

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

Date: August 2, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair: Peggy R. [*]

Treasurer:

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Barbara C. [*]

Patrick H. [Ex]

Dotty H. [*]

Jim S. [*]

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

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

Chairman's Report: Bill W. reported that we have a volunteer for the Treasurer's position but she could not be at tonight's meeting. We are still in need of At Large Committee Members. He also reported receiving a letter from Mary B. regarding the website which stated she has tabled making upgrades for now. She has been cleaning up some smaller problems and she will post the Safety Card published by GSO on the website.

Secretary's Report: The July minutes have been posted on the website. The Minutes were approved as submitted.

Treasurer's Report: Linda B. provided the Treasurer's report which was approved as submitted after lengthy discussion describing many of the items as reported. Linda noted that we are finally showing a profit of \$213.61 which is good to see especially in the summer months. Discussion took place regarding the previous practice of showing Meeting Lists, New Member Packages and Guidelines under income instead of expense which they really are. On a seconded motion, the committee voted unanimously to change these items to expense instead of income. Discussion also took place regarding changing prices on some items, and this will be worked on by Steering Committee members meeting one hour before the usual IGR meetings (at 6 p.m.) on the third Thursday of the month for the next few months. It was noted that we need to provide a budget by October or November to be ready by January 1, 2018.

Office Manager's Report: As indicated in the OM's 7-19-17 report, we continue to adjust the Square POS iPad screen since the volunteers appear to find it difficult to complete a sales ticket without frustration and errors. Last week approximately 15 individual first names were deleted from the system. This seems to indicate the volunteers could not find a group name and resorted to creating an individual as a customer. That is only one example. We will continue to work together to gain experience with our new system. The inventory tracking feature will be eliminated since it is already out of balance and is creating additional work for the OM. All inventory is maintained in our Quickbooks system and using Square's inventory feature as a backup is not necessary.

The Fifth Third Merchant Charge Card Processing request for closure is at a standstill. We have provided the documents they requested on 7-19-17, indicated they were not received even though we received an email acknowledgement, have been advised to resend again, and received another email acknowledgement. Since we have a postal address for them, my next step is to send an original Letter of Closure and supporting documents via certified mail, return receipt requested. Our initial Letter of Closure was emailed on 6-28-17.

As previously mentioned, our Meeting Lists have been previously entered into Quickbooks as an inventory item; however since we receive no income from the item, an inventory adjustment is made each time our supply is exhausted. We also have this same situation occurring with the New Member Packages and AA Guidelines. We are placing an order for 3,000 Meeting Lists on or about 7-11-17 at a cost of \$394.79. Mary B. has created a new "expense" line for Meeting Lists under which this new order will be placed. Our New Member Package contains 5 pamphlets we purchase from AAWS at an approximate total cost of \$0.61. The remainder are free pamphlets from AAWS. From 4-1-17 to 7-1-17 we provided 121 packages to various groups. This represents a total cost of \$73.81. The Guidelines are purchased from AAWS at \$0.12 each and are given to members freely. After discussion with Mary B., the New Member and Guidelines will be added as expense items.

Currently the OM has been reviewing our inventory items as to cost and price in our Quickbooks system. It has revealed some corrections are necessary to the actual cost of an item since it is presently outdated. For example, our monthly aluminum tokens are currently purchased at \$0.49. However, our QB item template on some tokens reflected their cost at \$0.45. The sales price on each token is \$0.50. Our profit is \$0.01 on each token.

In this regard, while an AA member was recently in the office, they presented a proposal for a bookstore price increase. If we were to add an 18% shipping/handling fee to the cost of each inventory item and then "keystoned" (doubled the price of cost) sale price, Intergroup would not face losses month after month. (Gross margin that is 100 percent of the cost price or 50 percent of the sale price. Any item selling at twice the price for it was bought or produced is said to have a keystone markup.

Mary B has indicated she is prepared to assist in the preparation of a budget, even though it is quite late to prepare one for 2017,

Our volunteers are once again recording all phone calls beginning 8-1-17 and will be reported in our report to the IGRs later this month.

Your trusted servant, Linda Ball 8-2-17

Linda's report was approved as presented.

EVENTS COMMITTEE: The Events Committee does not meet in July so we have no report.

OLD BUSINESS: After discussion of the problem with Fifth Third Bank still charging us for credit card purchases and on a seconded motion, the Committee voted unanimously to send another Letter of Closure to the bank Registered and Return Receipt Requested.

NEW BUSINESS: Discussion took place regarding removing the inventory process when using Square and just rely on the Quick Books system for tracking inventory, and on a seconded motion the Committee voted unanimously to change how inventory is handled by just using Quick Books.

Adjournment: The meeting was adjourned at 7:20 pm.