

OPERATIONS MANAGER REPORT for April 2021 Board Meeting

STARTER PACKS SENT OUT: 0

NEW GROUP REGISTRATIONS: 0

Groups Closed: 0

STATUS:

1. Vacation/Personal Time – N/A
2. Inventory Count – N/A
3. Outstanding Tasks – Organizing storage unit; decluttering inventory and packaging supplies

NEW ITEMS:

1. 2nd Edition
Given the need to transfer banks, the shipping of the 2nd edition pre-orders has been delayed.
2. Sales and inventory
Sales have been low which impacts our financial situation. It is proposed that, given the number of 1st edition pocket books, the Board consider a special pricing arrangement. For example, if a member purchases a 2nd edition, they can receive a 1st edition pocket book at half price.

The collection of retreat CD's also need to be considered. A CD set has not been sold since September of 2019. Maybe the CD sets can be given to treatment centers with a copy of the 2nd edition (as per Board decision regarding donated 2nd edition books). Alternatively, when the PI Committee is contacting treatment centers regarding a free copy of the 2nd edition, they could mention the CD's to determine if the Center would like to purchase them at a reduced cost. These are just examples.
3. The GSO/Personnel Committee
Recording of OM tasks continues and detailed report of the same is provided to the GSO/Personnel Chair monthly.
4. Weekly phone calls have been scheduled between the OM and the Board to ensure accurate, appropriate and consistent GSA office operations.

Written in service by,
Shahin S., Office Manager