

Hotline Committee Report November 2019

- The Hotline committee met once this month. Our new approved mission statement is now listed on the Trustee Website.
- We reviewed the local area coordinators and Ron B will contact Mike R to make sure the list is updated on the Trustee Website.
- Paul S and Jo K will review questions from the Hotline workshop in Montreal and get back to people who had questions.
- Paul and Jo will talk about some of the responsibilities Jo will take on as chair before our December meeting.
- Paul will review the links on the Hotline committee section on the Trustee Website to see if they are up to date.
- Peter M will be emailing the committee an Excel spreadsheet that will help us to put together reports for our call logs.
- Sidney V. will be sending the committee a video that Area 5 uses to set up areas using Ring Central.
- The committee will begin putting together guidelines for hotline volunteers. We will review guidelines that the committee members use in their areas.
- Paul S, Andy G and Sidney V will begin working on a manual for Ring Central.
- This committee is always working on what we can do to keep everything up-to-date and running smoothly on the Hotline. It's a great group of committed people and easy to work with.