

## OPERATIONS MANAGER REPORT for October 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 – 30 2<sup>nd</sup> Edition books in stock for PI Committee ONLY
3. Outstanding Tasks – Organizing and minimizing items in storage unit

### NEW ITEMS:

1. Orders  
2<sup>nd</sup> Edition books sold this month through the office – 1 order of 30 books, 1 order of 20 books and 3 single orders. This is just over \$800 CAD for the month of September. 5 E-books were also sold via our website this month for a total of just under \$50 CAD. Total sales for September on QuickBooks show as \$2, 510.44.
2. Donations and 7<sup>th</sup> Tradition  
Total donations on QuickBooks show as \$2, 126.48 in September.
3. Mini Books  
There are approximately 200 mini books in storage. The last bulk order (30) for them was in early September of this year. Previous to that, a bulk order (10) was in February of this year. Finally, previous to that a bulk order (10) was completed in July of 2020.

I wonder if groups, members and/or meetings would be interested in having these books to give away to newcomers, as milestone tokens, etc. If so, maybe the Board could provide these for free for anyone willing to pay for their shipping. This information could be provided to GSR's to take back to the members.

Also, one mini book can be added to each 2<sup>nd</sup> edition sent out by the PI Committee as a bonus.

4. The GSO/Personnel Committee  
Recording of OM tasks continues and detailed report of the same is provided to the GSO/Personnel Chair monthly.
5. Operations Manager Procedure Manual  
Work is being completed on the procedures manual for the OM position. The GSO/Personnel Committee has been provided the completed sections for review.
6. 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