

INTERGROUP OF ALCOHOLIC ANONYMOUS
MINUTES OF THE STEERING COMMITTEE MEETING
NOVEMBER 16, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair: Peggy R. [*]

Treasurer: Marcia D. [*]

Secretary: Pat S. [*]

Members At Large:

Barbara C. [*]

Dotty H. [*]

Patrick H. [Ex]

Jim S. [Ex]

([*] 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 and the Twelve Traditions were read.

Secretary's Report: Pat S. Read the minutes of the October meeting which were approved as presented.

Treasurer's Report: The Treasurer's Report was given by Marcia D. Which was approved as presented.

Chairman's Report: Bill G. Reported on the plan to sell books and pamphlets at the Quarterly as requested by District. Wendell W. Volunteered to oversee the sales using Square for the first weekend in January. Intergroup will need volunteers to man the sales tables. District offered to pay Intergroup for left over books, etc., within a reasonable amount. This will be discussed at our December meeting.

Bill G. Also reported that a password has been installed on our website and this will be discussed at next month's meeting after Bill has had a chance to investigate the situation. Also, our Office Manager has been getting unexpected and time consuming emails due to a feedback form which has been appended to our meeting schedule on the website which is being investigated.

Bill also reported that we will need a budget for 2018.

Office Manager's Report: On October 6, 2017 a full physical inventory was taken at Intergroup with the help of Steering Committee members, phone volunteers, and 3 unexpected helper volunteers. Thank you willing participants in helping us complete this huge task. The adjustments were minimal and were primarily focused in the area of medallions.

Since the delivery of the Lifeline disc to Archives, additional requests have been made regarding all Event flyers and historical information stored at Intergroup which the OM has not found time to locate.

Since many renewals occur in November, software and insurance, many hours were spent researching our best options which will be discussed at our meetings this evening.

The only inventory order placed in October was for Bronze tokens totaling \$99.35.

Due to other more pressing projects, the OM did not complete the Price List project.

All bills and tax payments have been paid on time.

October Phone calls: AA: 59, **Billboard: 1**, Detox: 7, 12 Step: 7, Alanon: 3, Office: 30, Other: 43. All Daytime Office Volunteer shifts filled. Night/Weekend Phone Volunteer slots filled.

Your trusted servant, Linda Ball. 11-16-17

Events Committee Report: Present: Greg, Becki G., Margaret, Jack, Marcia D., Pat S. The Gratitude Dinner will be on January 20, 2018 and will be catered. The tickets will be \$20. The Old Timer's Dinner will be on April 21, 2018 also at the United Methodist Church in Englewood. The group discussed several options for new churches or halls. Margaret is checking on the Venice Community Building. Other options were discussed. The group talked about having other events to raise money and entice young people to get involved. We talked about many options for dances, picnics, bowling, etc.

Old Business: After discussion of bonding and liability insurance which had been tabled last month, and on a seconded motion, the group voted unanimously to approved payment of \$700 for the liability insurance. Also, discussion ensued regarding an invoice from Intuit (Quickbooks) in the amount of \$400 which is due December 11, 2017 which ensures that our payroll forms are submitted correctly. Wendell W. Checked into this and reported that Square could provide similar service for less money, so we will look into possibly changing this for next year, but on a seconded motion, payment of the Intuit bill was unanimously approved for this year. Discussion also took place regarding Comcast charges. We have been successful in having these charges lowered because of our nonprofit status, but we will keep working on them because it is felt that could still be lower. Adobe, Go Daddy, and Word Press renewals were discussed, and on a seconded motion the group voted unanimously renew these software applications related to our website meeting lists.

New Business: Discussion took place regarding strategic planning which would include a mission statement. Marcia D. Will do some preliminary planning and work on these which will be brought up at future meetings. Update of our bylaws and the Office Manager evaluation and compensation will also be accomplished over the next few months.

Adjournment: The meeting was adjourned at 6:45 PM.