

Shared Services Chair Report – Quarterly Update

Meeting Date: 05/03/2026

Reporting Period: February – April

Last Meeting: February

Timeline Review (February – April)

- Collected meeting schedule counts from all areas
 - Ordered meeting schedules and picked them up
 - Scheduled distribution to ASC Representatives next week
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Phone Lines Chair Transition

- Met with the new Phone Lines Chair to support onboarding
 - Reviewed training materials originally provided by Scott Martin
 - Provided guidance on system functionality and expectations to ensure a smooth transition
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Alt-Chair Engagement & Communication

- Included Alt-Chair in all communications
 - Added Alt-Chair to the shared email account
 - Continued providing visibility to help prepare for next year's transition
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Web Servants Support

- Web servants have consistently provided strong support
 - Their ongoing contributions have been reliable and appreciated
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Guidelines Ad Hoc Committee

- Ad Hoc Committee has officially started

- Held initial meeting with three participants
- Reviewed a limited sample (5–6 responses)

Survey Update

- KCSSNA survey was reopened due to low response volume
- Survey closing date: **May 16th**

Next Steps

- Next meeting scheduled: **Tuesday, May 19th at 6:30 PM**
 - If response volume remains low:
 - Will proceed with minor updates (typos, formatting, etc.)
 - No major guideline changes will be made
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Upcoming Events & Coordination Notes

- **June Unity Event** scheduled at **One Step Closer** from **2:00 PM – 4:00 PM**
 - Noted that **UKANA** has scheduled their **H&I Fellowship Day** at the same date and time as the Unity Event
 - This conflict may impact attendance and participation
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Closing

Overall, this quarter focused on transition support, operational coordination, and progressing initial work on guidelines review. Continued participation will help determine next steps for any potential updates.