

Intergroup Service Committee of the 5th District Inc.

Steering Committee Meeting

Date: January 19, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair: Kim D. [*]

Treasurer: Normand D. [*]

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Barbara C. [*]

Patrick H. [*]

Jennifer N. [*]

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

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

Secretary's Report: The December minutes which have been posted on the website were seconded and unanimously approved. The November minutes which had been hand-written were typed.

Chairperson's Report: Bill G. reported that Kim D. is stepping down from her position as Vice Chair as she does not meet the requirement of 5 years, but will be happy to help in other ways. He also reported that the rest of his report will be covered under New Business.

Treasurer's Report: Normand D. reported income of \$6,909.29 which included book store sales of \$1,620.96, Gratitude Dinner \$50, and various group and individual support of \$5,238.33 (including \$3,000 from District). After expenses, the net income was \$1,941.87. The checking account (including \$5,000 prudent reserve) totals \$17,558.10. Total current assets (including inventory) and liabilities are \$27,548.37. We ended the year approximately \$300 to the good. Normand thanked Linda B. for her help with this report.

Office Manager's Report: The Office Manager's Report and letter are attached. After discussion regarding these reports, a motion was made to remove certain responsibilities from the Office Manager's position and effective immediately the Office Manager will cease to be responsible for ordering and managing inventory. The motion was seconded and unanimously approved. The background of this vote is that the Treasurer is developing an automated system which means the Treasurer assumes purchasing responsibilities.

New Business: Discussion took place regarding work that the Steering Committee will be doing over the next few months to correct the recent problems that have occurred. The bylaws need updating and we will be printing instruction for new officers listing information about various reports they will be responsible for which must be included in their monthly reports so that they can become part of the minutes for reference. The legal name of Intergroup needs to be updated. The adjustments to liability and withholding accounts in Quick Book require resolution by the accountant. Bill G. requested that members look for help with accounting and legal problems we have had from AA members who work in these professions.

Adjournment: The meeting was adjourned at 6:59 pm.