

OPERATIONS MANAGER REPORT for September 2020 Board Meeting

STARTER PACKS SENT OUT: 0

NEW GROUP REGISTRATIONS: 0

Groups Closed: 1 – South Florida

STATUS:

1. Vacation – N/A
2. Inventory Count – N/A
3. Outstanding Tasks – Organizing storage unit; decluttering inventory, packaging supplies and paperwork at office; paying for another year of storage with credit card

NEW ITEMS:

1. Canada Post error
A cheque was mailed to the office for the error made to the UK shipment. A reimbursement of \$104.06 CAD which was deposited into the GSA chequing account. The UK group was informed of this and will use this towards their next purchase. GSA to set aside this amount to compensate the UK group specifically.
2. COVID19
Given the current circumstances, what used to take an hour for an errand (bank, supplies, post office, storage, medallion pick-ups, shipping, etc) is now taking double that time. The protocols, line-ups, social distancing and sanitizing after returning home requires more time. It is unknown how long this will continue.
3. The GSO/Personnel Committee
There has been a request for even more details be provided for tasks completed by the OM. It was determined that itemizing all activities separately will provide opportunities to determine if the 5 hours/week the OM is providing without pay, can be alleviated. Although this will require more time for the OM to complete, the GSO/Personnel Committee believes that, in the long run, this may be helpful and as such, have given this priority.
4. 2nd Edition
The allotted two hours were used to assist with the technical component of the changes for the 2nd Edition of the ABA book, responding to questions about the 2nd Edition from Literature Committee, story authors and members; providing committee members with documents virtually or in person; emailing corrections to Committee members and corresponding with the book cover designer.
5. Shopping Cart on Website
Website Committee was provided with weight and measurements for all the different items in the GSA inventory with the hope that the shopping cart will be ready for use sometime in September.
6. Not for Profit Registration
The GSA documents for annual registration with the Government was completed and submitted.

Written in service by,
Shahin S., Office Manager