

RESOURCE COORDINATOR REPORT FORM
H&I HELPLINE NEWSLETTER PUBLIC INFORMATION

WEBSERVANT RACK COORDINATOR

Date: 2/9/2025 Name: Sarah K

When & Where _____ Attendance: _____

OLD BUSINESS:

NEW BUSINESS:

updated helpline computer to be used for Secretary needs.
will write up list of user names + passwords and how to access documents.

SITUATION / CHANGE:

MONTHLY EXPENSES:

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Date: 2/9/2025 Name: SCOTT (Literature Distribution)

When & Where _____ Attendance: _____

OLD BUSINESS:

We spent \$308.85 last month. Orders are being filled, and inventory is being taken. Thank you

NEW BUSINESS:

SITUATION / CHANGE:

MONTHLY EXPENSES:

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WEBSERVANT RACK COORDINATOR

Date: 2-8-25 Name: Patrick Teoley

When & Where Clear Recovery Attendance: 5

OLD BUSINESS: None

NEW BUSINESS: None

SITUATION / CHANGE: None

MONTHLY EXPENSES: Basic texts - 10 - 136.00