

EXECUTIVE SECRETARY REPORT

Hello everyone!

I hope everyone is well!

We now have the Plain Language Big Book in stock for anyone interested. It retails for \$11.

Just a couple of things:

-- **Please be sure that any contribution sent to the office has your Group Name on it.** We receive checks with Group #'s on them and must contact GSO to get the name of the group to which the contribution should be attributed. Sometimes we get checks that are sent from personal accounts but are obviously from a group and don't know, again, to whom the contribution should be attributed.

--We currently have positions available to answer phones during business hours and, of course, we are always in need of volunteers to help answer afterhours calls – those calls that occur when the office is closed. If interested, please contact me for details. With so many volunteers on vacation, this month and next month, you may also sign up for individual slots, rather than a permanent day/time slot.

--We will be conducting our yearly inventory 12/7 at 10am here at the Intergroup office. We need as many people as possible to help count items and make the process quicker. If interested, please let me know ahead of time so that I can keep track of how many will be helping.

--We try to keep our website as up to date as possible. If anyone has group changes or upcoming events they'd like to add, please submit those to ann@charlotteaa.org, and I'll be glad to add them. For flyers, please submit those to me in the PDF format.

I hope each and every one of you has a wonderful holiday season.

Yours in service,

Ann J.

Executive Secretary

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