

OPERATIONS MANAGER REPORT for January 2022 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 2nd Edition books in stock for PI Committee ONLY
3. Mini Book Allotment - Self-Support Committee with 25 mini books
PI Committee with 50 mini books
4. Outstanding Tasks – Change of PO Box

NEW ITEMS:

1. Orders
Total sales for November 1- December 31, 2021 on QuickBooks show as \$1223.23.
2. Donations and 7th Tradition
Total donations on QuickBooks show as \$513.44 during the same time period as above.

Question - Given that most of our donations and 7th traditions are coming in via Stripe, and only recurring donations are linked with PayPal, is it possible to consolidate all of it under Stripe? This will allow for easier record keeping, tracking donations/7th traditions and ensuring Thank you emails are delivered in an accurate and timely fashion.

Question - Also, is it possible to add the new annual donation (\$5,000 CAD) and estate planning/memorial (\$10,000 CAD) amounts on the donations page of the website?

3. Outstanding Tasks from previous meetings
 - Cell Phone – has been cancelled (a savings of \$35.65 CAD/month)
 - Yak – Cancelled (minimal savings)
 - P.O Box - The GSA P.O. Box has been renewed until March 1, 2022 for a cost of \$90+ gst This was in anticipation of moving to another carrier so that the GSA mailing address can be used for identification and business purposes. Many places do not recognize a P.O. Box as a legitimate address.

Things to consider when changing postal carriers:

1. Cost of mail forwarding
2. All our literature has this P. O Box as ABA's address. Can the address be changed via print on demand for the books?
3. Location of mail pick up. Can this be changed and if so, can a location in St. Albert be considered? Or even the west end. Downtown is difficult with traffic, construction, etc.

4. Financial Audit and AGM

As the AGM and the financial audit approach, the OM needs extra hours to complete specific tasks for these events. The average additional time needed in the past has been between 15-20 hours over a two to three month period (February - April).

Approval required

5. Training

Training of OM on WordPress has commenced. At this time, the webmaster continues to upload documents and make changes to most things on the website. The OM is responsible for changing information to group/meeting times, places, ID's, passwords, etc. Ongoing training will be required for WordPress, Elementor and Lulu for the OM to take on further webmaster tasks.

6. The GSO/Personnel Committee

Recording of OM tasks continues and detailed report of the same is provided to the GSO/Personnel Chair monthly.

7. 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. It is hoped that the manual will be finalized prior to another section being started. This will help minimize the confusion and produce a more effective Manual for future Operations Managers.

8. 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