

Intergroup Service Committee of the 5th District Inc.

Monthly Business Meeting

Date: August 17, 2017

The meeting was called to order at 7:00 pm with a moment of silence followed by the Serenity Prayer. Twelve Traditions of Alcoholic Anonymous were read. The Responsibility Declaration was read.

Roll Call of Officers and IGRs:

Officers:	Members At Large:
Chair: Bill G. [*] EX	Dotty H. [*]
Vice Chair: Peggy R [*]	Jim S. [*]
Treasurer:	Barbara C. [*]
Secretary: Pat S. [*]EX	Patrick H. [*]

Office Manager: Linda B. [*]

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

Groups Represented: Early Bird, Serenity by the Sea, Fresh Start, W.I.N.G.S., SOS, New Beginnings, Friday Night Men's Group, I Am Responsible, Daily Reprieve, Bare With Us, Progress, Borderline Big Book, Solutions at Noon, Living Sober, New Focus, Lunch Bunch, Monkey Off Your Back, Attitude Adjustment, Northport Group, Solutions at Noon, Butterfly.

Chairman's Report: None. Chairman not present at meeting.

Secretary's Report: An objection made by an IGR to a comment regarding the profit reported in the 8-2-17 Steering Committee Minutes resulted in the tabling of the July, 2017 Treasurer's Report and July 20 2017 Monthly Business Meeting minutes

Treasurer's Report: Tabled

Office Manager 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,
Telephone Calls from 8-1-17 to 8-16-17: AA-27 DETOX-1 12 STEP-1 ALANON-2 OFFICE-17
Other-48

Bank Statements Reconciled, Withholding Tax Deposit and Sales Taxes paid. Bookstore Orders for July totaled \$1,585.48.

Your trusted servant, Linda Ball 8-17-17 The Office Manager's Report was approved as presented.

Intergroup Liaison to District: I asked the GSRs to ask their groups for volunteers for our Events Committee. Regarding the billboard, it will say "Is alcohol a problem? Call Alcoholics Anonymous." Then it gives our number. In hopes of tracking the effectiveness of the billboard Mark and Nancy would like the hotline volunteers (day and night) to innocuously ask the caller, "How did you get our number?" I assume then we have to keep track of billboard calls and report back to the PI/CPC committee with Nancy as the chair.

Events Committee: Events Committee meeting was on 8/3/2017 Jack, Becki and Greg were present. Jack is reserving date at Pelican Point and getting flyers printed. The Gratitude Dinner will be held on November 25. Cooks Jack/Adam? Serving Baked Ziti. Amanda will do decorations. Discussed getting new place for dinners; Jack checking on some Port Charlotte churches. Hopes to have resolved for Old Timers Dinner in March.

New Business: Jane G. of the Lunch Bunch Group stood for our open Treasurer's position. She met the qualifications with 10 years of sobriety and two years of intergroup experience. Upon unanimous vote, Jane G. was elected our new Treasurer. As Treasurer, she will become a signer on our Fifth-Third Bank checking accounts, in addition to our Chairman, Bill G. and Office Manager, Linda B.

Adjournment: The meeting was adjourned at 7:55 pm followed by the Lord's Prayer.

Respectfully submitted in love and service
Dotty H, Acting Secretary 8-17-17