

# Steering Committee Meeting

3/11/2026 5:30pm

## Attendance

**Steering Committee Members Present:** Andy D., Jim, Rhonda, Alicia, Tom

## Key Outcomes

The committee approved financial reports showing an ending balance of **\$41,784.88** and allocated budgets for upcoming events including Unity Picnic (\$500), Drop the Rock workshop (\$300), and Bike Fest (\$800).

**New office hours established: Tuesday-Thursday, 10am-3pm** (eliminating Friday hours due to low activity).

The committee decided to maintain **separate phone lines for office and hotline** to prevent hotline volunteers from handling business inquiries.

## Decisions Made

- **Office hours reduced to Tuesday, Wednesday, Thursday, 10am-3pm** starting immediately
- **Secretary report from February 11 meeting approved** by Andy D. (motion) and Alicia (second)
- **Treasurer's report approved** showing checking balance of \$11,784.03 and prudent reserve of \$30,000.85
- **Office cleaning will be handled by staff** during regular hours instead of paying external cleaner, eliminating monthly expense
- **Unity Picnic budget: \$500** (split with District 7 for venue and food costs)
- **Drop the Rock workshop budget: \$300** (includes room rental and author accommodation)
- **Bike Fest budget: \$800** (covers coffee, supplies, t-shirts, and caps)
- **Literature budget: \$1,000** to maintain inventory and keep Big Book pricing at \$15
- **Hotline and office phone lines remain separate** to keep 12-step calls distinct from business inquiries
- **Contribution list will be published in newsletter** showing all groups (both contributors and non-contributors)

## Financial Summary

**Checking Account:** Beginning balance \$16,173.91, ending balance \$11,784.03

**Total Assets:** \$41,784.88 (including \$30,000.85 prudent reserve)

**February Income:** \$5,020.82

- Donations: \$2,582.19
- Merchandise sales: \$2,391.46
- Event income: \$20 (Drop the Rock early registrations)

**February Expenses:** \$9,410.47

- Office supplies: \$2,274.38 (includes Russ's new computer setup)
- Payroll: \$2,600.67 (higher due to prior month carryover)
- Merchandise purchases: \$2,097.40
- Rent: \$1,277.49
- POS equipment fees: \$240.03 (Clover system)



- Utilities: \$176.71
- Copier: \$72, Internet: \$77.95, Cell phone: \$20.90

**Notable:** Computer equipment purchases are complete; payroll will normalize next month.

### **Upcoming Events**

#### **Unity Picnic**

- **Date:** March 14, Saturday
- **Budget:** \$500 (venue and food split with District 7)
- **Format:** Food and fellowship, no speaker program, cornhole games
- **Setup:** 11am

#### **Drop the Rock Workshop**

- **Date:** May 23, Friday
- **Budget:** \$300
- **Features:** Author appearance with book signing
- **Registration:** \$10 at door, RSVP required by May 18 to guarantee lunch
- **Food:** Pizza and salad
- **Contact:** Rhonda 535-205-1953 for RSVP

#### **Bike Fest**

- **Budget:** \$800 for coffee, supplies, t-shirts, and caps

### **Operational Updates**

#### **Office Technology**

- New desktop computer for Russ working well with consolidated file sharing
- Point of sale system (Clover) handles inventory tracking via web portal
- Committee requested Tom research additional inventory software modules and report back next month

#### **Payment Processing**

- Telecheck machine discontinued as of January 1st due to high fees (\$65/month plus per-check charges)
- Checks now deposited directly at Wells Fargo
- Clover system fees include multiple usage and equipment charges totaling approximately \$240/month
- QR code payment option in development for website to simplify group donations

#### **Phone System**

- Office line: 352-360-0960 (answered during business hours)
- Hotline: 352-630-3032 (24/7 volunteer coverage for 12-step calls)
- Lines kept separate to prevent hotline volunteers from fielding business questions about literature, hours, and meetings
- System tested during meeting; rollover functionality needs verification by Tom

#### **Newsletter & Communications**

- IDEA - All registered groups (contributors and non-contributors) will be listed in newsletter
- Contribution data also available on [AALakeSumter.org](http://AALakeSumter.org) members section
- Printed newsletters available at office for group distribution
- Jim managing newsletter content; needs Drop the Rock flyer details for next edition



## **Administrative Actions**

### **Audit Planning**

- Committee approved transparency audit for October-December 2024 quarter
- Open invitation to any interested members to participate
- Format: Review bank statements, spreadsheets, and QuickBooks reports to verify account reconciliation
- Announcement to be included in newsletter

### **Tax Filing**

- David Lock's brother set for annual tax preparation
- Documents being compiled for submission by February 15th

### **Administrative Fees**

- Annual Sunbiz fees paid: \$70
- HostGator website hosting and Microsoft subscriptions included in \$300+ subscriptions line item
- Zoom subscription: \$10/month

### **Record Keeping**

- Secretary reminded to list all Steering Committee members by name in minutes (group reps can be counted)
- Rhonda requested to submit disbursement sheets for all event expenditures showing amount, purpose, and payee

### **Pending Confirmation**

- Tom to verify telecheck charges fully discontinued from Clover billing
- Tom to test and confirm office-to-hotline rollover functionality after 3pm
- Tom to research Clover inventory software module pricing and capabilities
- Rhonda to provide Drop the Rock flyer to Jim for newsletter
- Andy D. offered guest room for workshop author if needed (pending approval)
- Budget tracking system to be implemented to monitor event spending against approved amounts

