

OPERATIONS MANAGER REPORT for November 2020 Board Meeting

STARTER PACKS SENT OUT: 0

NEW GROUP REGISTRATIONS: 0

Groups Closed: 1 – Luxemburg

STATUS:

1. Vacation/Personal Time – October 9-15 off with a few hours in between to complete essential duties.
2. Inventory Count – N/A
3. Outstanding Tasks – Organizing storage unit; decluttering inventory, packaging supplies and paperwork at home office

NEW ITEMS:

1. Volunteer Duties
The Edmonton based volunteer has moved to another city for the next 6-9 months. As a result, all the tasks she provided support with, have now been returned to the OM. Included in these tasks are collecting the mail, picking up inventory from the storage unit, delivering books to members and transporting reprint orders to the storage unit.
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 per month for the 2nd edition have expired. All 2nd edition tasks are now being completed within the OM's regular hours. It needs to be noted that 2nd edition tasks will require additional time, especially initially given the Board's decision to ship 160 free books to treatment centers, members and others in need.
5. The storage unit, Board and Director's insurance and contents insurance are all paid up for another year, as per Board approvals.
6. Given the OM does not attend Board meetings any longer, it is critical that all motions and changes made be provided to the office as soon as possible to ensure accurate and consistent operations.
7. I wanted to thank the Board for their support, prayers and flowers during this difficult time in my life.

Written in service by,
Shahin S., Office Manager