

## Intergroup Service Committee of the 5<sup>th</sup> District Inc.

### Monthly Business Meeting

**Date:** March 16, 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. There were no new Intergroup Representatives (IGRs) present.

#### Roll Call of Officers and IGRs:

##### Officers:

Chair: Bill G. [\*]

Treasurer: Normand D. [\*]

Secretary: Pat S. [\*]

Office Manager: Linda B. [\*]

##### Members At Large:

Jennifer N. [UnEx]

Barbara C. [Ex]

Patrick H. [\*]

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

**Groups Represented:** Early Bird, Serenity by the Sea, Lunch Bunch, Living Sober, Butterfly, Fresh Start, Englewood Tuesday Night Beginners Group, W.I.N.G.S., Northport Group, SOS.

**Chairman's Report:** Bill G. reported that he was coming to the office a few times a week to keep an eye on anything needing attention.

**Secretary's Report:** Pat S. read the minutes from the February meetings. They were approved with corrections.

**Treasurer's Report:** The Treasurer's report was reviewed, and on a seconded motion, the report was approved. He also asked for a volunteer to help with the inventory which is about a one-day job. Normand reported that we are holding up on improvements to the bookkeeping system until upgrades to the system will more fully meet our needs.

**Office Manager's Report:** Upon our email request of 2-22-17, the CPA contacted the IRS to determine the status of our penalty owed in the amount of \$3,527.05. She received a verbal response from Agent J. Dawson that our penalty had been removed based on the CPA's reasonable cause letter so no balance is due from us. A new letter should be received by us from the IRS within 30 days. To date we have received two additional letters referencing our balance due on this penalty (plus interest), letters dated 2-27-17 and 3-13-17. In each case, the CPA contacted the IRS and was informed these are computer generated. The letter of 3-13-17, however, pertained to an overpayment of \$9.78 on our Withholding Taxes which would be applied to our balance due. Per the CPA and IRS Agent, we will receive a "refund" of that amount in lieu thereof.

On 2-24-17 the Treasurer and I met with Mary B, CPA, referred to us by a Steering Committee member. She agreed to preparing our 2016 990 Tax Return and was provided with the necessary copies of previous returns, reports, external drive, etc. to complete the project. The bookkeeper reviewed our 2016 entries which required only slight adjustments as to inventory adjustments. Mary has completed the return as of this date. It will not be filed electronically since she does not have that capability but will deliver the paper copies to us for signature and certified mailing.

On 2-28-17 the landlord responded favorably to the proposed terms of the new lease agreement; \$860 for 24 months; at the end of the first 24 months and thereafter during the term and any 2-year extension thereof, said fixed rent shall increase 4% per 2-year extension period. The effective date of the new lease is April 1, 2017. We are still awaiting a copy for execution.

The 5/3 credit card statement cycle is on the 18<sup>th</sup> day of the month and was accessible online on that date. With the bookkeeper assistance, it was paid in the amount of \$2,777.49 from our checking account via an internal transfer. This amount represented inventory purchases made in February all of which were placed on the card in my name. The orders were placed under the direction of our Treasurer. The recent motion passed regarding inventory responsibility should perhaps be rescinded.

The February Florida Sales Tax payment of \$133.42 was paid on 3-9-17. Our February Withholding Tax deposit of \$383.72 was paid on 3-3-17. Charge Card statement reconciled on 2-22-17. Checking account(s) statements reconciled 3-8-17.

Your trusted servant, Linda Ball, 3-16-17

Linda's report was approved as read.

**Events Committee:** Bill G. reported that the Old Timer's Dinner had 423 attendees and netted about \$3,000. He also requested that representatives go back to their groups and ask for volunteers to serve on the Events Committee.

**Old Business:** Bill G. announced that we need someone to step up as Vice Chair of the Steering Committee, as well as two At Large Committee members. These positions require 5 years of sobriety.

**New Business:** Bill reported on information received from Twin Rivers Pathways in Port Charlotte, an affiliate of DeSoto Memorial Hospital regarding their interest in allowing AA to utilize a new room they are renovating for meetings. This room can hold up to 25 people and should be ready in about 4 weeks. The rental cost is at the renter's discretion. They asked for Intergroup's help in passing the information to area AA groups regarding this opportunity.

**Adjournment:** The meeting was adjourned at 7:37 pm followed by the Lord's Prayer.