

Intergroup Service Committee of the 5th District Inc.

Steering Committee Meeting

Date: April 20, 2017

Roll Call:

Officers:

Members At Large:

Chair: Bill G. [*]

Barbara C. [*]

Vice Chair:

Patrick H. [Ex]

Treasurer:

Jennifer N. [*]

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

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

The meeting was called to order at 6:05 pm with a moment of silence followed by the Serenity Prayer.

Chairman's Report: Bill G. reported that Normand D. has resigned as Treasurer, as well as his responsibilities as Where & When manager, Web Site manager, and Inventory Control manager. As a result, Intergroup will need volunteers to fill these positions, as well as three At-Large members, one of which will stand as the Vice Chair. New locks and passwords have been installed as a result of the changes. Bill also reported that the IRS has waived the penalty initially levied because of our failure to send them a report for 2016. After discussion, on a seconded motion, the group voted unanimously to pay the District back the \$3,000 they donated to cover this penalty. A letter will be sent to District thanking them for this donation. We now have a new lease for a 6-year period which will be reported by the Office Manager.

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

Treasurer's Report: Linda B. provided the Treasurer's report which was approved as submitted.

Office Manager 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.

NEW BUSINESS: Discussion took place regarding updating the Where & When pamphlets in a timely fashion probably using Tech Soup assistance.

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