

Intergroup Service Committee of the 5th District Inc.

Steering Committee Meeting (Corrected Minutes)

Date: February 15, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair:

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 7 pm with a moment of silence followed by the Serenity Prayer. Due to the many items to be discussed, this meeting is being held in two sessions, one on the 15th and one on the 16th.

Secretary's Report: The January minutes which have been posted on the website were seconded and unanimously approved.

Lease Agreement: Bill G. led the discussion on the Intergroup lease agreement. Linda B. read the letter she wrote to the owner which described the terms of the leases for the past four years. We now pay \$825/month which terminates today, 2/15/17. The owner sent a blank lease which we need to complete immediately and return to him for his approval or further negotiation. After lengthy discussion, a motion was made, seconded, and unanimously approved "to agree to pay \$860/month for 2 years with the option to increase this amount by 4% at the end of this term". After further discussion, it was agreed by all present to allow Linda to accept the 4% increase after one year if that is the term the owner requests.

Insurance Policy: The new bill is \$880.63 per year for liability, theft, fire, and flood, as well as \$20,000 for contents. After discussion, it was determined we should shop for a different policy in about 6 months. Also, Linda and Normand are covered under this policy.

Debit Card: Our 2 debit cards are now kept locked in the file at all times, and are only used with safe suppliers such as utilities and vendors where using the credit card would be more costly and problematic. Normand is the only guarantor of the credit card and the use of the credit card should cause no problems with hacking.

Quick Books: Normand D. described the new POS system with the updated version of Quick Books using Revel software which sends POS information directly into our bookkeeping system which downloads the data with correct tax information. This new system should save us about \$100/month compared to the previous software.

Taxes: Discussion took place regarding the need for a bookkeeper versus a CPA. At present, the bookkeeper is used primarily for help with the start-up of the Quick Books system until our staff is fully trained. The CPA who is paid \$450-\$475 files our tax information with the IRS.

Inventory: Jennifer N. volunteered to help keep track of inventory. Normand suggested this should take place about once every quarter. The description of this volunteer position should be put into our bylaws. Discussion also took place regarding our in-office volunteers still having problems using the new system. Normand plans to spend three hours of training with each of these volunteers individually.

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