

MAICO OFFICE MANAGER'S REPORT

February 10, 2009

Volunteers:

Monday/Tuesdays/Saturdays: Sue C. – office is covered for Mon/Tues 6pm-8pm & Saturdays for Feb.

January incoming Calls:

12-Step – 5

Meetings – 37

Information – 42

Treatment Centers

Hours of office

Directions to office

District information

Area Information

Directions to a meeting

Merchandise – do we carry?

Seeking Service opportunity – treatment

Open/Closed definition

Information on Grapevine subscription

Detox #

Central Offices in other cities information

Clarification on group name

Rides to meetings – 0

Special Needs – 1

Bridging the Gap - 1

Other 12-Step Programs –

Al-Anon – 6

Alateen - 0

Narcotics Anon. – 3

Adult Children of Alcoholics - 1

Request for Directory or meeting list –

E-Mail – 0

Fax – 0

Mail – 1

Web Site – 3

- 1) 990 EZ Form – Organization Exempt under 501 C 3 – needs to be filed by May 15, 2009. Kathy W. volunteered to do this for MAICO unless someone on the Steering Committee would like to do it.
- 2) Old copier was removed by Wisconsin Copy, paid \$89.90 for service. New copier in place and works great.
- 3) March/April Newsletter will be mailed by the end of February. Vicki H. has been helping put the newsletter together. We still need articles written by AA members for the newsletter.
- 4) History of AA Workshop – Should MAICO bring some literature (BB's, 12 & 12, AA comes of Age) to sell? Area 75 archives will have the room the MAICO normally has to sell literature.
- 5) April 4th – Dist. 9 Mini-Conference – Kieler, WI. MAICO has been invited to sell all merchandise again this year. Sue C. will help arrange people to pack, will need people at conference to help at the tables to sell, and Sue will help arrange people to unpack.
- 6) Monday 2pm Meeting in the MAICO Reading Room has died. Should I take it out of the directory? No one has showed for the meeting for a couple weeks and no one on a regular basis has shown up.