

PASC Administration Committee Meeting

Date: June 27, 2009

Present: Gene L (Activities), Shawn (Literature), Michael McD (RCM), Lawrence (H&I), Maggi G (Treasurer), Carol (Archivist), Mike R (Vice Chair), and Travis B (Chair)

Meeting called to order at 1pm

Discussion	Decision/Action	Task Assigned To
<p>Old business</p> <ul style="list-style-type: none"> • Inventory Process <ul style="list-style-type: none"> ○ Need to follow up on tasks outlined at last meeting ○ Create a binder of information for GSR's • Insurance coverage <ul style="list-style-type: none"> ○ Tana contacted two insurance carriers and provided 2 proposals. Gene will put in a motion today to ask for \$ from PASC for insurance coverage. ○ Question about whether we have quotes with or without coverage for the groups. The quotes are only for coverage for all of Portland Area including activities, groups, and the BOD. Discussion about how to split the costs between Activities and the PASC. Activities really only needs to insure one event a year (Unity in the Streets) which is usually \$300-400. But the most responsible action would be to insure activities and the groups for a total cost of \$1600. Activities may also have to pay for additional insurance riders, generally between \$50=100 for specific activities. 	<ul style="list-style-type: none"> • Send out emails / call members of the admin committee with tasks. • Write a motion to split the cost of insurance coverage 50/50 between Area and Activities. 	<ul style="list-style-type: none"> • Travis • Michael/ Gene
<p>New Business</p> <ul style="list-style-type: none"> • Budget Transparency: <ul style="list-style-type: none"> ○ 2 sub committees handle their own funds (Activities and Literature). We do not have adequate accounting from either committee. At some point the accounting needs to get better because we are legally responsible and could be audited. (a) Gene: Activities has not done a good job of keeping track of finances. In 	<ul style="list-style-type: none"> • Michael McD to help Gene with activities 	<ul style="list-style-type: none"> • Michael/ Gene

<ul style="list-style-type: none"> ○ Added clean time requirements for the chair (2 years) and the vice chair (1 year). ○ Orientation: the orientation person doesn't meet clean time requirements so will train the Outreach secretary who will work with current orientation presenter. ● PR: Working with region on developing a contingency plan that will discuss conduct in meetings and in service. There has also been some disconnect between Outreach and PR, who should be working more closely with one another. <ul style="list-style-type: none"> ○ Schedules: will move to two pages, have a quote of 15 cents for 2 pages double sided and stapled from Kinkos. ● Literature: Need to review their bylaws because they may need to be updated. The archivist, Carol, has all the bylaws and sends them on to be posted on the web site. ● H & I budget has decreased due to a new distribution system that requires less literature and utilizing smaller packets. 	<ul style="list-style-type: none"> ● Lawrence is available as a back up to run orientation. ● Submit a motion to increase budget line ● Put together a binder with all the bylaws and guidelines and bring to PASC. 	<ul style="list-style-type: none"> ● Vera ● Carol
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