

MAICO OFFICE MANAGER'S REPORT

June 10, 2008

Volunteers:

Monday & Tuesdays: Mondays & Tuesdays are covered in June & July. Need 2 people for 2nd & 4th Tuesdays in August.

Saturday's: June 21 is open. July 5, 12 & 19 open.

May Incoming Calls:

12-Step – 4
Meetings – 64
Information – 35

Other 12-Step Programs –
Al-Anon – 4
Alateen - 0
Narcotics Anon. – 3

Request for Directory or meeting list –
E-Mail – 5
Fax – 0
Mail – 0
Web Site – 12

1. New copier – Ken G. picked up a new copier from Staples for \$299. Vicki H. donated \$200 towards the cost of the copier and there was a \$100 rebate. We have toner left from the old copier so we will use until gone, we can not get anything back on the copier contract.
2. Sales & donation were down for May. I'm leaving on vacation tomorrow and needed to pay some accounts payables that are due so took out \$1,000 from the investment account.
3. I emailed the groups and asked them to send in donations sooner rather than later if they were planning on sending something in.
4. Larry L. our faithful fiver asked that his June donation be put in the Prudent Reserve.
5. MAICO Reps Breakfast – profit over loss was \$252.11. 33 tickets turned in, 5 no shows & no payment. Income from tickets \$440.00, donations \$162.50 less meals/drinks \$350.30.