

OPERATIONS MANAGER REPORT

December 2023 Overview

Report By: Kheri Taylor-Milos

Date: December 30, 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 - 18
 - 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
1. Mini Book Allotment - Self-Support Committee with 25 mini books, PI Committee with 45 mini books

REPORT FOR MONTH OF DECEMBER:

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 continue to be requests to begin new meetings, mostly in-person. I send out new meeting packages as people reply with information to the standard questions.
5. The motions log is updated after each Board meeting.
6. The newsletter is posted on the website monthly and sent via email to those who have signed up for the email list.
7. Month end information is sent to the Treasurer and Accountant at the beginning of each month.
8. Banking is completed as required.
9. Shipping is completed as required. There are very few orders that come in for actual physical delivery.
10. Thank you emails are sent to members who donate over \$100.