

OPERATIONS MANAGER REPORT for September 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 – 12 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 – N/A

NEW ITEMS:

1. U-Store It
There has been a rate change to the GSA storage unit from \$40/month to \$60/month starting October 20, 2022.
2. Quote for Brochures from Staples

100 brochures - \$56.69

250 brochures - \$138.59

500 brochures - \$275.09

The quotes include colored paper, 65 lb paper and GST.
3. Insurance Policies
The Directors and Officers Liability Insurance for the term October 5, 2022 to October 4, 2023 has been paid as per the President's direction. There was a \$54 increase in the cost of the policy for an annual total of \$1334.00.

The Contents Only Insurance will come due in December of this year.
4. Medallions
The ABA medallions were ordered via Elite Promotional Marketing were ordered as per approval from the Board in July. Estimated time for completion was 10 weeks. As such, the medallions will be ready end of September or early October.
5. Farewell
I initially took on the position of Office Manager as a means of keeping ABA available to the still suffering. This was critical for me as I would not be alive if it were not for ABA. I came into the position with little to no Office Manager experience and was gratified with the support I received to be successful in this position.

During my time in the position of Office Manager, I have learned a great deal about the behind-the-scenes workings of ABA and am in awe of the tremendous work required to keep ABA viable. I take my

hat off to every person on the Board for volunteering their time, skill and passion in keeping ABA afloat. In addition, there are so many ABA members who have given back and continue to give back by being of service on various committees.

I would like to take this opportunity to thank the Board for their support during my time as Office Manager and a heartfelt thank you to the membership who entrusted me with the day-to-day work of ABA. I wish them, the fellowship and ABA worldwide all the best and pray that ABA continues to save lives!

Written in service by,
Shahin S., Office Manager