

MAICO OFFICE MANAGER'S REPORT

July 15, 2008

Volunteers:

Monday & Tuesdays: Mondays & Tuesdays are covered in July. Need 2 people for 2nd & 4th Tuesdays in August from 6pm to 8pm.

Saturday's: July covered. Aug 9, 16 open

Volunteer Coordinator - Sue C. took on this volunteer position. She will work with me on placing volunteers where & when needed. Sue is going to contact everyone on my volunteer list personally and then eventually I will give her open slots that need to be covered and she will handle the placement.

June Incoming Calls:

12-Step – 6
Meetings – 70
Information – 35
Spanish meetings – 1
Area 74 - 3

Other 12-Step Programs –
Al-Anon – 6
Alateen - 0
Narcotics Anon. – 3
ACOA – Adult Children - 3

Request for Directory or meeting list –
E-Mail – 0
Fax – 2
Mail – 1
Web Site – 12

- 1) **MAICO 2008-2009 Directory** – almost out of the 07-08, have about 30 left. Hynek Printing which we have worked with them since 1998 and has always given a quote much lower than any others. Gene gave me these figures last week:
2500 for \$1418.00/.56 cents ea
3500 for \$1598.00/.45 cents ea
4000 for \$1695.00/.42 cents ea

We paid \$1522.00 for 3500 in April of 2007/cost .43 cents ea.

Last year 4000 was \$1614.00/.40 cents ea. so the cost has not gone up that much.

I have the 2008-09 directory almost ready to go to the printer so we just need to decide how many we want to order and I can go over again and send.

- 2) Peachtree 2009 & tax update – talked to Nancy about purchasing this. The 2007 version we have now would not be compatible with the 2009 tax update so upgrade was necessary. Cost was \$479.95 for both upgrade & tax service and time was limited on offer. I charged on my American express.
- 3) Computer - Phil S. helping to put the volunteer computer together and get the wireless router working. Also Phil is adding some memory (donated) to the office computer.
- 4) MAICO reading/tape room – I had a computer table for the volunteer computer, just needs to be put together. Luke is going to get help getting bolts etc and put it together. Bought lamp.
- 5) AA meeting in Reading room, possibly 2pm if anyone would like to start one. Through 7th tradition contributions that would help MAICO by contributing for use of room. The room has coffee pots already for use. I will put info in next newsletter and see if anyone wants to use the room for that purpose.
- 6) Dist. 20 Workshop, July 26th, MAICO selling literature. St. Luke's, 4011 Major Ave., Madison Cindi will pack AA lit & Grapevine. Need someone to transport, sell & bring back.