

Intergroup Service Committee of the 5th District Inc.
Steering Committee Meeting

Date: July 19, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair: Peggy R. [*]

Treasurer:

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Barbara C. [*]

Patrick H. [Ex]

Dotty H. [*]

Jim S. [*]

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

The meeting was called to order at 6:00 pm with a moment of silence followed by the Serenity Prayer.

Chairman's Report: Bill W. reported that we have a volunteer for the Treasurer's position but she could not be at tonight's meeting but would probably be at the IGR meeting tomorrow night. We are still in need of At Large Committee Members.

Secretary's Report: The June minutes had been posted on the website. Pat S. stated that she had made a mistake in the last minutes regarding the Steering Committee needing a vote from the IGRs to purchase the new technical equipment used for credit card purchases. She explained that the Steering Committee's approval was all that was required, but this action should be reported to the IGRs so that they can overturn the vote if they did not agree. The minutes were approved with this correction.

Treasurer's Report: Linda B. provided the Treasurer's report which was approved as submitted after lengthy discussion describing many of the items as reported. Mary B., our accountant, recently checked our Quick Books and said they are in good condition. Discussion ensued about the necessity of reviewing and evaluating our inventory prices to bring them to date. We are still working on bringing our prudent reserve by adding reasonable amounts each month until we reach our full goal.

Office Manager's 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 [REDACTED] 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. 2nd Quarter Form 941 Prepared and Filed. All bank statements reconciled.

Your trusted servant, Linda Ball 7-19-17

Linda's report was approved as presented.

EVENTS COMMITTEE: The Events Committee does not meet in July so we have no report.

OLD BUSINESS: Discussion took place regarding the billboard project undertaken by District, and on a seconded motion the Committee unanimously approved the use of Intergroup's Hot Line telephone number on the billboard.

NEW BUSINESS: Bill G. suggested that we accept the offer from Wendell W. to be a technical support volunteer for Intergroup. After discussion and upon a seconded motion, the Steering Committee unanimously approved Wendell W. to be the Intergroup Technical Support Coordinator.

Adjournment: The meeting was adjourned at 7:40 pm.