Central Office Manager's Report Adina Murakami, MSW, CSAC November 8<sup>th</sup>, 2017

### Aloha,

Thank you so very much, for your interest in helping the next suffering alcoholic by getting actively involved with Oahu Central Office.

## 2017 Events in progress –

- ⇒ Infected Halloween Costume Dance See attached report, Thank you Johnna it was an excellent turnout with participants from across the island!
- ⇒ Holiday Dinner Sasha M.

Collected \$ .00 Ticket sales, and group & individual contributions

Cost \$ 452.36 Venue

Total \$ .00

⇒ Christmas Alk-A-Thon – Herb

Collected \$ .00 Group & individual contributions

Cost \$ .00

Total \$ .00

#### Central Office our volunteers were able to

- ⇒ Help coordinated 5; 12 step calls
  - one of those calls was handled by after hour phone angels
  - another call assisted a visitor on Kauai as their Helpline was not working.
     We contacted a member on Kauai who helped the visitor get to a meeting.
- ⇒ Assist **2** individuals with **transportation** to meetings
- ⇒ Provide information and assistance to 227 callers
- ⇒ Sold \$2,274.05 worth of literature for a profit of \$650.85
- ⇒ Welcomed 65 visitors to Oahu Central Office
- ⇒ Our **After-hours** volunteers assisted **260 callers**
- ⇒ Trained 1 new volunteers in September
- ⇒ 4 volunteers got Jobs in September and had to let go of volunteering with Central Office

### Volunteers are needed

- ⇒ Open In Office shifts:
  - In office Monday 9a- 12 noon; Wednesday 12 noon 3; Friday's 9a-12 Noon, and 3p – 6p
- ⇒ We currently have 27 volunteers covering 17 shifts (1 special project volunteers)
- ⇒ Interviewed 4 new perspective volunteers
- ⇒ Open After-hour phone Angel shifts:
  - Saturday's 3p 12;
  - Wednesday evening 6p to midnight;
  - Thursday morning7a to 9a

### Schedules:

⇒ Updated 10/7/17 both hard copy and online, see Agenda for meeting updates

### Website:

- ⇒ Updated 10/07/17
- ⇒ Please email the manager at <a href="manager@oahucentraloffice.com">manager@oahucentraloffice.com</a> your event pdf's so they can be posted on the website.

### Area 17:

- ⇒ Provided literature for sale at Annual Hawaii Convention
- ⇒ We also provided information
  - Great Life 808 Request to host a meeting Sundays in District 9 Pending
  - Connected 3 potential volunteers with Corrections committee; and another volunteer with the PI committee
  - Still pending Spoke with Kevin D. who has agreed to follow up on getting the Waikiki Schedule updated

### Office Closed:

- ⇒ Tuesday's at 5:45p to allow for the volunteer to attend a book study on time
- $\Rightarrow$  Wednesday, at 5:30 November 9<sup>th</sup>, 2017 to allow the manager to arrive at the OIG early.
- ⇒ Thursday November 23<sup>rd</sup> to observe Thanksgiving

# Progress on 2017 goals:

- ⇒ Utilize the OIG Panel 67 structures & Guidelines
  - Set time on each agenda to review a new section of the S& G
- ⇒ Adhere to the Suggested 2017 OIG Budget
  - Provided update 10/11 still within budget
- ⇒ Increase the number of OIG Activities to offset the financial burdened placed on the groups, and increase unity and opportunities for service & unity –
- ⇒ Increase group participation
  - Several town groups attended Infected Halloween Dance over 100 people participated and more than 30 people showed up in costume
- ⇒ Create an OIG Newsletter
  - No progress yet ⊗ -
- ⇒ Build our prudent reserve
  - We returned the \$2,234.99 and added an additional \$2,234.99
- ⇒ Create an Activity Fund
  - Created 6/1/2017 which currently has \$1,061.22
- ⇒ Increase the number of in office volunteers to 34
  - Some progress we currently have 27 in office volunteers + 1 volunteers
     who come in specifically to work on special projects

Mahalo, for allowing me to be of service,

Adina Murakami, MSW, CSAC Oahu Central Office Manager (808) 946-1438 manager@oahucentraloffice.com