

Intergroup Service Committee of the 5th District Inc.

Monthly Business Meeting

Date: April 20, 2017

The meeting was called to order at 7:00 pm with a moment of silence followed by the Serenity Prayer. Twelve Traditions of Alcoholics Anonymous were read. The Responsibility Declaration was read. There was one new Intergroup Representative (IGRs) present, Donna F. from the Oasis Midday Miracles Group.

Roll Call of Officers and IGRs:

Officers:

Chair: Bill G. [*]

Treasurer:

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Jennifer N. [*]

Barbara C. [*]

Patrick H. [Ex]

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

Groups Represented: Early Bird, Serenity by the Sea, Living Sober, Fresh Start, W.I.N.G.S., Northport Group, SOS, New Beginnings, Eye Openers, Young People's Group, Friday Night Men's Group, Oasis Midday Miracles, I Am Responsible, Daily Reprieve, Bare With Us.

Chairman's Report: Bill G. reported that our Treasurer has resigned, so we need volunteers to cover the following positions: Treasurer, Where & When Manager, Inventory Manager, and Web Site Manager. We also need three new At-Large members which will include the Vice Chair position. Bill thanked Jennifer for her work as liaison with District as she will be stepping down from this position. Jim S. from the North Port group volunteered to stand for an At-Large position, and this was unanimously approved by the group on a seconded motion. Kevin C. offered to help with the Where & When position as his wife is familiar with the software that we use and she is willing to help. Bill also reported that the IRS has waived the penalty they had levied, and the \$3,000 will be returned to the District with a letter of thanks for their help.

Secretary's Report: The March minutes were approved as submitted.

Treasurer's Report: The Treasurer's report was submitted by Linda B, and was approved as submitted.

Office Manager's Report: On 3-20-17 we received a letter from the IRS advising "Based on the information you provided, the penalty charge in the amount of \$3,527.05 was removed." The "refund" due us referenced in last month's report was received on 3-24-17, actually in the amount of 9.82 (\$9.78 plus 0.04 interest). After consultation with the bookkeeper, it was deposited per her instructions as a tax liability adjustment (overpayment) and deposited into our operating account accordingly.

The 2016 Form 990EZ was received from Mary B., CPA, on 3-23-17 at an offsite meeting place. Since it was necessary to process a \$48 adjusting entry to the Unrestricted Net Asset balance, on 4-5-17 she instructed me during a telephone conference with correct Quickbooks posting procedures. On that same day, the former Treasurer signed the Return and delivered it to the Post Office for Certified Return Receipt mailing. Mary B. charged Intergroup \$50 for her services rendered and was paid on 4-5-17. A letter accompanied our check which expressed our gratitude. The former CPA who prepared and handled the complex matters pertaining to our delinquent 2015 return also received a letter dated 4-5-17 stating their services would not be required for 2016 and expressing our appreciation for their guidance in the 2015 issues.

On 3-30-17 the Pye & Barker Fire & Safety Co. was contacted regarding the 2 fire extinguishers in the office after remembering both maintenance tags expired in February, 2017. The information passed to me regarding their maintenance had been erroneous. The inspection and recertification took place on 4-3-17 and we will be billed \$56.95 for this service. While here the service technician pointed out the emergency lighting system was not functioning. Our landlord has been notified and will be sending an electrician to repair/replace.

While out of the office due to illness on 3-17-17 and 3-20-17, a group's donation was posted to the new POS System which is on hold at the current time. However, since it was entered incorrectly it posted to POS Merchandise Sales as will all donations. Once I discovered this error, it was necessary to contact the bookkeeper to guide me on its correction. While doing so, she also discovered other errors in the March P & L which had been created, for example the new line item "bookstore sales-other" which did appear in our February Treasurer's Report. She will be sending us another invoice in due course.

Due to the resignation of our Treasurer, our passwords have been changed at the most important sites. It is a very long list. The login or Password for the new POS system were never shared with me. Calls and searches on websites have been made to determine our next steps when the position is filled.

The landlord delivered 2 copies our new lease agreement for execution. It appears to be in order correctly stating the terms we proposed at our February Meeting.

The March Florida Sales Tax payment of \$112,56 was paid on 4-7-17. Our March Withholding Tax deposit of \$476.90 was paid on 4-3-17, and our first quarter return was prepared by the Quickbooks Payroll Service and mailed 4-4-17. Charge Card statements reconciled on 3-22-17. Checking account(s) statements reconciled 4-17-17.

Your trusted servant, Linda Ball, 4-20-17

Linda's report was approved as read.

Events Committee: Pat S. read the committee report which reported that the Founder's Day Dinner will be held on June 10th at \$13 a ticket. Johnny P. will do the BBQ for this event. Jack M. is in charge of the golf tournament which will not be held in July but probably in September.

New Business: Jennifer N. reported that she attended the Quarterly and all motions presented failed. The Delegate will be giving a report at the next District meeting on May 16th. There will be a pot luck at this meeting. The district is still in need for volunteers for various committees, ACMs and DCMs.

Adjournment: The meeting was adjourned at 8:03 pm followed by the Lord's Prayer.