

## Intergroup Service Committee of the 5<sup>th</sup> District Inc.

### Monthly Business Meeting

**Date:** July 20, 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. [*]	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, Serenity by the Sea, Fresh Start, W.I.N.G.S., SOS, New Beginnings, Friday Night Men's Group, I Am Responsible, Daily Reprieve, Bare With Us, Progress, Borderline Big Book, Solutions at Noon, Living Sober, New Focus, Lunch Bunch, Monkey Off Your Back, Attitude Adjustment, Northport Group, Solutions at Noon.

**Chairman's Report:** Bill G. reported that we have a volunteer for Treasurer, but that position is still available until the volunteer comes in to be voted on. We still need an At Large Volunteer, and a Liaison to District from Intergroup.

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

**Treasurer's Report:** The Treasurer's report was submitted by Linda B, and was approved as submitted. Linda also reported that Mary B., our accountant, reviewed our Quick Books and found them to be in good order. She also suggested that we arrange a quarterly review of the books which she is willing to do free of charge. On a seconded motion, this quarterly review was approved unanimously.

**Office Manager Report:** On June 20 Bill G's name was added to the accounts at Fifth Third Bank per the Motion made at last month's IGR meeting. When a Treasurer comes forth, their name will also be added to the Bank accounts as well as to the Florida Division of Corporations records.

On June 19 Wendell W. installed our new Square POS equipment. Its final total cost was \$366.82 since we did not require a new cash register drawer. That same day Wendell started training volunteers which he continued throughout the remainder of that week. Since that time we have made some necessary minor changes to the iPad screen to make it a bit more user friendly. The volunteers and the OM are gradually "bonding" with this new system. It is very cost effective as you can see from the Treasurer's Report.

The OM notified NCR their services were being terminated (\$59.00 per month) on 6-27-17. No further fees have been charged since we were not under a contract.

On 6-28-17 the OM requested the Letter of Closure from 5/3 Merchant Processing. It was emailed back same day. They explained closure could take up to 30 days to occur. On 7-18-17 I followed up on the status of closure since we have been billed and paid a total of \$78.63 in July for June processing. Unfortunately, nothing had been done since they required additional documentation evidencing Claire T. termination and my hire. This has now been provided and follow-up will occur early next week. At that time, I will inquire about their decision regarding the \$295 early termination fee. In the closing letter I requested their consideration for waiver since we were a non-profit and cancelling due to extremely low cash flows.

Louis A. placed a call to Comcast after our discussion on the P & L statement. Our Comcast bill, covering internet service, 2 phone lines and TV, has been approximately \$195 per month. After finally reaching the retention department, a new contract was offered by the Comcast Business rep at a price of approximately \$85 per month. It is dated 7-3-17 and since we provided our Florida Tax-exempt certificate, we will no longer be charged certain sales taxes on this bill.

On Saturday June 17, 8 volunteers met at Intergroup and conducted a physical inventory of all books, pamphlets, coins, chips, meeting lists, anniversary cards, ALL items in our store. Our heartfelt thanks goes out to those who gave their time mid-day on a beautiful Saturday afternoon to display the responsibility statement in action. All adjustments resulting from the inventory have been entered into the Quickbooks system.

Sales Tax payment and withholding tax deposit complete. 2<sup>nd</sup> Quarter Form 941 Prepared and Filed. All bank statements reconciled.

Your trusted servant, Linda Ball 7-19-17. The OM report was approved as presented.

**Events Committee:** The Events Committee does not meet in July so there was no report. Bill G. reported that the Committee has been unable to arrange rental of the Englewood Methodist Church hall for our future dinners on dates that are agreeable with our usual schedule. We are okay for November for our Gratitude Dinner, but after that we may have to find a new location. This will be discussed again after the Events Committee has more to report. Also, the Events Committee needs help and Bill asked that the IGRs request volunteers at their home groups.

**Old Business:** Discussion took place regarding inventory that took place last month, and it was determined that the new count was close to the reported amount. Discussion took place regarding the District's billboard project, and on a seconded motion, the group unanimously approved Intergroup's hot line telephone number being used on the billboard.

**New Business:** Bill announced that Intergroup needs a tech liaison, and, on a seconded motion, Wendell W. was appointed to this position. Discussion took place regarding Intergroup minutes being made available at the meeting, as well as the possibility of making an agenda of the meeting available. This will be discussed at next month's meeting. Bill G. reported that GSO has suggested groups post or read the new Safety Card, and this will be discussed at the next meeting. It was suggested that Mary B., our Web Site Coordinator, post this on the Intergroup Web Site. Discussion also took place regarding the Hot Line Questionnaire which has a line asking if volunteers would be willing to arrange rides to meetings. On a seconded motion, it was determined that this line would be removed from the questionnaire. Further discussion ensued regarding offering rides to newcomers and others requesting help possibly

being against AA's mission of helping the sick and suffering Alcoholic. This subject will be discussed again at a future meeting.

**Adjournment:** The meeting was adjourned at 8:02 pm followed by the Lord's Prayer.