

F.W.S. Office Supervisor Report
May 27, 2011
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This is the 10th report to the Fellowship. There is nothing really special to report this time except preparing for the Annual Business Conference/Meeting (ABC/M) in San Diego July 12-15th.

FWS Office Essential Services continue to be provided as outlined in the past reports posted on the F.W.S. website www.slaafws.org

Outsourcing of the Journal-the May/June 2011 Issue #130 was sent this past week. The July/August 2011 Issue #131 has been received by the proofreaders. This issue will be available to all participants at the ABC/M. In addition, a Free Outreach Issue of *the Journal* will be posted soon on the FWS website as an e-reader and a pdf version for printing. This free issue will also be available at the ABC/M.

Merchandise received this past week included 5,000 reprints of the *Sponsorship* and 5,000 of the *Renewal of Sobriety* pamphlets. In addition, 5,000 copies of the Contribution Envelopes were done. There is a subcommittee of four past and current board members who proofread all merchandise that requires reprinting. This is in an effort to remove errors introduced over the years from reformatting. We are very aware that the S.L.A.A. Basic Text is need of proofing and editing too.

Steps 8-12 plastic chips are in production. There was a short delay as attempts to put all of the wording for Steps 11 and 12 on the chips was a challenge. Finally this was accomplished and will be in black ink instead of the silver ink for better readability.

BFOC Chair and Office Supervisor Visit to the FWS Office June 2011

- The Office supervisor is at the office Sun-Wed June 12-22nd.
- The BFOC chair arrives Wed-Sun Jun 15-19th.
- Both will be working with staff to prepare for the ABC/M 2011. This includes the ABM Binders, Supplemental Packets and FWS store merchandise that will be sent to the hotel.

Delegate Registration and the ABC/M 2011 in San Diego July 12-15, 2011

- A total of 47 registrations with 40 voting members have been received for the ABC/M. **The registration and payment deadline is Saturday May 28th.** Registrations may be sent in by mail, fax and via the FWS Online Qgiv Gateway.
- So far 34 delegates have registered of which 18 are brand new (never been to an ABM).
- There are 5 Board members, the Journal editor, the CCC chair, the ABM record keeper and 5 observers.
- Susan G. of the SLAAOnline Lone Group was the 3rd Raffle Draw and received the \$475 reduction in registration fee and 3 nights double occupancy for the ABC/M.

As I was preparing this report I received a phone call from the FWS bookkeeper indicating there was someone at the door of the FWS office wanting information about the program and products. The two temporary staff had just left with over 20 packages to take to the post office. (It seems the post man didn't come by today and Monday is a holiday.) The bookkeeper was getting ready to leave too.

There is a phone in the reception area and I suggested giving that phone to the visitor. I explained to the visitor that we are open two days a week and the office was just closing but I would like to talk with her and arrange to visit the office when staff was present. We exchanged email addresses and phone numbers. I am always touched by members who visit the office either to volunteer or as walk-ins to place an order or just visit. I am glad someone was there today.

I started this report saying there wasn't much to report but by the end I see there is much to say once I get going.

Respectfully submitted,
Rita H.