

Intergroup Service Committee of the 5th District Inc.

Monthly Business Meeting

Date: February 15, 2018

The meeting was called to order at 7 pm with a moment of silence followed by the Serenity Prayer. Twelve Traditions of AA and The Responsibility Declaration were read by Colleen S., Alternate IGR from the Butterfly Group.

Roll Call of Officers and IGRs:

Officers:

Chair: Bill G. [*]
Vice Chair: Peggy R. [Ex]
Treasurer: Marcia D. [*]
Secretary: Pat S. [*]
Office Manager: Linda B. [*]

Members At Large:

Jim S. [*]
Wendell W. [*]
Barbara C. [Ex]
Louis A.: Liaison [*]

([*] 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., Lemon Bay Beginners, Living Sober, Butterfly, Can Do, Big Book Beauties, Turning Point Group, North Port Group, Morning Glory, I Am Responsible.

Bill G. introduced Colleen from the Butterfly Group in Northport.

Chairman's Report: Bill G. reported that a physical inventory was recently taken and he thanked the members who helped with this. He stated that the IT Committee is in the process of coding all sales items which will greatly improve our inventory numbers and we will probably only need a physical inventory twice a year. Bill's report was approved as presented.

Secretary's Report: Pat S. presented the minutes from the February 7, 2018 Steering Committee meeting and stated that they had been posted on the website. The minutes were unanimously approved as submitted. Discussion took place regarding the Steering Committee meeting minutes being approved at the IGR meeting and the IGR meeting minutes being approved at the Steering Committee meeting because of the timing of the meetings. This was tabled until the next Steering Committee meeting.

Treasurer's Report: Marcia D. presented the Profit & Loss and the Balance Sheet statements and noted that in general our treasury is doing well with increases in book store sales and the gross profit. She suggested that we should probably move \$1,000 back into our Prudent Reserve soon. Marcia also reported that the profit from the Gratitude Dinner was \$937. The report was approved as presented.

Office Manager's Report Our Intergroup Office business certainly increased during the month of January. Our bookstore business has increased as have calls and snowbirds stopping by to say hello.

On Saturday, 1-6-18, I thought my personal time would be well spent attending the Intergroup/Central Office Workshop at the Sarasota Quarterly to possibly learn how other offices were managed. The workshop was held 2:00 to 3:50. Seven out of the 20 Districts in Area 15 were represented. Three managers, including myself, were new to the position. The reports delivered on 1-6-18 were informative. From the larger District offices, it became clear technology and marketing strategy are the tools of the future. Broward County's manager referenced a GSO Technology Workshop which would prove interesting since it seemed to be a marketing tool. District 12, Monroe County, reported their Intergroup office would be folded into District for its management due to its struggling financial condition.

Many thanks to the groups and individuals who made the New Year's Alkathon event a success at the Englewood Alano Club. A generous contribution was made representing funds collected totaling \$95.05.

The quarterly bookstore inventory took place on 1-27-18. Eleven willing volunteers including the OM spent this Saturday counting and recording all items in the store. Intergroup is very grateful so many were willing to forfeit their weekend time to lend a helping hand in this daunting task.

January inventory orders totaled \$739.99

One OM project is nearing completion. The Intergroup Price List has been proofread and will soon be in good form for posting on our website and copies made available in our office.

Groups are encouraged to drop off or email us your event flyers for posting on the Website. Our new Website Committee is ready to quickly post them to inform others of your Group's activities.

All deadlines were met by the OM for the preparation of the necessary tax filings due 1-31-18. All other tax payments, forms, and bills were paid on time. The January bank statements are reconciled. The 2018 Florida Division of Corporations Annual Report has been filed. The filing of this report now eliminates any former officers from transacting business on behalf of Intergroup.

January Phone calls: AA: 81 **Billboard: 3 (2 negative complaints)** Detox: 3 12 Step: 12 Alanon: 8 Office: 49 Other: 50

All Daytime Office Volunteer shifts filled. All Night/Weekend Phone Volunteer slots filled. A new willing fill-in Office volunteer has been added, who lives nearby, and has been very helpful and accommodating when needed.

On a personal note, I would like to thank the Steering Committee and Groups for the hourly wage increase of \$0.36 per hour given to me in accordance with our approved 2018 Budget 3% across the board increase. It was paid to me retroactively on 1-27-18 starting with my 1-1-18 pay period. Your generosity is appreciated. In addition, I would like to express my gratitude for your commitment to review the Office Manager's Job Duties and Responsibilities which I suggested in my letter to the Steering Committee on 1-19-17 as well as attending to my first performance review since being hired on 8-15-16. Many other more pressing issues have required your attention and resolution. Please know I sincerely appreciate your thoughtful consideration in these matters also.

Your trusted servant, Linda B 2-15-18 The Office Manager's Report was unanimously approved as presented.

LIAISON TO DISTRICT: It was noted once again that we need a volunteer for this position. Louis A. is still Attending the District Meeting for us, and he reported that there were many questions about publishing the Lifeline again, the Bowling Event, and about IGRs.

EVENTS COMMITTEE: Pat S. read a letter from Greg and Becki G. retiring from this committee after ten years of service. Upon questioning, she also described many of the jobs required for the events. Members expressed their gratitude to the retiring members for all their work. Discussion took place regarding the need for volunteers for this committee and some of the group expressed determination to help this committee and attend the Event Committee meetings on the first Thursday of each month at 7:00 PM in the Intergroup Office.

Pat and Marcia described the Women's Bowling Event being held on March 3rd at the AMF Bowling Alleys in Venice. Tickets are selling well and a 50/50 is also planned.

OLD BUSINESS:

Marcia D. reported that the Gratitude Cards were now available and she passed around samples. She thanked Kevin C. for his help with this project. She explained that the cards are not a sale item but should be given to members who come into the office to buy medallions so that they could be given to the recipient of medallions as a potential prompt for a donation to match the number of anniversary years they are celebrating. She also urged the IGRs to take some cards back to their groups.

Bill G. reported that the Steering Committee has been holding special meetings to work on establishing a mission statement and strategy planning, updating the By-Laws, and reviewing the Office Manager's duties. The next meeting will be held on Tuesday, February 20th at 6:00 PM.

NEW BUSINESS:

Bill G. noted that we need another At Large Steering Committee member and asked for a volunteer. Terri C. of the Big Book Beauties Group in Englewood stood for the position, and on a seconded motion, was unanimously approved.

Jean M. of the Living Sober Group in Venice and Bill G. of the Solutions at Noon Group in Punta Gorda reported that there were rumors of the Intergroup office changing its name to include North Port. Discussion took place regarding this subject and it was noted and verified that the office name is not being changed, but only added to the Intergroup website address. Wendell and Louis described how the website address is made and used which was also described in detail in the January Steering Committee Meeting Minutes under New Business. These minutes can be found on the website for further clarification.

Adjournment: The meeting was adjourned at 8:18 pm, followed by the Lord's Prayer.