

**Intergroup Service Committee of the 5th District Inc.
Steering Committee Meeting**

Date: 8/18/2016

Roll Call:

Officers:

Chair Clark D. [Ex]

Vice Chair Lee H. [*]

Treasurer Normand D. [*]

Secretary Gary McD. [*]

Office Manager Claire T. [*]

Members At Large:

Joe B. [*]

Bill G. [*]

Russ D. [*]

Mark R. [UnEx]

Desiree M. [*]

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

The meeting was called to order at 6:00 pm with a moment of silence followed by the Serenity Prayer. As there was no quorum last month, the previous months' minutes and reports were approved

Secretary's Report: The minutes from the previous meeting were reviewed. After a seconded motion, the minutes were approved.

Treasurer's Report: The Treasurer's report was reviewed. After a seconded motion, the report was approved.

Office Manager's Report: The Sponsorship workshop was a great success. Our thanks to Bill G. and Rich C. for their work moderating the workshop. Over 30 members attended. Letters were sent to all those that applied for the Office Manager's position, thanking them for their interest and encouraging participation in Intergroup. An order was placed with AA World Services for a group. I explained that since I was not placing an order for the office, the customer would be responsible for the shipping charge. I was given the okay to proceed with the order. A small order for bronze coins and aluminum coins has been placed. The cost for aluminum coins for months 1-11 has increased slightly. I would ask that we keep the price the same and revisit the issue after the first of the year. We will also be placing a small order of tri-plate medallions, greeting cards and Hazelden. Linda began training on Monday, August 15, 2016. She is getting extensive training in QuickBooks. Linda shows a true affinity for the Quickbooks system and seems to have picked up the procedures faster than I did! It is my plan to continue supervised training through August 26 at which time, I will spend the last week observing and being available to answer questions. Intergroup will be hosting a 12 Step Volunteer Workshop on Saturday, September 17, 2016 at 1:30 pm at the Englewood Alano Club. Flyers are available. Just a reminder, Intergroup elections will be held at the October business meeting. Anyone interested in standing for a position is encouraged to do so. The calls for the month of July were: AA – 101, Detox – 2, 12 Step – 4, Office – 47 and Other – 12. In love and service,
Claire T., Office Manager

Old Business: The revisions to the By-Laws were reviewed. After a seconded motion, the revisions to the By-

Laws were accepted.

New Business: A motion was brought before the body regarding an additional audit of the books after the current Office Manager is no longer employed. After much discussion, the motion was withdrawn.

Adjournment: The meeting was adjourned at 6:48 pm.

Gary McD., Secretary