

KC NA Shared Services

Meeting Minutes

Date: February 8, 2026

Location: Zoom online

Time: 2:00 pm

Opened: Serenity Prayer

Attendance

Present: Madi, Brandon, Dan, Clayton, Amber, Dini

Approval of Previous Minutes

The January meeting minutes were read and approved.

Chair Report

Guideline updates and related reading concepts were reviewed. Discussion included standardizing guidelines across areas and identifying the need for updated training SOPs.

Website Subcommittee Report

The website was updated for the past quarter. Updates include the addition of the Mayo plugin, event and submission request functionality, individual pages for all areas, and new events subcommittee sections. H&I and PR information has been updated. There are no outstanding invoices at this time. There are 25 total email accounts, with 11 remaining active. A webmaster playbook is currently being developed.

Phone Line Subcommittee Report

Brandon reported that outreach was made to Angelica and Scott regarding phone line training.

Treasurer Report

Madi plans to meet with previous treasurer Chris to review the budget and begin the process of being added to the bank account. It was also reported that Dini cut her debit card.

Old Business

- The FTC ad hoc item was returned to FTC after areas did not wish to vote. Guidelines are to be revised by August.
- The KC NASS guidelines ad hoc will meet separately at the Chair's home at a later date
- Discussion included adding a single point of accountability and timeline changes

- Requirement that schedules be approved before being sent to the printer, with information being sent to the areas for approval.
- City-wide events determined by location: **Even year January**=West Central Missouri Area, **Even year June**=Northland Area, **Odd year January**=United Kansas City Area, **Odd year June**=Hearland Area

New Business

Next meeting is on Mother's day motion passed to meet May 3 from 2-4 pm via Zoom

Announcements

Areas were reminded to approve schedule updates and to submit any requests by the end of March.

Next Meeting

May 3, 2:00–4:00 PM

Adjournment

The meeting was adjourned.