

Ursula
Phone: 602-577-3940

ASDI **Office Committee MINUTES, Thursday, August 5**, 1219 E. Glendale Ave.

1. Serenity Prayer

2. Introductions: Present--Ursula, Donna, Sheila, Judith, Kiki, Charlene (ASDI Chair);
(absent-Pat J., Velma, Michael, Carol H.)

3. Approval of May 2010 Minutes

Approval of April 2010 Minutes *to be accomplished at the next meeting*

4. Agenda Approved

5. Unfinished Business

- a. A volunteer (Roxanne) has been found to wash Office windows 2X's a year. Kiki has put a notice in the Serenity Press for additional help.
- b. Kiki advertised in the Serenity Press for help with cleaning the refrigerator. Thanks to Donna for recently accomplishing this task.
- c. Update on lease negotiation: A discussion with ASDI Chair, Charlene, about the efficacy of having the Office and the questions that need to be addressed (budget clarifications, responsible parties, implications of having/not having an Office, the amount that Office meetings contribute—drinks, literature, and basket collections, etc.) was in-depth. Charlene asked for the amount of attendance at Office meetings since the numbers have been collected (for just the past few months). The Committee will get more history on Office data from Carol H. and Pat J. It will be necessary to have someone with real estate knowledge as well as negotiation skills to help with an Office lease.

In order to look at having an OA Office careful data collection should be conducted, per the Committee's consensus. Such data should be budget, attendance, desire by members to keep the Office, status of Office meetings without an Office, historical data, etc. Also, the Office Committee indicated that the Office should be attributed for the profits made from sales of drinks in refrigerator and literature, as well as the basket collections from Office meetings.

The Committee thanked Charlene for attending the meeting and being open to hearing ideas and posing questions.

- d. Possible new Office location: Michael has been researching. The current landlord won't talk about the future until approx. 3 months before the lease is up in April 2011. Ursula will ask Michael to present a preliminary report at the next Office meeting.
- e. Method/content for presenting office options to ASDI: See (c.) above. The Office Committee asked Charlene to allow two members of the Office Committee to attend ASDI meetings when discussions about the status of the Office begin.
- f. When to present office options: See (c. and d.) above. The Committee may have people out looking at properties in December 2010.
- g. Office committee responsibility: The responsibilities were written several years ago. Sheila will provide the Committee a copy.

6. New Business

- a. The toilet has been repaired.
- b. The air conditioner has been checked and nothing wrong was reported. Previous reports have been that the unit is too small for the room.
- c. Kiki will ask Ted Hushek to look at the florescent light that continues to flicker in the SE corner of the meeting room.

d. Kiki has volunteered to serve temporarily as this committee's Secretary.

7. Next Meeting is Sept. 2, 2010, at 1:10 at the OA Office

8. Closing Prayer: Serenity Prayer