

Intergroup Service Committee of the 5th District Inc.

Monthly Business Meeting

Date: October 19, 2017

The meeting was called to order at 7 pm with a moment of silence followed by the Serenity Prayer. Twelve Traditions of AA and The Responsibility Declaration was read.

Roll Call of Officers and IGRs:

Officers:	Members At Large:
Chair: Bill G. [*]	Dotty H. [*]
Vice Chair: Peggy R. [*]	Jim S. [*]
Treasurer: Marcia D. [*]	Barbara C. [*]
Secretary: Pat S. [*]	Patrick H. [*]
Office Manager: Linda B. [*]	Wendell W. IT Committee [*]

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

Groups Represented: Early Bird, Fresh Start, W.I.N.G.S., SOS, New Beginnings, I Am Responsible, Progress, Borderline Big Book, Solutions at Noon, Living Sober, Big Book Beauties, Northport Group, Eye Opener, Butterfly, Englewood Tuesday Night Beginners, Lemon Bay Beginners, Serenity By The Sea, As U R, Monday Night Big Book, Bare With Us, Monkey Off Your Back.

Chairman's Report: Bill G. reported that we need to elect Steering Committee members for 2018. Everyone currently on the committee (noted above) stood again for next year. After a seconded motion, the Steering Committee members were elected unanimously.

Secretary's Report: The September minutes were unanimously approved as submitted.

Treasurer's Report: The Treasurer's report was read by Marcia D. and was approved as submitted. Discussion took place regarding promoting the birthday club and faithful fivers again for donations. Marcia D. will follow up on this for the next meeting.

Office Manager 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 (triplite)	\$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 3rd 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 will be held on January 20, 2018 at the Englewood United Methodist Church. Jack stated that the Events Committee could use help and they meet at the Intergroup Office at 7:00 p.m. on the first Thursday of the month.

Old Business:

Following up on last month's discussion on the Lifelines, the Archives Committee now has a disc with all the old Lifelines for their files.

Because of Hurricane Irma, information regarding bonding is tabled again since local insurance agencies could not get back to us.

Bill G. asked for members who would be willing to stand for Steering Committee positions. All the current Steering Committee members stood for their positions again, and after a seconded motion, the IGRs voted unanimously to reelect these members.

New Business:

Tom who is the Co-Chair for the Quarterly Host Committee in January asked the group if Intergroup was interested in having a literature booth at the Quarterly in Sarasota and the Hyatt. The Group was interested in having a booth at this event and Bill G. requested these volunteers to stay after the meeting for further information.

Linda B. reported that Intuit, our Quick Books Provider, is still showing our previous Treasurer as the Primary Contact. After a seconded motion, the group voted to have Linda B. replace him as the Primary Contact for Quick Books.

Adjournment: The meeting was adjourned at 7:59 pm followed by the Lord's Prayer.