

# OPERATIONS MANAGER REPORT

## September 2024 Overview

Report By: Kheri Taylor-Milos

Date: September 30, 2024

STARTER PACKS SENT OUT: 0

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 - 6
  - 2006 - 4
  - 2010 - 7
  - 2015 - 12
  - 2016 - 5
  - Pamphlets: Blue - 541
  - Green - 254
  - Yellow - 34
  - ABA Spoken Here - 23
  - 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 SEPTEMBER:

1. I completed an inventory of physical items and the list above has been updated.

2. We are running low on yellow pamphlets and will need to look at ordering more asap. We do not have copies of the pamphlets on the drive so I am working with the Literature Committee on getting pdf copies so that I can remake them in order to be edited when necessary.
3. I have been having troubles with the laptop running slowly. I am working with the webmaster to resolve this and are connecting with a new product to help with cleaning up the drives.
4. The majority of my work is answering emails. This is done several times per week.
5. 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.
6. I continue to update meeting information as changes are requested.
7. 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. (None this month)
8. The motions log is updated after each Board meeting.
9. The newsletter is posted on the website monthly and sent via email to those who have signed up for the email list.
10. Month end information is sent to the Accountant and the Treasurer at the beginning of each month.
11. Banking is completed as required.
12. Shipping is completed as required. There are very few orders that come in for actual physical delivery.
13. Thank you emails are sent to members who donate over \$100.
14. I will be joining the Technology Committee (formerly the website committee) as I am doing the majority of the site changes at this point.