

OPERATIONS MANAGER REPORT for June 2022 Board Meeting

STARTER PACKS SENT OUT: N/A

NEW GROUP REGISTRATIONS: N/A

Groups Closed: N/A

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 – Streamlining and securing username and passwords for GSA vendors and services with help of Treasurer
 - Operations Manager Procedures Manual

NEW ITEMS:

1. GSA Laptop
All the files, folders, documents, etc. from the old laptop have been transferred to the new laptop. All this information has also been backed up and stored in a secure location. A few minor hiccups were experienced with the new laptop; however, they were all rectified with support and time.
2. Operations Manager Procedure Manual
Writing of the procedure's manual continues to be slow and time consuming as each section needs to be detailed enough that anyone coming into the position is able to perform the job without training, if required.

Also, as the procedures manual is being written, it is becoming obvious that, with the cut in hours for the OM position, important tasks have been ignored. One example is information on worldwide meetings and groups have not been updated on the GSA laptop since website changes were initially outsourced. As such, critical information like GSR's, contacts, times, days along with meetings that have folded and new meetings that have been started are not available at the office. To rectify this one specific issue, it will take approximately 10-15 hours to consult with all meetings currently running to update information group/meeting information as noted above. Meetings that have closed will also be noted. An updated spreadsheet of worldwide meeting information is critical for dissemination of ABA business including AGM, financial appeals, etc. This information also allows the office to provide newcomers with accurate information on meetings and to liaise with GSR's and contacts as needed.

3. Website and Other Training
Currently, the webmaster continues to upload documents and make changes to most things on the website. Ongoing training will be required for the OM to take on webmaster tasks. Given the opening up of restrictions worldwide, many groups are returning to brick and mortar meetings and as such, it is anticipated that changes to the website will increase over the next few months.

As the webmaster works to upgrade the website to make it more user friendly, it is hoped that meeting information can be streamlined and listed by day for all meetings.

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. 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