

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

Date: 7/21/2016

Roll Call:

Officers:

Chair Clark D. [*]
Vice Chair Lee H. [*]
Treasurer Normand D. [*]
Secretary Gary McD. [*]
Office Manager Claire T. [*]

Members At Large:

Joe B. [*]
Bill G. [*]
Russ D. [Ex]
Mark R. [UnEx]
Desiree M. [Ex]

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

The meeting was called to order at 6:10 pm with a moment of silence followed by the Serenity Prayer.

Secretary's Report: The minutes from the previous meeting were reviewed. There were not enough members for a quorum so the minutes will be approved at the August 18, 2016 meeting.

Treasurer's Report: The Treasurers Report was reviewed and will be approved at the August meeting.

Office Manager's Report: Our new computer was installed on Friday, June 25th. The monitor and keyboard were donated by a member. Normand purchased the battery backup which guarantees protection from a power surge. If the backup fails, the company will replace the computer. The total expense for the new computer was \$970.35 Normand shared some of the great features that are available to us. However, most of it went right over my head, so if you have any questions, please see Normand. It took about four days to get completely caught up. Also, as a safety precaution, I changed the password for our online banking service and QuickBooks. All the user name and password information for all of our accounts and programs are now stored in One Drive (cloud storage). A hard copy has been printed and it is kept locked in my office. I have told Normand where the information can be found. After several years of faithful service, our microwave breathed its last on a Friday morning. Our gratitude to the member that donated a microwave to the office that Monday. I met with a representative of the Englewood Alano Club in regard to the workshops we will be holding there. The first workshop will be a repeat of the 12 Step Volunteer workshop that we held in the office earlier this year. That workshop is scheduled for Saturday, September 17, 2016 at 1:30 in the afternoon. The second workshop is scheduled for Saturday, October 15, 2016 at 1:30 pm. This workshop will be based on the pamphlet "The AA Member – Medication and Other Drugs". The Alano club is giving us the use of the facility and their coffee pots free of charge. They will encourage their members to provide refreshments. Once I send Normand the information, it will be posted to our website and we will have flyers available at the next meeting. It was necessary to order bronze medallions. Given that we are in the slow time of the year, we ordered only what was needed. In addition to the yearly medallions, we also replenished the affirmation medallions, which sell extremely

well. I had a request for pamphlets from a group in our district as well as a few special items for the Corrections Committee. I will also need to order some books that we are running low on. Our well stocked inventory has been a vital part of our improvement and we cannot afford to have a member leave empty handed. Again, we will order only what is absolutely necessary. Although the phones have gotten quieter, we continue to have a steady stream of visitors to the office on a daily basis. Also, our CD lending library continues to do a brisk business. There are flyers now available for the golf tournament that our Events Committee sponsors every September. It will not be necessary to purchase a table for the coffee station, one is being donated by a member. Phone calls for the month of June were: AA – 72, Detox – 4, 12 Step – 3, Office – 41, Other – 14.
In love and service, Claire T., Office Manager

Old Business: None

New Business: There are still some housekeeping adjustments that need to be made to the By-laws. Normand, Lee and Gary will meet in the Intergroup office on Wednesday, July 27 at 3:00 pm to review the By-laws. Normand would like to purchase Microsoft Office for the new computer. The current “office” program on the computer is not very user friendly and does not give as many features as Microsoft Office. The cost is \$100.00 per year and gives us the ability to load it onto 5 computers. Normand will pay half the cost per year so that he can install it his home computer. The Steering Committee (SC) approved, pending notification and approval by the Steering Committee members not in attendance. Normand informed the body that he had reached the 400 CDs that he was approved. He asked if he should continue. The SC suggested we wait until later in the year to transfer any more of the tapes to CD. The Office Manager read the following statement: “As you are aware, this has been a challenging year for me personally. Change is one of my least favorite things, yet I made changes That I never imagined making at this stage of my life. That being said, these changes have forced me to re-evaluate my life. One of the greatest gifts of this program has been the ability to repair the relationship with my family. Their support through the last several months has been the rock that I clung to when the going got rough. Their continued support has given me the courage to make yet one more change in my life. I have decided to sell my home and relocate to New Jersey. This was not a rash decision and was actually one of the hardest I have had to make. Although the move will allow me to become a more active part of their lives, it will also take me away from the AA family that helped me become the woman I am today. There just aren’t enough words to describe the gratitude I feel for the opportunity I have been given by the Steering Committee, IGRs and members of District 5. The little bit I have given back is small compared to what I have been given by you. It is my hope that the strong foundation that you have helped me build will see me through the challenges ahead. I will carry you in my heart always and perhaps I will meet some of you again as I continue to trudge the road of happy destiny.” The SC will begin accepting applications for the Office Manager position.

Adjournment: The meeting was adjourned at 6:45 pm.
Gary Mcd., Secretary