

## MAICO OFFICE MANAGER'S REPORT

September 11, 2007

### **Volunteers:**

**Monday & Tuesdays:** Keeping consistent nights for Monday & Tuesday volunteers. Lila W. is 1<sup>st</sup> Monday, John P. is 1<sup>st</sup> Tuesday, Paul 2<sup>nd</sup> Tuesday, Lil 3<sup>rd</sup> Monday, Tom G. 3<sup>rd</sup> Tuesday, Jon L. 4<sup>th</sup> Monday, Kithy 4<sup>th</sup> Tuesday. When there are 5<sup>th</sup> Monday or Tuesdays Judy Z. said she would cover. We need someone for 2<sup>nd</sup> Monday.

**Saturday's:** Covered for September. Gave each of the Saturday volunteers an outside door key with instruction that when they decide to not sign up for the following month to leave key in office. This is an easier solution than having the volunteers stop in each time they are volunteering for the key.

### **August Incoming Calls:**

12-Step – 14  
Meetings – 89  
Information – 70

Other 12-Step Programs –  
Al-Anon –11  
Alateen - 0  
Narcotics Anon. – 2  
Adult Children of Alcoholics - 2  
Dual Diagnosis - 1  
From Jail - 1

Request for Directory or meeting list –  
E-Mail - 13  
Fax – 0  
Mail – 1  
Web Site – 9

- 1) Cash Register – Mark H. helped me set up the new cash register. Mark & I called the Sharp help line a number of times but with patience (Mark's) and perseverance (Mark's) the cash register is ready to use. The new cash register is easier to use than the old one once the set up was concurred. (Ok, so I was incorrect in thinking we didn't need a new one). Thanks Mark for all your help. I will train volunteers as they are scheduled to be in the office.
- 2) Central Office/Intergroups using credit cards and/or Pay Pal – of the C.O. that responded (26) to my email, 14 – No, 8 – Yes, 1 – in process of implementing, 2 – debit machine & 1 – Pay Pal. Report with comments etc from C.O/Intergroups available on request.
- 3) 2<sup>nd</sup> Annual MAICO Reps picnic – Income over expenses was \$63.95. Great turn out, food was great, speakers excellent, I think great idea to have Al-Anon & Alateen participate.
- 4) September 24 & 25 – I will be in NY to see my new grandson, Jack. I have one person doing afternoons on both days from 2:30pm to 6:00pm, need 1 or 2 people for morning shifts from 11am to 2:30pm.