

OFFICE MANAGER'S REPORT for September 22, 2019 Board Meeting

STARTER PACKS SENT OUT: 2 – Philadelphia, Florida and Washington

NEW GROUP REGISTRATIONS: 0

Groups Closed: 0

Changes in Duties as of August 20th Board Meeting:

Website - Shahin

Mail pick up at Main Post Office - Dawn

Responding to all phone calls and emails not related to literature orders – Amy/Shahin

Responding to all orders, packing and shipping items and all other office duties - Shahin

Liaising between members and the Board – GSO and Personnel Chair/Shahin

Bookkeeping – Accountant/Shahin

GOALS STATUS:

1. Vacation: N/A

2. Improving Office Organization and Operation: N/A

NEW ITEMS:

1. Donations

Very generous donations were submitted after the Emergency meeting. Thank you to all contributors!

2. Retreat

A few inventory items were sold at the retreat. Total sales were approximately \$150 CAD.

3. Hours

ER Meeting - scheduling, preparing, uploading of documents, dismantling and time of the actual meeting.

Retreat - questions regarding starting meetings, literature, committees, service, donations, etc at the retreat; pre and post retreat duties

Office Closure – ongoing

Resignation of VP and President – extra duties needed to be filled

I have spent over 20 hours to date to accommodate the above duties. In order to continue with the post retreat requirements, complete literature orders, continue with office closure, and all other day to day tasks, I require an additional 15 hours minimum. I will consider the 20 hours already spent as service work; however, I cannot keep providing this level of volunteer time. As such, I will be working with the

Board President to establish strong boundaries and possibly some more firm office hours. If Directors or members have questions, they need to speak with the GSO/Personnel Committee and/or the Board President.

OLD ITEMS:

1. **GSA Office Closure**

The physical office will be closed as of end of September, however, packing has commenced and moving of all needed items will be on September 21, 2019. Thank you to the volunteers who continually say yes to service for the good of ABA worldwide!

Written in service by,
Shahin S.
Office Manager