

MAICO OFFICE MANAGER'S REPORT

October 9, 2007

Volunteers:

Monday & Tuesdays: Trying to keep consistent nights for Monday & Tuesday volunteers. Lila W. is 1st Monday, John P. is 1st Tuesday, Paul 2nd Tuesday, Lil – 3rd Monday, Tom G. 3rd Tuesday, & Kithy 4th Tuesday. When there are 5th Monday or Tuesdays Judy Z. said she would cover. We need someone for the 2nd Monday & 4th Monday.

Saturday's: Covered for October.

September Incoming Calls:

12-Step – 9
Meetings – 65
Information – 45

Other 12-Step Programs –
Al-Anon –7
Alateen - 0
Narcotics Anon. – 0
Adult Children of Alcoholics - 5
Smokers Anonymous – 1
Overeaters Anonymous – 1
Gamblers Anonymous – 1
Treatment – 1
Sober Club – 1

Request for Directory or meeting list –
E-Mail - 7
Fax – 0
Mail – 1
Web Site – 6

- 1) Sales Taxes filed on line – Mark H. helped Diane to fill out forms, Dave S. will sign form. Diane will fax form to Wisconsin Dept. of Revenue and will receive a log in ID# then we will follow procedure to file Sales Taxes on line. Federal Payroll taxes and State taxes can also be filed on line but we will take care of Sales Taxes first and then look at the other filings.
- 2) Jim G. – one of the 3 members of AA who started MAICO, starting discussion in 1980 and opening an office in 1982. Jim is volunteering at MAICO through a state agency that pays his salary and covers any liability. Jim has started to look through old records to determine what MAICO can archive. Jim is also willing to help with the newsletter. He is covering the phone from 8am until Noon Monday to Friday which will cut down on answering service costs.
- 3) Central Office/Intergroup/AAWS Seminar in Oklahoma City, Oklahoma – will have a report for the Steering Committee at the November meeting. Just got back on Sunday, Oct. 7th. Bought a complete set of CD's from the Seminar, anyone interested in borrowing them, let me know. The workshops cover various topics pertaining to a Central Office and discussion of solutions to problems & new ideas regarding web sites, taxes, 12 Step calls, newsletters etc.