

Intergroup Service Committee of the 5th District Inc.
Steering Committee Meeting
September 15, 2016

Roll Call:

Officers:	Members at Large:
Chair Clark D. (Ex)	Joe B. (*)
Vive Chair Lee H. (*)	Bill G. (*)
Treasurer Normand D. (*)	Russ D. (*)
Secretary Gary McD (*)	Mark R. (*)
Office Manager Linda B. (*)	Desiree M. (*)

The meeting was called to order at 6:00 pm with a moment of silence followed by the serenity prayer.

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 Open House on August 27 was a great success with many well-wishers for Claire and welcome aboard for me. The support everyone offers is overwhelming. Claire diligently and patiently trained me on the procedures and tools she used to efficiently manage our intergroup Office. Words really can't express my gratitude for the opportunity I've been led to. Quickbooks is challenging; however, I'm trudging the road. Each day there is airways something new to learn. All bills were paid on time. On September 1, Claire, Normand and I executed all necessary paperwork at the bank for signing authorities. That same day, the duly signed Change of Registered Agent document and filing fee were sent to the Florida Division of Corporations. An order was placed for triplates on August 24 and it was discovered there had been a slight increase in price. I would suggest that we keep the price the same and revisit the issue after the first of the year. The order for greeting cards was placed on August 23; however, upon receipt, unfortunately one item was incorrectly shipped. The item received was unacceptable and the vendor immediately reshipped the ordered item. Our AAWS order was placed on September 9. After discussion with our Treasurer, it was decided to begin increasing the orders in anticipation of returning snowbirds. For that reason, even though just ordered in August, another order was placed on September? for bronze medallions and aluminum coins. As a side note, the day after placing the AAWS order, a member walked into the office indicating he would like to buy a case of Big Books for a group. Normand installed the Office 360 software on September 8. We now have user friendly programs for documents, spreadsheets, emails and much more. The final AA Conference Report and Box 459 arrived and can be found on the coffee table. Please remember they are office copies. We will be hosting a 12 Step Volunteer workshop on Saturday, September 17, 2016 at 1:30 pm at the Englewood Alano Club. Intergroup is providing the coffee sugar, etc. while the Club provides refreshments. The format will be much like the workshop held earlier this year. The PI/PCP Committee may be available to set up their display. Just a reminder. Intergroup elections will be held at the next business meeting on October 20, 2016.

Anyone interested in standing for a position is encouraged to do so. The calls for the month of August were: AA-87, Detox-2, 12 Step-2, Office-56, and Other-18.

In Love and Service
Linda B., Office Manager

Events Coordinators Report:

Events committee Meeting took place on Sept. 1, 2016, at the office at 7 pm. 5 members present

1. Golf tournament Sat. Sept 24th

2. Halloween Dance Sat. October 26, 2016

Speaker at 7 pm Dance starts at 8 pm Donation at door-- Coffee and cold drinks bring cold dish or desert

3. Gratitude Dinner Nov. 19, 2016 Becky is the chairperson

4. New Year's Alkathon Dec. 31, 2016 6 pm till Jan 1, 2017 6pm Flyers will be out shortly

I Love & Service Bill G.

Unfinished Business

Discussion on planning more worships at the Alano Club. There are two already planned for this year. One on Sept 17th and another in October. The issue will be discussed at a later meeting as the holidays are coming.

Meeting ended at 6:34 pm

Gary McD., Secretary