

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

Date: June 14, 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. [*]

Dotty H. [*]

Jim S. [Ex]

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

The meeting was called to order at 6:03 pm with a moment of silence followed by the Serenity Prayer.

Bill G. introduced three visitors who gave presentations regarding various technical plans to increase the efficiency of our point-of-sale work at Intergroup as well as our website as follows:

Wendell W. proposed The Square Processing which will reduce the cost of credit card processing at the rate of 2.75% for any swiped card used and 3.5% for any keyed transaction. We can continue to use our Apple iPad with the new square physical equipment. The cost of the new equipment along with the \$295.00 the bank will charge us to discontinue our current contract will come to \$723. This will be made up in five months when compared to our current costs and will eventually save Intergroup \$1,804.80 a year. Wendell offered to personally oversee the transition and work out any bugs which may arise. This system will also include our inventory system making it more efficient and user friendly. There will be a small learning curve for volunteers manning the office, but it will work much the same as our current system.

Louis A. gave a presentation regarding Techsoup which helps nonprofit organizations with software licensing and can help us straighten out our relationship with Adobe regarding our Where and When pamphlets, as well as website information regarding enhancing our relationship with GoDaddy the contractor of our website. Louis will contact Revel and confirm that our account with them is cancelled and no new charges will be owed to them. We need to follow up with Revel to see if we can get our initial \$495 back with the return of the Ingenico point-of-sale terminal. Louis also suggested we arrange our own subscription with Microsoft Office.

Mary B. who is our website manager presented more information regarding the availability of GoDaddy features we are not currently using, especially email services which could work better and cheaper for us than our current contract with Comcast. Mary also reported that she is working closely with Kevin and Cindy C. keeping the website meeting list current.

Patrick H. presented more information regarding GoDaddy since he has an ongoing business relationship with them representing other organizations and has changed our contract with

them at present to be charged on a month-to-month basis. This will save us money until we vote on a future plan for a website hosting vendor.

Lengthy discussion took place among steering committee members and visitors regarding the many options available to Intergroup which would work more efficiently than what we have currently and would be less costly and in some cases free.

Chairman's Report: Bill W. reported that we netted \$536 at the Founders' Day Dinner. He thanked all the people who worked on the presentations listed above. He reported that we are still in need of a treasurer, as well as a liaison representing Intergroup at the District. He also mentioned that we need to get a letter of closure from Vantiv so we no longer get billed from the bank for any charges for processing credit cards.

Secretary's Report: The May minutes had been posted on the website and were approved as presented.

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

Office Manager's Report: Our new Meeting List Coordinators are doing a fabulous job! They were given access to the program in which the list is created. Intergroup took over the monthly \$19.99 Adobe Creative Cloud payment from the former Coordinator starting June 1. This subscription will expire in September thereby providing us with sufficient time to determine if we will continue to utilize the Adobe InDesign program to create our Meeting Lists. The meeting list changes appear on our aalifeine.org version almost immediately.

Our new Website Coordinator, Mary B., is also diligently working with Cindy and Kevin C as well as Patrick H. to insure the interactive meeting list found on aalifeline.org and aadistrict5.org is maintained in a timely fashion. It is wonderful to have volunteers who are so responsive and committed to insuring the information is available to the alcoholic who still suffers.

Our new "tech" liaison, Wendell W. has been a frequent visitor to Intergroup since May 10. Many of our "tech" issues have been reviewed. In addition to solving the virus problems we were experiencing, he has looked at other opportunities for program/provider changes which would reduce our expenses. He has spent a considerable amount of time researching our current situation through information the OM provided. Intergroup was again provided with just what it needed! This OM would like to suggest a position of Tech Liaison be considered when the By-Laws are revisited. The OM's Duties and Responsibilities (both of them) only state the OM is responsible for the maintenance of computer equipment.

All closing volunteers have been given keys to the office for purposes of closing. All District Committee Chairs, except for the PI/CPC Chair, have been given office keys. However, it has come to my attention our front door has a built-in mail slot which does need some repair. Once fixed, perhaps our volunteers could use one key to close and return the key in the envelope kept in our front desk containing the key via the slot.

On May 24, 2017 the North Port Fire Department was given their key to the front door for safekeeping in their box outside the building.

In addition, on May 24, I met with a Banker at 5/3 to have the former Treasurer's name removed from the checking account. This was not accomplished since I was not in possession of the minutes containing the instructions from the Committee to do so. Normand returned from his vacation and on June 9, 2017 we met at 5/3 to attend to closure of the credit card on which he was Guarantor and removal of his name from the checking account. The balance due on the credit card was \$46.23 which was paid prior to going to the bank. However, due to the reward points which required redemption prior to closing, the card could not be closed. On June 12, 2017 \$50 was deposited into our operating checking account. As instructed by the Banker, I informed her the redemption proceeds were received and to proceed to close the cards issued in Normand's name as well as my name.

It was also discovered by the OM that our decision to close the debit card issued in tandem with our operating checking account was not prudent. While attempting to change the method of payment for the Adobe Creative Cloud program, Adobe will only accept credit cards, debit cards or PayPal. No checks and no Echecks.

Sales Tax payment and withholding tax deposit complete. All bank statements reconciled.

Your trusted servant, Linda Ball 6-14-17

Linda's report was approved as presented.

EVENTS COMMITTEE: The Events Committee met on 6-01-17 with Jack, Greg, Becki, Amanda, and Kevin in attendance. Kevin agreed that he and his wife would cut the cake at the Founders' Day Dinner. Amanda will order the cake. In September they will hold a golf outing at Pelican Point which will be chaired by Jack and Greg. The Gratitude Dinner will be held in November.

OLD BUSINESS: After discussion and on a seconded motion, the Steering Committee voted unanimously to cancel our account with Revel.

NEW BUSINESS: After discussion regarding The Square System and on a seconded motion, the Steering Committee unanimously voted to purchase the materials necessary for this system and implement the change from NCR to Square immediately.

The District is planning to vote on having a billboard installed in Port Charlotte on U.S. 41 inviting anyone having a problem with alcohol or anyone who wants information about this subject to call the Intergroup hot line. Lengthy discussion took place regarding this plan.

Adjournment: The meeting was adjourned at 8:10 pm.