

MAICO OFFICE MANAGER'S REPORT

January 8, 2008

Volunteers:

Monday & Tuesdays: Mondays & Tuesdays are covered by 4 people each and the 5th Mondays & Tuesdays are covered by one person. Keeping consistent has helped people remember their commitments.

Saturday's: January 12 & 19th open, February 16th & March 8th covered, all others open.

October, November & December Incoming Calls:

12-Step – 28
Meetings – 215
Information – 161
Hang Up - 9

Other 12-Step Programs –
Al-Anon – 30
Alateen - 0
Narcotics Anon. – 6
Adult Children of Alcoholics - 2
Gamblers Anonymous – 1

Request for Directory or meeting list –
E-Mail – 15
Fax – 0
Mail – 3
Web Site – 9

- 1) I was sick for November meeting, December meeting was cancelled because of snow so I combined all information for the last 3 months.
- 2) Physical Inventory was done on January 2, 3 & 4th. Total was \$12, 604.23, \$199.15 less than the June 30th total. Inventory adjustment made in Peachtree.
- 3) 12 Step Study – Bruce E. emailed me today, since weather has been so crazy, decided he wants to drive down on Friday night and would like a hotel room. I will make a reservation for him.