

**Ben Lomond Fellowship Steering Committee**  
**Sept. 12, 2024**

Open meeting with the Serenity Prayer

**Attendance:** Joe, H&I rep; Jason, chair; Michelle, recording secretary/media coordinator; Beth, in-person secretary coordinator; Tiffany, in-person secretary co-coordinator; Chris, co-treasurer; Russell, activities coordinator; BethAnne, literature coordinator; Tim, vice chair; Katie, 6 a.m. Zoom meeting chair; Ed, member

Approve Recording Secretary Minutes from Aug. 8, 2024—Beth/Chris 2nd—unanimous approval

**Committee Reports:**

**Treasurer**—Chris: He's still waiting on some info for the regular monthly report. The Labor Day Picnic made about \$3,173 net, but he's still waiting on some expenses. The fellowship made almost double what we made last year. Tim/Michelle 2nd—unanimous

**GSR**—Open position; no report. Jason went over the requirements for the position.

**H&I**—Joe: He updated the pink sheets and gave an overview of the open positions. He said the Camp adolescent unit especially needs secretaries; a lot of positions have been open for a long time. Tim asked for list of coordinators he can help with. Michelle/Beth 2nd—unanimous

**Intergroup**—Open position; no report. Jason went over the requirements for the position.

**Literature**—BethAnne: No report.

**Online secretary coordinator**—Coordinator wasn't in attendance; no report.

**In-person meeting secretary coordinator**—Beth: All meetings getting filled up and people are reaching out to her to do workshop. She said the women's meeting is missing its binder and also said the women's meeting hasn't been getting the red binder to sign up for service. Michelle suggested that the secretary should go get the binder from the front room and pass it around when large events are happening. Jason reiterated that all secretaries are required to attend the Steering Committee meeting and asked that be emphasized in secretary workshops. Katie asked whether anyone is keeping track of whether keys are being returned when secretaries give up their positions. Jason said that it's a long standing issue and many solutions have been proposed, but that ultimately we haven't had a lot of security problems. Michelle/Chris 2nd—unanimous.

**Media coordinator**—Michelle: No report, but she said that the Friday 10 p.m. meeting has been added to the online schedule and the whiteboard.

**Maintenance**—Eric: No report.

**Supplies**—Matt: No report

**Activities**—Russell: He thanked everyone who provided service to the Labor Day Picnic and said he'll start working on a Halloween activity. He scheduled planning meetings for the coming week on Zoom and in person. Michelle will advertise the meetings in the binder. Michelle/Tiffany 2nd—unanimous

### **Old business —**

- **Hybrid meetings:** There hasn't been a lot of interest in the proposal, so it will be removed from future agendas.
- **QR code for online meetings:** Michelle has made a QR code to disseminate to online meetings, but it won't track how many people donate to PayPal—it will only track how many people scan the code. She'll share the code with Joey to disseminate to online secretaries.
- **Venmo account:** Tabled to the October meeting.
- **Increasing secretary attendance at Steering Committee meetings:** Jason said this is an ongoing problem b/c a lot of the business conducted at the Steering Committee isn't getting out to the groups. A number of solutions were proposed, including texting secretaries before each meeting; putting the agendas in the binder; and hosting a "Get to Know Your Steering Committee" event, like a pancake breakfast, to raise awareness of the committee and what it does. Tim suggested that Steering Committee meetings may turn off some newcomers from doing service. Beth and Tiffany said they'd do more to encourage secretaries to come to meetings, and Michelle said she'd post the Steering Committee agenda earlier so people know what will be voted on. She'll also get a whiteboard and post it in the fellowship for Steering Committee business.
- **Spring fundraiser:** The fellowship needs another large fundraiser to offset expenses. Ideas include a Valentine's Day event, or New Year event. It will be discussed further at the October meeting.
- **Snack bar:** Tim shared that the member who approached the Steering Committee a while ago about setting up a snack bar said he's ready to start it. The member should come to the Steering Committee with a formal proposal for maintaining the snack bar in order to receive Steering Committee approval.

### **New business —**

- **Event Binder Committee:** Jason shared that a former Activities chairperson has dropped off a folder of information she created for each event as a starting point for creating an event binder. An Event Binder Committee was formed of Russell, Katie, and Chris. They'll create a digital and paper copy, which will live in the secretaries' closet. Michelle will create a Google Drive folder to keep all digital BLF information together.

Close meeting with the Serenity Prayer