

# OPERATIONS MANAGER REPORT

## Summer 2023 Overview

Report By: Kheri Taylor-Milos

Date: August 31, 2023

STARTER PACKS SENT OUT: 1

NEW GROUP REGISTRATIONS: N/A

Groups Closed: N/A

### STATUS:

1. Vacation/Personal Time – N/A
2. Inventory Count:
  - 1st Edition books - 3 (one with an inscription)
  - 2nd Edition books - 12
  - Mini books - 166
  - Retreat CDs: 2004 - 7
  - 2006 - 5
  - 2007 - 1
  - 2010 - 8
  - 2012 - 1
  - 2013 - 2
  - 2014 - 1
  - 2015 - 13
  - 2016 - 5
  - Pamphlets: Blue - 581
  - Green - 349
  - Yellow - 120
  - Tokens: Pink - 307
  - Yellow - 835
  - Green - 1
  - Blue - 323
  - Purple - 128
3. Mini Book Allotment - Self-Support Committee with 25 mini books, PI Committee with 45 mini books

### REPORT FOR THE SUMMER:

1. The majority of my work is answering emails. This is done several times per week.

2. I am part of the PI Committee and complete a number of tasks for them as necessary. These are touched on in their monthly reports.
3. I continue to update meeting information as changes are requested.
4. There have been a number of requests to begin new meetings. I am waiting for people to reply with information to the standard questions to send out new meeting packages.
5. The motions log is updated after each Board meeting.
6. The retreat was posted on the website.
7. The newsletter is posted on the website monthly and sent via email to those who have signed up for the email list.
8. Month end information is sent to the Treasurer and Accountant at the beginning of each month.
9. Banking is completed as required.
10. Shipping is completed as required. There are very few orders that come in for actual physical delivery.
11. There is very little physical mail. I have not received anything for several months other than the confirmation of our annual return.
12. There are very few phone calls. The majority are requests to help find in-person meetings in the individual's location.