

Intergroup Service Committee of the 5th District Inc.

Steering Committee Meeting

Date: March 16, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair:

Treasurer: Normand D. [*]

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Barbara C. [Ex]

Patrick H. [*]

Jennifer N. [UnEx]

([*] 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.

Chairman's Report: Bill G. reported that he comes to the office two or three times a week to see how things are going and check on anything new that needs attention. Bill reported on a request from the Corrections Committee of the District for Intergroup's assistance with the "Bridging the Gap" program. After discussion, it was determined that this is a function of the District and not Intergroup. Bill also reported that the Old Timer's Dinner was very successful.

Treasurer's Report: The Treasurer's report was reviewed, and after a seconded motion, the report was approved.

Secretary's Report: Pat S. read the minutes of the two Steering Committee meetings held in February, and, after discussion, the reports were approved with corrections.

Office Manager Report: Upon our email request of 2-22-17, the CPA contacted the IRS to determine the status of our penalty owed in the amount of \$3,527.05. She received a verbal response from Agent J. Dawson that our penalty had been removed based on the CPA's reasonable cause letter so no balance is due from us. A new letter should be received by us from the IRS within 30 days. To date we have received two additional letters referencing our balance due on this penalty (plus interest), letters dated 2-27-17 and 3-13-17. In each case, the CPA contacted the IRS and was informed these are computer generated. The letter of 3-13-17, however, pertained to an overpayment of \$9.78 on our Withholding Taxes which would be applied to our balance due. Per the CPA and IRS Agent, we will receive a "refund" of that amount in lieu thereof.

On 2-24-17 the Treasurer and I met with Mary B, CPA, referred to us by a Steering Committee member. She agreed to preparing our 2016 990 Tax Return and was provided with the necessary copies of previous returns, reports, external drive, etc. to complete the project. The bookkeeper reviewed our 2016 entries which required only slight adjustments as to inventory adjustments. Mary has completed the return as of this date. It will not be filed electronically since she does not have that capability but will deliver the paper copies to us for signature and certified mailing.

On 2-28-17 the landlord responded favorably to the proposed terms of the new lease agreement; \$860 for 24 months; at the end of the first 24 months and thereafter during the term and any 2-year extension

thereof, said fixed rent shall increase 4% per 2-year extension period. The effective date of the new lease is April 1, 2017. We are still awaiting a copy for execution.

The 5/3 credit card statement cycle is on the 18th day of the month and was accessible online on that date. With the bookkeeper assistance, it was paid in the amount of \$2,777.49 from our checking account via an internal transfer. This amount represented inventory purchases made in February all of which were placed on the card in my name. The orders were placed under the direction of our Treasurer. The recent motion passed regarding inventory responsibility should perhaps be rescinded.

The February Florida Sales Tax payment of \$133.42 was paid on 3-9-17. Our February Withholding Tax deposit of \$383.72 was paid on 3-3-17. Charge Card statement reconciled on 2-22-17. Checking account(s) statements reconciled 3-8-17.

OLD BUSINESS: Bill G. requested that someone stand for the position of Vice Chairman.

NEW BUSINESS: Bill also reported on information received from Twin Rivers Pathways in Port Charlotte, an affiliate of DeSoto Memorial Hospital regarding their interest in allowing AA to utilize a new room they are renovating for meetings. This room can hold up to 25 people and should be ready in about 4 weeks. The rental cost is at the renter's discretion. They asked for Intergroup's help in passing the information to area AA groups regarding this opportunity.

Your trusted servant, Linda Ball, 3-16-17

Linda's report was approved as read.

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