Silence followed by the Serenity Prayer at 6:00 PM.

Minutes of January 11th meeting were approved.

John gave treasurer's report. Net income as of 01/31/11 - \$1,373.81 – 01/31/10-\$1,852.58. Donations up this year by, literature sales down and expenses down as have not had directory expense yet this year. Treasurer's report was approved.

Diane gave Office Manager's Report – Christine B has volunteered to work with Sue C. as volunteer coordinator. WI Dept of Revenue notified us that we will have to file sales tax monthly instead of quarterly-all this means is that will be each month which is not a bad thing. March/April newsletter should be out by the end of the month.

January incoming calls – 12-Step (14), Meetings (49), Information (44), Al-Anon/Alateen (12), Narcotics Anon (3), Other 12 step programs (1) – Bridging the Gap (1) requests – Request for Directory or meeting list – Email (5), Fax (1), Mail (2)and Web site (4)

Old Business:

**District Visits** - Reps signed up for District Visits-Deb D2/31, John D8/D19, Les D9, Kathy D11/30, Sue D23, Zach-D20 – Trying to find out DCM for D35/37 – We are going to try and find a Maico Rep to go with steering committee member, so they can explain what a Rep is. Also SC member needs to let Diane know when want to visit, so she can check with DCM to see if the date works with their meeting agendas.

**Credit Cards** – Zachary checked with Heartland CU-could not beat the current proposal.

Kathy moved and Deb seconded motion that Les contact the company that gave us the initial proposal to find out what happens if we do not meet monthly commitment. Also they had asked for our average use. He will use \$10.00 average card sale and \$6,000 annual sales. After finding out this information, Les will update information and take an email vote on the question. Motion passed.

**Rental Space** – John left message with landlord that we're looking to discuss terms of new lease. Diane saw a couple places in Monona area that she is going to contact. Also, she has a business card from a real estate agent that's in the program that she is going to contact. Currently our cost is \$1.61/sq foot.

John asked besides amount space other items that we would be looking for – Larger Storage Space, Safety as far as lighting and distance to vehicles, as Diane and volunteers leave later in the evening. Diane also mentioned the current lease includes cleaning, utilities, etc.

**Financial Reports** – John would like to work with Diane to produce a budget besides summarized reports.

New Business: None

Next meeting – Tuesday, March 8, 2011 at 6:00 PM at St. Stephens Lutheran Church.

Meeting adjourned at 7:00 PM with Responsibility Statement

Respectfully submitted,

Kathy W.  
Secretary