

**AACI Steering Committee**  
**Minutes**  
January 23, 2018

Steering Committee Members Present: Dan R, Tom G, Tom S, Beth B, Chad, Chris S. and Sandy W.

Staff Present: Nancy Rose and Ben

Members Present: Charlie B, Sharon D and Lee M

Guest Presenter: Diana Sutton, Community Foundation

Meeting was called to order at 6:50 pm by Dan, followed by the Serenity Prayer. A vote on approval minutes of November 2017 was passed as is.

Guest Presenter: Diana Sutton, Community Foundation:

Diana was asked to present to the Steering Community options for investing through the CFFK. She presented that they hold and invest money for over 30 nonprofits. Funds can range from emergency, restricted and reserve accounts. The money would always be ours, at our discretion and could be withdrawn at any time. Minimum amount for opening an account is \$10k, no minimum for deposits or withdrawal thereafter. Two types of pools of investments- short term and long term (3-5 years). Long term returns (net of fees) have been 16% last year, 7% last 3 years and 8% last 5 years. Short term much less. The fee en wis 1% paid quarterly with a min of \$100 per year. CFKK can also receive stocks, property and legacy gifts for our account. A further discussion will be held at next Finance Committee to determine recommendation for considering this option. Our saving makes very little interest at this point.

Board Appointments: Dan

Dan shared the list with all that had the dates of each seat and current member. As of November, Tom G and Vidal have termed out of the committee as Steering members. This leaves vacant treasure. Nominations were accepted to vote Charlie Bradford to the committee and he was also voted to be the treasure effective immediately. All voted to keep Dan R as the Chair. Beth B will stay on as Treasure but reminded the group that she agreed to do this temporally and we all need to look for the next secretary. Charlie will get new bank signature cards and will remove Tom and add himself. The new signers will be Charlie Bradford, Dan Reynen and Sandy West.

Officer Manager's Report: Nancy

- Nancy will update State of Florida on new officers.
- Utilization: Utilization: 2017 Dec 5565 Nov 5546 2016 Dec 6265 Nov
- Literature ordered, delivered \$521.50
- New mug on sale art designed by AA member Rob Santagate on sale. Rob donated the first (36) mugs. Value of goods donated \$180.00. Cost \$5.00/each Sell \$10.00/each
- New Computers: All-in-one computer for office ordered del. 2/6/18; Laptop for counter will be delivered next week and installed.
- Club Memberships: Total Club Members (93) Annual (84) Monthly (9); Emails were sent asking Members to renew – no response from the (8) sent

- Timesheet: I am instituting a timesheet for my personal use. It will track tasks and time spent. I hope this will be serve as a tool for Governance.
- EVENTS: Sheriff 2019 SAFF application deadline Feb.2, 2017; Sheriff 2018 SAFF reimbursement deadline April 28, 2018; Anything insurance paid between 10/31/17 – 3/31/18 can be submitted.
- Dan and Nancy spoke last week about Governance re-visiting the Club M and OM job descriptions and plan to rewrite. Nancy said she welcomes that exercise whole-heartedly. Job descriptions were updated in February 2017 but were not accurate.
- Nancy wants the Board to know that I am available to you. If there is ever an office issue, a situation, a question or doubt about anything pertaining to the office or her performance, please come to her directly.

#### Club Manager's Report: Ben

- Club House is running smoothly but there continues to be a great need for volunteers with some time if possible. The group discussed options for recruiting more retired or snowbirds. Ben will be looking for volunteers who meet the minimum requirements of 1.) 90 Days sober; 2.) Working a program and 3.) Have a sponsor who will vouch for the person. Time at the counter can be used as Community Service hours.
- Ben will now be the only one approved to sign off on Community Service hours.
- Ben is working with Bill on getting the cameras installed.
- Ben also reported that the display cabinet has been funded and he is exploring options for this and the shelving that needs replaced.
- Sharon D reported that Home Depot has agreed to donate the other cabinet needing replaced.

#### House report-Mike L.:

- Mike is working on getting the air conditioner in NA room purchased and installed;
- A discussion occurred regarding the office's need for better air conditioning and Nancy and Mike are exploring options for a smaller unit but venting may need to be installed prior or humidity could be a problem.

#### Treasurer's Report –Tom G.:

- Bank statement shows \$33,545 in operating account and \$30,335 in Emergency account. Operating reserves of \$22,196 are part of what is being considered for investment into CFFK;
- Tom S passed out December 2017 Profit and Loss statements.
- The Finance Committee will look at options for reserves that may be more financially beneficial at the next meeting set for February 1<sup>st</sup> at 7 pm. Dan, Tom S, Tom G, Lee and Charlie confirmed their availability. Dan asked Tom S to send out financial statements ahead of time so committee could review prior to the meeting.

#### Committee Reports

Governance/HR – Dan R.:

- Drafting a proposed change to the Office Manager’s position description removing manager activities and changing title to Office Administrator. Possibly changing this position from salary to hourly. Once completed it will be presented to full Steering Committee for a vote. Nancy is working on completing a task timeline and presented draft to group.

Fundraising:

- Meditation Sale is 2/1/2018. Lee encouraged all Steering Members to be present and bring friends. Need more ticket sales. Chad agreed to put signs up and help coordinate food for refreshments;
- The committee is looking at future activities including a budget with expected net revenue for each.

Garden – Chris S.

- Planted some new orchard.
- She is looking for more orchards

Meeting adjourned at 7:55. Minutes by Beth B.