

Office Sub-Committee's Report for Annual General Meeting - 17 August 2026

The Illawarra and South Coast Central Service Office Inc. Sub-Committee was established in December 2025 and has held two further meetings this year.

This Subcommittee has addressed its role and mode of operation and plans to meet on the third Mondays of January March, April, June, July, September, October and December, unless there is insufficient business at hand.

The Relocation to Coniston was an opportunity to review and update Office volunteer roles, tasks, procedures as well as financial processes etc.

As noted in other Reports, this involved

- Reviewing petty cash, float, banking and honorarium payments to reduce monies held on the premises
- Reducing paper-based systems to moving more to online.
- Reducing phone expenses by moving away from landline Internet and phone calls. The later , landline phone service, was re-established in June due to unreliable mobile internet signals. This arrangement is still less expensive and may not be needed long-term.
- Updating equipment — new basic pc computer with wireless card and phones
- Adding the credit card Tyro payment app to the office mobile, so members can purchase by credit card.
- Establishing Office Sub-committee meeting chairing and minute taking rotation with Zoom summaries to reduce minuting work
- Creating policy and procedures for the volunteering staffing of the office and advertising for new volunteers via our Website.
- Organising and staffing the Rally CSO Literature Table in February, and
- Organising the installation of water into the office area with a local licensed plumber.
- Organising a Gmail account for the office, so ISCCSO Inc documents can be shared on the Google Drive with the Committee for document control, record keeping and archiving.
- Re-arranging the volunteer roster so that members can visit the Office on Saturdays and purchase literature as required.

The Committee offers its heartfelt thanks on behalf of our membership, to Deb and Tim who were most helpful in moving and re-establishing the office, whilst still serving groups and help calls, and to our new volunteers Cassie, Tracey-Maree and Shai who have fitted in, bringing different perspectives and extra energy to our service to the fellowship.

Ro G

Treasurer & Public Officer

AGM August 2026