

San Juan Group Steering Committee Meeting Notes

Date: 8.30.2026

Start of Meeting: 9:10am

Members present : Bill G., Michele R., Liam C., Holly O., Tiffany B., Jeannette W., Adee Mc., Pat T.

Online: Andrea, Lenore G., Jason S., Jane H., Betty R., Augie, Victoria S., Dee Dee P.

Bill led the meeting as the Chair

Financial Report (Lenore)

- **Total July income:** ~\$6,700 (in-person donations, checks, Zelle, PayPal)
- **Zelle** identified as high-adoption, zero-fee channel replacing PayPal
- **July contributions paid out:** \$12,000; all checks cleared with receipts received
- **Key expenses:** rent, stamps, Horizon Zoom, GoDaddy (\$347.76), trailer cleaning/supplies (\$880), literature (\$93)
- **GoDaddy charge** confirmed as annual: \$239.88 web hosting + \$107 email hosting 3
- **Action:** Lenore to update July and August pivot charts to reflect total income (not in-person only)

Website (Jane) and IT (Jason)

- There are a few Inconsistencies found between San Juan Group website and OCAA website (which populates the meeting guide app)
- Jane to audit both side-by-side after Labor Day and report next month
- Process going forward: any meeting changes must be manually emailed to OCAA (e.g., manager@ocaa.org)
- Secretary's responsibility to notify area of meeting changes

GSR Report Highlights (Adee)

- **August GSR meeting** studied Tradition 8 and Concept 8
- **Labor Day Picnic:** Moved to Rancho Mission Viejo Riding Park (Ortega & La Pata, San Juan Capistrano); August 7, 10am–3pm; no dogs
- **Upcoming events:** Easy Does It Weekend (Sept 25–27, \$150); Woman to Woman San Diego (Sept 18–20, \$210); 74th SoCal Convention (Oct 16–18, Westin Rancho Mirage)
- **GSR voting clarified:** San Juan Group has one GSR vote; individual meetings are not autonomous and operate under the group umbrella

Literature (Adee covered for Shana)

- **Adee:** Literature is stocked excepting Lifeline magazine and some pamphlets missing from literature display;

H&I (Lenore)

- **13 new panel leaders who attended orientation stayed for the Business Meeting**
- **4 open panels were all filled**
- **H&I Chili Cook-Off:** Halloween at Norman P. Murray Center, Mission Viejo, 11am–2pm; sign-ups at sochip.club

Facilities & Supplies (Augie)

- **Restroom supply gap (July):** Both custodians were on vacation simultaneously; Jack resolved the immediate shortage
- **Proposed fix:** Augie to place a sealed supply tub in the church storeroom with contact info inside for emergency restocking
- **Ramp railing:** Pressing safety issue; Barbara to contact church upon return (Aug 13); "caution" signage proposed in the interim

Secretary (DeeDee)

- **DeeDee:** updated the secretary list from July - Dec 2026.

Decisions Made

- **Defibrillator pads + battery:** Approved; ~\$236–\$239 purchase; Bill to order and submit receipt to Lenore
- **Group email:** Use domain aliases (e.g., gsl@sanjuangroupaa.org) forwarding to role holders — not Gmail accounts, to avoid MFA/access loss issues
- **CPR/AED training:** Tabled; further research needed on legal requirements, cost, and AA traditions alignment
- **Church key:** Two additional copies made; Barbara and Adee now hold copies

Action Items

- **Lenore:** Update July and August financial charts to show combined total income
- **Bill:** Purchase defibrillator pads and battery (~\$239); submit receipt to Lenore
- **Jane:** Complete OCAA vs. website audit after Labor Day; report next month

- **Jason:** Set up role-based email aliases at sanjuangroupaa.org
- **Augie:** Install sealed supply tub in church storeroom with emergency contacts
- **DeeDee:** Send text blast and prepare secretary announcement seeking CPR/AED-certified members (tabled for now)
- **Bill:** Research AED/CPR legal requirements for public meetings; consult GSO/district
- **Jeanette (SJC):** Provide rides to 80-year-old neighbor needing meeting transportation until a volunteer is found
- **Adee:** Shauna to be notified Lifeline magazine and some pamphlets missing from literature display;