

MAICO STEERING COMMITTEE MAY 10, 2011

Present: Diane B., John R., Zach M, Deb W., Kathy W.

Zach. opened meeting with a moment of Silence followed by the Serenity Prayer at 6:00 PM.

Minutes of April 12th meeting were approved.

Financial statements. Net profit YTD as of 4/30/2011 – \$417.54 – YTD 04/30/2010-\$628.84

Diane gave Office Manager's Report – Office covered month of May except May 31st 2:30 to 6:00PM.

April incoming calls – 12-Step (8), Meetings (65), Information (28), Al-Anon/Alateen (2), Narcotics Anon (0), Adult Children (1) Other 12 step programs (0) – Bridging the Gap (0) requests – Request for Directory or meeting list – Email (2), Fax (1), Mail (1)and Web site (7)

Tracked Monday and Tuesday night in office: 4/14-4/25-Monday 7 people/sales - \$3.33 – Tuesday-4 people/sales-\$121.12

Need to have directories printed-Quote from Hynek Printing same as 2009 - \$1,598.00 for 3,500. Groups have until 05/13 to update information

Clearing out old records – shredded through Anchor shred day and office shredder

Old Business:

District Visits – SC need to make sure and let Diane know when district meeting is so she can notify DCM

Credit Cards – Tabled discussion until next month when Les is back and can review Tom D's suggestions.

Rental Space – Tom D reviewed the Engel lease and landlord agreed to changes. Move will be August 6th. Diane will put out a flyer as to what help is needed. This will include help before, day of and after move. She has been involved in last 2 moves, so knows what is needed, but asked anyone thought of something not on the flyer to let her know. She will start transitional work such as given present landlord notice, DSL provider, etc. Approved Diane using reserve if needs to cover SD deposit.

New Business:

Approved quote from Hynek for new directories.

Next meeting – Tuesday, June 14, 2011 at 6:00 PM at St. Stephens Lutheran Church.

Meeting adjourned at 7:00 PM with Responsibility Statement

Respectfully submitted,

Kathy W.
Secretary