

Intergroup Service Committee of the 5<sup>th</sup> District Inc.  
**Steering Committee Meeting**

**Date:** October 19, 2017

**Roll Call:**

**Officers:**

**Chair:** Bill G. [\*]

**Vice Chair:** Peggy R. [\*]

**Treasurer:** Marcia D. [\*]

**Secretary:** Pat S. [\*]

**Office Manager:** Linda B. [\*]

**Members At Large:**

Barbara C. [\*]

Patrick H. [\*]

Dotty H. [\*]

Jim S. [\*]

Wendell W. (IT Committee) [\*]

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

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

**Chairman's Report:** Bill G. stated we need to have election of Steering Committee members for 2018 which will take place at the IGR meeting later this evening. We will also need to prepare a budget for 2018.

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

**Treasurer's Report:** Marcia D. gave the report which is printed by Quick Books. She noted that the Committee has done a very good job of keeping expenses down this year so far, but we will probably end up with a negative balance for the year particularly because the Gratitude Dinner will not be held until January. We should make up that difference after that event. Our prudent reserve still is low but that should be increasing over the next few months, particularly with snowbirds back and donating to the groups.

**Office Manager's Report:** As mentioned last month, we have been working with Comcast to insure their records properly reflect we are not charged sales tax as a non-profit. On 10-2-17, the due date for the payment of September's bill, a credit of \$38.39 was posted and our payment was then made on 10-2-17 in the amount of \$78.45.

Adobe and GoDaddy are being monitored. The remaining GoDaddy renewal (email and domain) occurs in November and our Web Chair, Mary B. has been contacted for further instructions.

The downloading of 2011-2014 Lifelines was completed by our Tech Liaison onto a disc as the Committee requested and delivered to a committee member. During this process the OM found the Birthday Club and Faithful Fiver information many members have questioned. Copies were made for presentation to the Steering Committee.

As you know, in September we were visited by Hurricane Irma. On Thursday, 9-7-17, the OM attempted to prepare the office for the storm by moving/packing inventory to minimize damage and insuring financial information was stored above floor level. The office closed on Friday 9-8-17. On Saturday, 9-9-17, our Tech Liaison came in to disconnect our computer system and place it above floor level. On Monday 9-11-17 the Intergroup Office remained closed; however, once the OM returned home the phones lines were transferred to the OM. It became evident that Intergroup must prepare an emergency operating plan for these situations. During difficult times, we must still serve the sick and suffering in some organized manner and not by only 1 or 2 individuals.

Intergroup lost its refrigerator as a result of Irma. The process of defrosting on Thursday, 9-7-17 took its toll. However, it has already been replaced by a generous member of AA. Thank you for your donation and being that hand of AA!

The following inventory orders were placed in September:

AA World Service	\$677.92
AA Grapevine	\$ 9.75
Hazelden	\$118.20
Bright Star (triplat)	\$217.20
Total	\$1,023.07

The OM continues to work on a Price List for our inventory items. It is a painstaking process to insure we have captured the correct prices in two systems which will then be correctly downloaded into a customer ready format.

Bank Statements reconciled 10-11-17. September sales tax paid on 10-11-17 in the amount of \$49.38. Monthly employee withholding tax deposit paid 10-10-17 in the amount of \$452.04. In addition our 3<sup>rd</sup> quarter form 941 was mailed to the IRS on 10-10-17.

September Phone calls: AA: 45 Billboard: 0 Detox: 1 12 Step: 7 Alanon:1 Office: 31 Other: 50

All Daytime Office Volunteer shifts filled. All Night/Weekend Phone Volunteer slots filled.

Your trusted servant, Linda Ball 10-19-17. The Office Manager's report was approved unanimously.

**EVENTS COMMITTEE:** Jack M. reported that the Gratitude Dinner is now scheduled for January 20 2018. The Old Timers Dinner and Founders Day Dinner are tentatively scheduled for April 21, 2018 and June 2, 2018. The Gratitude Dinner will be catered by Chef Paul who handles the District 4 dinners and the tickets will likely be more expensive than in the past. The word should get out that tickets should be purchased before the dinner so they can better plan for how much food to order. The Events Committee can use more help from members.

**OLD BUSINESS:** Linda B. has not been able to get a quote for the bond required by our bylaws because of Hurricane Irma causing local insurance companies to be overwhelmed. Wendell will look into this for the Committee, so it is tabled until next month. Also, the Intuit, the Quick Books provider, is still showing our previous Treasurer as Primary Contact after attempts to get it changed. We will be working on this change again in the next few weeks. On a seconded motion, the Committee voted unanimously to have Linda B. be made the Primary Contact. The District Archives Committee has a disc of all the old Lifelines.

**NEW BUSINESS:** Marcia D. will be added as a signer to our bank account.

**Adjournment:** The meeting was adjourned at 6:50 pm.