

OPERATIONS MANAGER REPORT for July 2021 Board Meeting

STARTER PACKS SENT OUT: 0

NEW GROUP REGISTRATIONS: 0

Groups Closed: 0

STATUS:

1. Vacation/Personal Time – Holidays from June 25- July 5, 2021 – time made up pre and post-holiday
2. Inventory Count – 85 2nd Edition books in stock for sale
3. Outstanding Tasks – Organizing storage unit; decluttering inventory and packaging supplies

NEW ITEMS:

1. Orders
42 2nd Edition books sold this month – 1 order of 30 books, 1 order of 10 books and 2 single orders.
This is less than \$1000 CAD for the month of June.
2. Donations and 7th Tradition
Unfortunately, personal and group donations have been very low. Approximately \$828.47 was received in June.
3. Volunteer
Dawn has returned to Edmonton and has resumed collecting the mail from the post office weekly.
4. COVID
Hopefully, with restrictions lifting in Alberta, less time will be required to complete all out of office tasks.
5. The GSO/Personnel Committee
Recording of OM tasks continues and detailed report of the same is provided to the GSO/Personnel Chair monthly.
6. Operations Manager Procedure Manual
Review of documents and notes with respect to the OM Procedure Manual has commenced. As many changes have occurred since the initial writing of some of the processes related to the OM position; modifications and updates will be required.
7. 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