

# VA Area Coordinator's Report

(for Coordinators, Liaisons and Committee Chairs)

This template can be used as a guide and does not need to be strictly adhered to. Please adapt according to the needs of the person giving the report.

**Date of Assembly or VAWSC Meeting:** Sept 26-28, 2025

**Area Coordinator:** Northern Virginia Service Center Chair

**Name and Email:** Michelle R, CatWoman9464@yahoo.com

## Informational Items:

Updates since last meeting

- Actions taken—new phone lines installed!! Cable updated.
- Meetings held—We have had monthly officer meetings and a meeting in August for steering committee
- Outcomes, struggles, successes—Sooo many amazing things have happened!! We have the NEW Spanish speaking line installed and up and running!! We had to upgrade our internet (it was old and an obsolete system) and then we installed the new phone system (thanks to Scott). So when you call, you'll need to press 1 for English and press 2 for Spanish. Your messages will be answered accordingly in your preferred language!!

Thank you, thank you, thank you to all who have donated/made contributions/purchased literature!! Our income increased from first quarter to second quarter and we are pulling less from our reserve than we have been thanks to everyone!! If we can keep this level, it will be amazing!!

Gratitude lunch update—we have 3 speakers lined up!! We have about half of the jobs filled! But in order for the lunch to happen, we still need a district to do registration (dire need—we should already be selling tickets), a district to put the food out and refill it as needed, and a district to set up the space (other districts are decorating and doing centerpieces). Less necessary but also important jobs include getting 3 people to read the steps/traditions/concepts, and getting gifts for the speakers.

We may have found a alt treasurer to fill that position, but still could use help with literature when Megan can't attend a function, a volunteer coordinator (can be done from home) and people to check the answering machine once a week (takes usually about 5 minutes and can literally be done from anywhere).

The schedule for upcoming meetings (2026) is created and distributed with the agenda.

Our building was hit by a vehicle in October and we have been working with the insurance company and landlord to get the damage repaired.

- Important action items to do or accomplished—we are working on getting thank you cards out to everyone who has contributed so far this year. Also, I have applied for a google business acct for non-profits (it's free) so we can have a google drive to share info like reports, by-laws, etc. in the future.

#### **Agenda Items to Add to the Meeting Agenda**

- Any thought force ideas? no
- Any issues of concern? Not currently
- Any wins or wows that have occurred? The increase in donations allowing us to operate has been so amazing!! THANKS again!! If we can continue at this level, it would be very beneficial.

