

Central Office Open Forum minutes

Re: Prospective Move

Thursday, February 15, 2018

Meeting opened at 6:02 p.m.

Serenity Prayer

Background

Our office lease is due to expire March 2020. Central Office landlord wants to offer us early termination of the lease. Central Office negotiated and agreed to an offer of \$26,000 + \$2,500 security deposit as-is. Why would Central Office accept an early buy-out? In order to have money in a tough real estate market to move and to make the space tenable for our needs (i.e., meeting space, bookstore, etc.). The Acura dealership is due to break ground on a behemoth residential building June 2018. This construction will likely interfere with our ability to do business.

Process

We formed an ad hoc committee with members who have professional skills. Members include building and commercial real estate professionals. We have decided on moving within a 5-mile radius of our current location. Our office/meeting room space total 2,000 sq. ft. We prefer to move the office together with the meeting room which limits our pool of potential spaces.

We've gone out to look at two spaces that could work and fall within our parameters. We will provide address of something concrete once the new space is confirmed.

Discussion

- **When are we expected to move?**
- *We hand over keys June 1, 2018.*

- Need manpower and skilled people for build out work for the new space. Need people with carpentry skills and big trucks. If we can't coordinate volunteer effort, we'll have to pay for those services. We could do well in a 1,700 sq. ft. space.

- **Do we have a descending list of reviewing properties?**
- *Yes, Craig's List and other listing w/filters. Our first effort is to try to replicate what we currently have.*

- The only Intergroup that has a couple meeting space is Walnut Creek, Contra Costa Intergroup.

- **What's the timeline?**
- *There are a lot of extenuating circumstance we must consider. Once lease is in hand, timelines can be formed.*

- If we need to de-couple (move independent of the Central Office meetings), there are a lot more choices if we only move the offices. Moving together is difficult, separate is easier.

- **At what point is it prudent for meetings to start looking?**
- *Meetings need to know as soon as possible after we locate a space. We are looking for other locations for meetings in case we de-couple. Central Office is looking for space at First Congregational Church, Humanist Hall, etc.*

- **If we de-couple, how would groups/meetings distribute the money?**
- *The incentive is designed to facilitate move.*
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- **Who has authority to make decisions?**
- *The Service Board (East Bay Intergroup, Inc. Board of Directors) makes the decision.*

- **Are we considering other criteria, parking, access to public transportation, etc.?**
- *Yes.*

- *We would like to have a 5-year lease and ideally recreate the lease conditions we currently have.*

- **Will there be a comment before the final decision? What will decide if we de-couple?**
- *Our first thought is to move w/both meetings. We need early heads up from meetings who consider moving. Anyone who wants to comments/suggestions or offer to volunteer can use the email move@eastbayaa.org.*

- *We'll be releasing bulletins as we know, but Steve F., Central Office Administrator, will keep everyone current.*
- *Do we have a task sheet for things we need?*
- *We could have sign-up sheets?*
- *Parking is a high priority.*

- **Will there be any more meetings?**
- *Yes. Intergroup and the Annual Board meeting. After those meetings, we'll assess need.*

Meeting adjourned at 6:55 p.m. with the Responsibility Statement
Respectfully submitted by Sonya C., Recording Secretary