

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

Date: December 6, 2017

Roll Call:

Officers:

Chair: Bill G. [*]

Vice Chair: Peggy R. [*]

Treasurer: Marcia D. [*]

Secretary: Pat S. [*]

Office Manager: Linda B. [*]

Members At Large:

Barbara C. [Ex]

Patrick H. [*]

Dotty H. [*]

Jim S. [Ex]

Wendell W. (IT Committee) [*]

Louis A. (District Liaison) (*)

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

The meeting was called to order by Bill G. at 6:00 pm with a moment of silence followed by the Serenity Prayer and reading of the 12 Traditions.

Chairman's Report: Bill G. reported that our accountant and web chair, Mary B., has resigned both positions. Discussion ensued regarding the password which was put on the website preventing members from reading minutes, etc. Patrick H. explained the circumstances which prompted him to install the password. The Committee cautioned everyone about the problems caused when someone takes actions without the agreement of the rest of the Steering Committee, and ways to prevent this from happening even when action speed is necessary as it was in this case. A seconded motion was made keep the passwords for the time being.

Secretary's Report: The November Steering Committee meeting minutes have been posted on the website. The minutes were approved as submitted.

Treasurer's Report: Marcia D. stated that expenses are down, and except for the loss of the Gratitude Dinner receipts during this fiscal year and the IRS penalty money changing income in 2016 and 2017, we are really doing quite well. With both the Gratitude Dinner income and IRS penalty money finally being forgiven, next year's income should straighten out.

Office Manager's Report: In November the former Treasurer returned two tubs containing approximately 700 tapes which were never converted to disk format for our rental program. For the Committee's information, please note there is extremely low rental demand for these disks by our members. The selection list which is on our Website does not always reflect the correct disk number of the speaker identified on the list and the quality of the disks is sometimes poor or very hard to understand.

The renewal of our insurance policy required a written request from Intergroup per an email from an agent at Key Insurance Agency filling in for our assigned agent. This was provided by the OM on 11-21-17 and all Steering Committee members were copied. In addition, it was necessary to pay the entire renewal amount of \$819.63 on 11-27-17 with the understanding funds would be returned to us once the Crime Coverage Protection was removed from our policy.

The books donated by the widow of an AA member last month were delivered to the Corrections Committee as she requested. The Corrections Chair expressed the Committee's deep appreciation for this gift which they will use in their endeavors to carry the message.

After notification of a member's possible breach of anonymity via our Lifeline records on the Website, all details were not made clear at the initial notification and since the Lifelines were to be removed anyway, the OM contacted the Web Chair and requested they be immediately deleted from the Website. Steps were also taken to redact and republish three 2017 minutes on the website since last names were used inadvertently.

November inventory orders totaled \$2,471.76. Please remember in October our inventory order totaled \$99.35.

Again the Price List project was not touched by the OM due to more pressing daily work events, primarily website matters. Another clean-up project has come to the OM's attention that being our QuickBooks Customer (Group) List which contains over 160 Groups, some renamed, some closed, etc. This will be added to the list of Emergency Procedures, Office Procedures, etc.

All bills and tax payments have been paid on time.

November Phone calls: AA: 73 **Billboard: 1** Detox: 2 12 Step: 9 Alanon:3 Office: 45 Other: 32
All Daytime Office Volunteer shifts filled. All Night/Weekend Phone Volunteer slots filled.
Your trusted servant, Linda B 12-6-17

Liaison Report: Louis A. reported on a situation at the District Meeting where he convinced the Treatment Committee that Intergroup did want to help them, and they should talk to Bill G. to confirm this.

OLD BUSINESS:

Louis A. is still working on further lowering our Comcast bill.

Discussion took place regarding the feedback form on the website and its impact on the Office Manager. This will be looked into by the Website Committee. Discussion ensued regarding the need for website help, and Patrick, Wendell, Dotty and Pat volunteered to form a committee to help with this situation.

Discussion took place regarding selling books at the Quarterly in January. Wendell W. will be at the sales table during the entire meeting time to help volunteers using the Square. We will need help selling books on Friday night, January 5, 2018, and Saturday from 8:30 am to 8 pm. Wendell is asking for volunteers for 4-hour sessions. Discussion ensued regarding which and how many service manuals may need to be ordered.

NEW BUSINESS:

Bill G. presented the budget for 2018 which raised expected income by 3%. After discussion regarding whether this is a realistic expectation because we are dealing with donations for the most part, on a seconded motion, the budget was approved by all.

Discussion took place regarding the need for a strategic plan and mission statement for Intergroup, as well as a redo of our bylaws. Marcia will look into this project.

Steering Committee members were given an evaluation sheet to be filled out regarding our Office Manager which is overdue at this point. This will be taken up at our next meeting.

Adjournment: The meeting was adjourned at 8:25 pm.