

Finance Committee meeting  
August 24, 2022  
Minutes

Present: Martha H., committee chair  
Joanne P., Office Manager  
John, Intergroup Treasurer  
Steffani, Intergroup Secretary

Meeting called to order at 7:00pm, with a prayer.

Martha announced that the Intergroup Chair had resigned and that a meeting of former officers was being convened to discuss the situation.

A review of the approved budget compared to actual. (It should be noted here that the budget comparison used incorrect budget figures. A corrected comparison has been issued by the chair.)

Discussion of proposed one-time \$200 purchase allowance for the Institutions Committee. After discussion, it was decided to not approve the expenditure but to suggest the Institutions Chair confer with a member who has a box of literature available.

Discussion of proper way to reflect committee literature expenditures on the financial report. John to research.

Discussion of Office Manager's annual review, which is past due. Joanne read an extensive report of the Office Manager's duties. Steffani to follow up with past chair for guidance. Martha suggested that any pay increase be made retroactive to hire date anniversary.

Steffani reported that she is interested in the Chair position. John is also interested but wants to think about it while he's on vacation.

7:55 Meeting adjourned with the Lord's Prayer.