

## Intergroup Service Committee of the 5<sup>th</sup> District Inc.

### Monthly Business Meeting

**Date:** December 15, 2016

The meeting was called to order at 7:00 pm with a moment of silence followed by the Serenity Prayer.

Twelve Traditions of Alcoholic Anonymous were read.

The Responsibility Declaration was read.

Introduction and welcome to new Intergroup Representatives (IGRs).

#### **Roll Call of Officers and IGRs:**

##### **Officers:**

Chair: Clark D. [\*]

Vice Chair: Lee H. [\*]

Treasurer: Normand D. [\*]

Secretary: Pat S. [\*]

Office Manager: Linda B. [\*]

##### **Members At Large:**

Joe B. [UnEx]

Bill G. [\*]

Russ D. [UnEx]

([\*] indicates present, [Ex] indicates excused not present, [UnEx] indicates not excused not in attendance).

**Groups Represented:** Attitude Adjustment, Serenity by the Sea, Borderline Big Book, I Am Responsible, Sisters in Sobriety, New Beginnings, Wings, Serenity Group, Fresh Start, Englewood Tuesday Night Beginners.

**Secretary's Report:** The minutes from the November meeting were read by Jennifer (our District liaison to Intergroup) who kindly hand wrote the minutes at the last meeting as the secretary was absent and she had no computer to print the minutes. The November minutes were seconded and unanimously approved.

**Treasurer's Report:** The Treasurer's Report for the month of November was reviewed. After a seconded motion, the report was approved.

Normand announced that in April the previous office manager sent an email to the accountant to do our taxes. In the email, she asked the accountants to do monthly audits of our books which was not authorized by the Steering Committee.

On August 10, a letter from the IRS was received by the previous office manager stating that the 2015 taxes have not been filed. The letter was put into the file cabinet and the Steering Committee was not notified. This letter was found late in October.

On October 17, we received a letter from the IRS stating that taxes have not been filed. The present office manager notified the treasurer and the Steering Committee. We immediately contacted the accountant who gave us no satisfaction and was let go of her services. We quickly found a new accountant who was able to go through the books and get them ready for filing taxes. We brought the 2015 books to a CPA who filed the taxes.

The previous bookkeeper charged us \$1,750 and did not file our taxes or do monthly audits. Our new bookkeeper charged us \$600 to fix the books that the previous accountant never took care of. The CPA cost us \$750 to file the taxes and verify the books were ok.

On December 5<sup>th</sup> we received a letter from the IRS stating that our penalties will be \$3,527.05 which is the penalty for filing late. We did not pay any taxes. This will need to be paid by the end of January 2017.

The previous office manager was authorized to purchase insurance which consisted of liability, dishonesty bond, and contents. This was supposed to happen in the spring of 2015. The insurance policy that we had which was still in effect was cancelled. The previous office manager did not purchase the new insurance which left us uninsured for almost 18 months.

After discussion and on a seconded motion, the IGR group voted unanimously to take \$7,000 from the Intergroup Prudent Reserve to cover these expenses.

**Chairperson's Report:** Clark D. announced that we will need to elect a new chairperson, vice chairperson, at large members, and secretary tonight if possible. He thanked the group for their help during his time as Chair. He reported that the audit is ongoing as Normand D. will explain later.

**Office Manager's Report:** The Gratitude Dinner was a truly enjoyable evening. The dinner was excellent and the speaker shared how we can all benefit from our Rule 62! Sincere thanks to all who worked so hard in making this event possible. Our Intergroup Training Workshop was attended by 25 individuals hungry to serve our fellowship. Our current volunteers totaled 11 of 15 and 14 others seeking to find how they could help. Of the 14, we have added one new day shift volunteer, one day-shift volunteer slated for January start-up and four new fill-ins. In addition, 6 new 12-step volunteers have been added to the list. Another current volunteer stepped up and had now updated the 12-Step Volunteer Call List. The result, however, shortened our list but at least it is now a reliable resource. Another current volunteer suggested we ask the 12-Steppers to contact the office once a year to validate their commitment and personal information. In any event, our call for help was answered. The huge task for creating bar codes for our inventory was completed, labels created and applied to all items. The scanner so generously donated to us is now functional which makes our volunteers' sales much easier and insures correctness of inventory. Once again, we placed orders for medallions, \$600 to bring the tri-plates up to par as well as \$367.80 for bronze tokens. Hopefully we now can remain on pace with sales. Our sales and withholding tax payments have previously been filed with paper forms. We have now entered the 21<sup>st</sup> century and enrolled with the taxing authorities for electronic filing and payment. In the case of Sales Tax Payments, we will now receive a slight allowance by doing this. November's adjustment was \$3.68, but every little bit helps. Your trusted servant, Linda Ball 12-15-16.

**Event Coordinator's Report:** Bill G. reported the Gratitude Dinner was a success, with a profit of \$1,308.96. His group met on December 1<sup>st</sup>. There are still two slots open for the New Years' Alkathon, one at 10 and one at 11 pm. There will be a bowling event in February, the Old Timers' Dinner will be on March 11, 2017, and Founders Day Dinner will be on June 7, 2017. The committee needs help for the golf event this year.

**District Liaison:** Jennifer reported that Carl O. is the new Alternate Chair and they still need a secretary. The District plans a new GSR Orientation on the third Tuesday of January. Donna will chair a Tradition Twelve study.

**Old Business:** After discussion and seconded motions the following members were elected to officer positions as follows: Bill G. will be chairperson, Kim D. will be Alternate Chair, and Pat S. will be recording secretary. Also, strategy and outlook for Intergroup will be discussed in January.

**Announcements from the floor:** None.

**Adjournment:** The meeting was adjourned at 8:18 pm followed by the Lord's Prayer.

Respectfully Submitted

Secretary: Pat S.