

MAICO OFFICE MANAGER'S REPORT

May 12, 2009

Volunteers:

Monday/Tuesdays/Saturdays: Sue C. – office is covered for Mon/Tues 6pm-8pm & Saturdays Noon-2pm for May. Sue is working on covering the office during my vacation time in July & August.

April incoming Calls:

12-Step – 10
Meetings – 82
Information – 29
Rides to meetings – 2
Special Needs – 0
Bridging the Gap - 0

Other 12-Step Programs –
Narcotics Anon. – 2
Codependents Anon - 1

Request for Directory or meeting list –
E-Mail – 0
Fax – 0
Mail – 0
Web Site – 4

- 1) I ordered 100 soft cover & 100 hardcover Big Books since all bills, payroll taxes etc are taken care of as of today and there was enough money in checking to cover the expense and still have a sufficient balance.
- 2) Vacation time – I will be on vacation July 10th & July 27th to July 31st, then August 17 to August 21st. Cindi from Janesville is covering some of the time but Sue will find others to cover the office.
- 3) 24th Central Office/Intergroup Seminar – Airfare cost \$218.40, registration is \$25.00, food allowance (3days @\$25.00day)- \$75.00, luggage \$15.00 first bag, \$25 second bag, Hotel \$262.20 (sharing with Rosemary), shuttle is free. Total with 1 bag is \$595.60 and with 2 bags is \$620.60. I was approved up to \$600.00 so would like approval for the extra \$20.60 in case I need a 2nd bag which I probably will. I bring items from our Central Office (newsletters, some directories, What is MAICO sheet) for information purposes for other Central Offices to take and I get ideas & items from them to bring back. I would like to get paid for my travel day on Tuesday since it is a business trip.