

Intergroup Service Committee of the 5th District Inc.

Steering Committee Meeting

Date: 5 /19/2016

Roll Call:

Officers:

Large

Members At

| | | |
|----------------|----------------|----------------|
| Chair | Clark D. [Ex] | Joe B. [Ex] |
| Vice Chair | Lee H. [*] | Bill G. [Ex] |
| Treasurer | Normand D. [*] | Russ D. [*] |
| Secretary | Gary McD. [Ex] | Mark R. [*] |
| Office Manager | Claire T. [*] | Desiree M. [*] |

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

The meeting was called to order at 6:04 pm with a moment of silence followed by the Serenity Prayer.

Secretary's Report: The minutes of the previous meeting were reviewed. There were not enough officers present for a quorum, therefore the minutes of the April Steering Committee (SC) and IGR Meetings will need to be approved at the June 16, 2016 meetings.

Treasurer's Report: The Treasurer's report was reviewed. There were not enough officers present for a quorum, the Treasurer's Report will be approved at the June 1, 2016 meetings.

Office Manager's Report: This month, we brought our tri-plate medallions, bronze medallions and aluminum coins back up to our par amounts. Many of our winter visitors stocked up before returning home. The Treasurer and I are currently reviewing our current par amounts in order to make the necessary adjustments. A Hazelden order was placed that included a special order for a group. As you may remember, last month we ordered 100 Big Books. We now have no back stock and will probably order another hundred next month, as well as soft cover, hard cover and large print As Bill Sees It. Our office is working with the District 5 Corrections Committee to supply literature to the Charlotte Correctional Institution. The volunteers are no longer able to bring the books in with them and had asked for our help. When the Committee purchased their monthly literature order, they left the books that they needed at Charlotte Correctional with us. The books were shipped by us and the shipping charge was added to their bill. This is being done with the full knowledge of District 5 General Service. I met with a representative of the Englewood Alano Club. We discussed their

literature needs. We ordered a case of hard cover 12 & 12's and some pamphlets. Also, FCYPAA will be having their convention in July, they requested 3 cases of soft cover Big Books. The District 5 Treatment Committee requested a case of pocket size Big Books as well. These items as well as some pamphlets and guidelines and a case of large print Big Books were ordered this morning. The update was installed automatically in our register and the Quickbooks update was installed as well. Both of these updates were free of charge. There is information on the bulletin board regarding the Class A Trustee vacancy for 2017. If anyone would like to bring that information back to their group, I can make a copy or you can download a copy on the Intergroup website. The closing procedures posted at the front door seem to be doing the trick, the door was locked after each committee meeting and the office was left clean each time. We are in need of phone volunteers for the office. The shifts we need to fill are: Wednesday 9 am – 12 pm and Wednesday 12 pm – 3 pm. I would like to schedule the Sponsorship Workshop for Saturday, August 13, 2016 at 1:00 pm. Our 12 Step Volunteer Workshop was a great success and we're hopeful that this one will be as well. If the workshop is approved, we will make flyers available at the Founders Day Dinner. It is our intention to give every member that attends a copy of the pamphlet "Questions and Answers on Sponsorship", so we will order those pamphlets accordingly. The painting of the office should begin in early June. Just a reminder, the office will be closed on Monday, May 30, 2016 in observance of Memorial Day. I will have the phones from 9:00 am Monday until 9:00 am Tuesday, as this is the fifth Monday and there is no volunteer available. Also, I will be out of the office on Monday, June 6, 2016. I will come in on Sunday morning to set up the register and Normand will be available by phone to assist the volunteers. The calls for the month of April were: AA – 92, Detox – 2, 12 Step – 6, Office – 41 and Other – 16. In love and service, Claire T. Office Manager

Old Business: In regard to the operating expenses/prudent reserve accounts. The accountant was contacted as to the best way to handle any amount above the set \$12,000.00 prudent reserve. The accountant stated that a fourth account (we currently have three accounts, our operating expenses account, the escrow account for employee quarterly payroll taxes and our prudent reserve account) would be unnecessary. First, we have nothing in the By-Laws that states what our operating account should hold. Secondly, we have no motion regarding what amount should be held in operating expenses. Finally, if we needed for whatever reason to use the funds in the fourth account we would have to close the account. Eventually, opening and closing the account as needed would become very confusing and would leave us vulnerable to misappropriation. Therefore, the wisest course of action would be to maintain \$12,000.00 in the prudent reserve account, the monthly amount required to pay employee taxes in our escrow account and all other monies held in the operating expenses account. After speaking to the accountant, I contacted the Steering Committee members and after explaining the recommendations of the accountant, our prudent reserve now stands at \$12,000.00 and is not to be touched from this point forward. The payroll taxes account had April's taxes transferred into it and all other money is in our operating expense account.

New Business: The SC members attending the Founders Day Dinner will serve as greeters. There is a volunteer to man the Intergroup table at the dinner. In an effort to attract AA members to service at Intergroup, the SC has been challenged to come up with ideas to accomplish this goal. One suggestion was an open house for all trusted servants and any member interested in service work. Since our previous open houses have proved successful, it is hoped that this one would be as well. More ideas will be discussed with the IGR's at the following meeting and at the SC and IGR meetings in June.

Adjournment: The meeting was adjourned at 6:35 pm.

In love and service, Claire T. (filling in for the absent Secretary)