

COMC June 2020

Reviewed by Tom K, COMC liaison

As with all other committees, COMC has conducted most of its business by phone and email. These are the highlights of COMC actions.

Finance

- Submitted SAICO portion of proposed budget 2021
- Assisted Finance by gathering submitted budget proposals from other committees
- Consulted about unbudgeted items for SAICO and other committees
- Continued to implement and oversee the budget plan for 2020

Essay

- During the transition period between editors, SAICO continued to
- Maintain the database of print subscribers
- Route submissions for a future edition to the editor
- Proofread each issue
- Prepare and mail correctly
- Respond to subscriber and member inquiries

Archives & History

With the help of Karl N., SA's archivist, the task has begun of gathering, identifying, and organizing all of SAICO's collection of documents. The unfortunate intervention of the Covid 19 virus prevented the completion of this work, as yet.

However, with the help of SAICO, archives was able to formulate a budget plan for the next steps of the project. Work continues at SAICO to make the following files clean and usable:

- *Essay*--the complete library
- SA literature written and published by the SA Fellowship
- Translations of SA literature
- Minutes and documents covering the administration of committees, the Board of Trustees, and the General Delegate Assembly from 1994 on.

RAC

SAICO has been working with the Regional Alignment Committee to develop online meeting registration that integrates with the new meeting search.

IT

Working with Chad the webmaster on several projects:

- New SAICO online store
- Meeting search update for SA.org
- Integration of online store with online Quick Books
- KIPT projects

SA ICC

- Partnered with ICC to successfully complete live-streaming for Nashville, January, 2020.
- Assisted Toronto July 2020 convention from conception to cancellation.
- Helped to adapt Zoom format for July Assembly of Delegates.

SA CFC

- Receive correspondence from prisoners,
- Direct requests for sponsors to CFC sponsor coordinator.

- Fulfill literature requests.

Translations

Organize documentation and archive translated literature.

International Committee

Served as secretary for the committee and the Buddy-Sister List subcommittee.

Legal

Oversaw the completion of trademark renewals.

SIM

Served as secretary for the committee.

Nominations

Assisted in compiling and circulating the candidate file. Performed secretarial duties.

SAICO

Kay Shotwell retired from the position of SAICO manager after almost 25 years of outstanding service to the SA Fellowship. COMC interviewed Laura Butts, with SAICO since September, 2007, and promoted her to the position of SAICO Manager.

In January Sue, shipping and *Essay*, resigned.

In May Pam suffered a major automobile accident and has not been able to return.

Current staff and duties include:

- Laura Butts, Office Manager
 - Bureaucratic liaison to state and federal institutions
 - Secretarial functions for SIM, International, Translations
 - Primary contact point for members, Trustees, committee chairs, and Delegates
- Kay Shotwell, paid consultant
- Wendy Miles
 - Graphic Design, Regional and International conventions, transcription, PayPal, and training.
- Linda Nance
 - Bookkeeping, Banking, Reports, Payroll, Benefits, tax records and research.
- Jenny Prince, Temporary part time hire to assist Wendy with shipping.

Cooperation with KIPT

Print on Demand of KIPT literature

Assist with Graphic Design

Provide regular report on sales of KIPT items

E-Book Report

YTD through March, sales have levelled off somewhat. *Member Stories* and *Practical Recovery Tools* are selling about 36 books per quarter. *Step into Action* is performing well, selling around 50 books per month. Most ebooks are sold through Amazon. However, we still average about \$3.54 per book from Amazon and \$5.82 if sold through DPZ. The relationship with DPZ is being evaluated.

SAICO Staff Update

- Transitioning to Windows 10 and Quick Books Online has been quite a challenge. We have spent a lot of time on chats and calls with tech support.
- When the internet in the office went down for 2 days, we were able to use a mobile phone hotspot with the laptop to answer emails and listen to voice mails.
- We worked successfully from home for several weeks, covering essential services.
- Someone staffed the office in order to fulfill orders with no backlog.
- We recently guided SA Israel Region to complete Print on Demand project for SAICO literature.

- We set up Zoom meetings for Committee, Trustees, and GDA and coordinated the master calendar for meetings.
- Amended the map and intergroup lists in the SA Service Manual

Respectfully submitted,

Kay Shotwell and Laura Butts
SAICO