

Intergroup Service Committee of the 5th District Inc.

Monthly Business Meeting

Date: September 21, 2017

The meeting was called to order at 7:00 pm with a moment of silence followed by the Serenity Prayer. Twelve Traditions of Alcoholic Anonymous were read. The Responsibility Declaration was read.

Roll Call of Officers and IGRs:

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

([*] 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..

Chairman's Report: Bill G. reported that the deposit which was to be taken to the bank on September 7th by our treasurer could not be deposited at that time because of the Hurricane and was held until the bank reopened the following week. The treasurer reported that the deposit was lost over that weekend. The deposit was approximately \$1,100, mostly checks which have been stopped and will be replaced. The cash was \$184.59 and was paid by the treasurer. She has since resigned as treasurer.

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

Treasurer's Report: The Treasurer's report was read by Bill G. and was approved as submitted.

Office Manager Report: A Square POS instruction sheet has been prepared for use by the volunteers. As a side note the POS system creates the "new customers" which appear after their credit cards are used. Only their first names and last initials are used and no card numbers are stored on our iPad. However, this requires manual deletion by the OM. It was also brought to the OM's attention a few pamphlets were missing from the iPad. This review and correction is being addressed.

The Fifth Third/Vantiv Merchant Charge Card Processing account was closed as of 8/23/17. Their \$295 early termination fee posted to our bank account on 8/28/17. Prior to that closing, they charged base fees once again totaling \$83.55.

The renewal for our software program, Microsoft Office, previously set up under the former Treasurer's name, has been completed for a one-year term \$24 and is now in the name of Intergroup. Adobe will renew in November and we will continue to monitor its renewal.

At the present time, we are working with Comcast to insure their records reflect we are a Non-Profit Corp. since sales tax continues to be charged on our bills even though we have provided them with our exemption certificate twice. Louis A from our Tech liaison Committee has spent a considerable amount of time on working on this matter and we thank him.

In OM's August meeting with our Web Chair Mary B she questioned whether the 2011-2014 Lifelines could be deleted from the Website. The OM indicated this would be brought to the Steering Committee for consideration.

On 8-15-17 the City of North Port Business Tax License was renewed. As a non-profit there is no fee.

The inventory orders for the month of August were placed as follows:

AA World Service	\$632.60
AA Grapevine	\$ 54.00
Hazelden	\$208.00
Token Shop	\$230.21
Bright Star (triplite)	\$220.00
Anniversary Cards	\$216.00
Total	\$1,560.81

On 9-1-17 our Treasurer's name was added to the checking accounts at 5/3. In respect of their resignation dated 9-16-17, it will be necessary to remove their name from the accounts. The Treasurer who resigned in April 2017 continues to appear on our State of Florida Not for Profit Corporation Corporate Report. However, on January 1, 2018, an annual filing is mandatory which will capture all changes of officers.

On 8-25-17 the OM was informed the District's billboard was erected on 17 and Bermont Rd in Punta Gorda. All night/weekend/office volunteers have been informed to ask callers how they received our number so Intergroup can provide feedback to District as requested.

The diligent work performed by our Technical Liaisons has given us utilization of an existing printer as a scanner. Please inform your groups to email their flyers to us for posting on Intergroup's Website or bring your flyers in and we will scan the flyer and see that it is posted.

Bank Statements reconciled. August sales tax and employee withholding tax deposit paid.

Phone calls: AA: 63 Detox: 1 12 Step: 2 Alanon:6 Office: 32 Other: 87

Your trusted servant, Linda Ball 9-21-17. The Office Manager's Report was approved as presented.

Events Committee: The Gratitude Dinner will be held on November 27, 2017 at the Englewood United Methodist Church.

Liaison Report: Louis A. reported that the District will hold a mini-fair in Northport covering corrections, treatment, PI-PCP, and Archives.

Old Business: Bill G. described the way our Profit & Loss Statement reports profits and losses, especially the fact that Cost of Goods Sold is deducted from total income. The way this is written on the report (which is standard accounting practice) has been the cause of members not understanding this deduction and thus not realizing that we have had minus monthly balances a number of times this past year. At the August meeting, this problem caused the minutes and treasurers report from July to be tabled until this meeting. After discussion, these tabled reports were unanimously approved.

Bill G. reported that the Steering Committee has changed prices on many of the non-GSO inventory items to help defray costs. Most books (Hazelden) prices were increased by \$1, and coins went up \$.25 or \$.10. The vote on GSO merchandise was to follow the guidelines published by GSO for pricing with the exception of some pamphlets which are free.

Bill G. reported that Intergroup received a check for \$250 from the SIS Conference. He stated that traditions don't allow us to accept money from SIS so the check will be returned to SIS. After discussion and on a seconded motion, the group approved Bill's decision with three people voting no and everyone else voting yes.

Discussion took place regarding what to do with the Lifelines on the website from 2011 to 2014. On a seconded motion, the group voted unanimously to remove these from the website since the Lifeline is no longer being published.

A decision on bonding the Office Manager was tabled until the next meeting.

New Business: Bill announced that Intergroup asked if anyone was willing to step up as treasurer, and Marcia D. of the Big Book Beauties group in Englewood stood for the position. It was determined she had 32 years of sobriety she had previous Intergroup experience in New Jersey, and was otherwise qualified for the job. On a seconded motion, she was unanimously approved as the new treasurer by the group.

Bill G. announced that Jane G.'s name will be removed as a signer for Intergroup at Fifth/Third Bank since she resigned as treasurer as noted above. Our new treasurer, Marcia D., will be added as a signer for Intergroup at Fifth/Third Bank in addition to Linda B. and William G.

Adjournment: The meeting was adjourned at 8:00 pm followed by the Lord's Prayer.