

**TO:** Gamblers Anonymous I.S.O.  
1306 Monte Vista Ave., Ste 5  
Upland, CA 91786

**FROM: Jay G, Area 15 Member (Abstinence Date 11/20/1974)**

**DATE:** September 2, 2025

**RE:** Requesting time on the agenda for the next G.A. I.S.O meeting

### **“Saving I.S.O. Money”**

We respectfully request the following items be included on the agenda for the upcoming meeting.

- Discussion of rent paid monthly in Upland, CA
- Discussion of having the current executive assistant work remote and/or discuss the possibilities of hiring a new executive assistant
- Discussion of contracting with a fulfillment center to satisfy the requests for G.A. literature, pins, coins, new yellow books, and other items.
- Review the process in place for payments made to I.S.O., including a suggestion of all payments be sent in using Zelle, or by personal checks that can be processed upon delivery using a check machine.

There are a few items we want to discuss but need more information from your office:

- The job descriptions, functions, and salaries of the existing employees who work at the I.S.O. office in Upland, CA
- The reason behind mailing paper receipts to each individual/room making contributions – discuss how to save postage and time.
- The definition of what PayPal literature process fees are

We have suggestions on how to eliminate the rent, partial payroll, and payroll taxes, office expenses, reduce health insurance, eliminate the electric utility payment, telephone internet costs, the ADT alarm bill, as well as reduce literature expenses.

We believe these items are important for discussion as they will save I.S.O. money, and make the organization run more efficiently.