

Steering Committee  
Board Meeting  
April, 2017

Board members present: Dan R. (Chair), Sandy W., Vidal, Tom S., Tom G. (Treasurer), Kenny J.

Staff present: Nancy C., Karl C.

Others present: Charlie B.

Minutes: Dan R. called meeting to order.

Opened with the Serenity Prayer. Approval of minutes with no changes motion Vidal 2<sup>nd</sup> Tom G

Club Manager Report –Karl C.

Presented item by item:

1. Problem clients are dealt with one on one, case by case. Dan asked if referral system was in place and was detox offered
2. Karl thanked committee for vote of confidence
3. Discussed coffee cups now hanging on wall. If old, can he toss them? He wants to announce at meetings that owners claim the cups and/or use them
4. Asked permission to remove BBQ grills from garden if not operable
5. Asked for security camera suggestions. Dan to follow-up on security, suggested that as a Board we should establish a policy of record keeping? How long do we keep records?

Cloud 10 days? Incidents 7 years? Areas for cameras to cover were discussed: Front porch and front doors? Cash register and counter area? Cameras to be on continuously. Dan stated that purpose of cameras is to protect membership, visitors and property. Charlie asked if downloads are possible.

Karl brought up coffee sales and the fact that 9 cans of decaf were missing. Charlie suggested numbering cans; somehow managing inventory. No further discussion.

Karl mentioned a few coffee pass holders drink more than 2 cups, taking advantage of pass. Nancy said very few abuse the pass. Tom S. mentioned we give more coffee away than we sell. Dan asked that we stress comp button usage when coffee is given away. Charlie B. asked if coffee was measured the same by everyone and has the amount for a pot been determined. Nancy said that the amount of coffee for a pot has been determined.

Office Manager report : Nancy C. expressed gratitude that Karl C. was now acting as club manager. Nancy will start working on HSAB Grant due May 30, 2017. Will contact Ward & Meyers for 2016 990 form once taxes are done. Medallion inventory was updated. Dan R. asked Nancy to get new insurance quotes with lower deductibles.

Treasurers report: Tom G. presented the account balances. Iberia operating account \$31,070.24 Escrow account \$10,840.28. Tom suggested that Lee M. or Robb Gregg are good candidates for Board treasurer.

Banking signatures need changing. Tom G. asked we wait until a treasurer is elected before we have the new signatories put on account.

Garden report: None. Chris S. not present. Dan told the board that Chris S. is in favor of installing a sprinkler system in the garden. Dan knows someone affordable to install the watering system. Members pointed out that watering the garden is a service commitment for a few AA members. No real discussion followed. Dan R. mentioned that Birch O. would like to design and build an altar in the garden

House report: None. Mike L. not present.

Governance: By Laws to be updated. Attorney to review.

Tom S. would like to implement an approval matrix similar to one used at Studios of Key West. This spells out who can approve what, ie: payroll, etc.

Dan announced that Tim B. has resigned from the board.

(2) Class B seats open (1) Class A seat open (2) Board Member seats open.

It was mentioned that the board would benefit from an attorney sitting on the board.

Dan asked everyone to keep an eye open for possible candidates for all positions.

Fundraising: Kenny J. No fundraising events planned. St. Patricks Day successful

Finance: Dan asked that the Finance Committee meet to determine how existing funds will be allocated for operating costs and mortgage pay-off. Finance meeting scheduled for May 18. Burn the Mortgage was discussed. The board agreed an appeal to the club membership drive would help raise funds. Sandy W offered to create a thermometer showing mortgage payoff goals. \$45,000 remains.

Insurance – Dan asked what monies are used to pay insurance. Each month, money for insurance is transferred from the operating account to a special account where money is saved for insurance. \$12,006.72 is presently the annual cost of insurance. The Sheriff grant money of \$5600 went towards that amount in 2016.

The meeting ended at 8:25 p.m. upon agreement of the board and the Serenity Prayer.

Respectfully submitted,

Nancy R Cooper, AACI Office Manager