

Intergroup Service Committee of the 5<sup>th</sup> District Inc.  
**Steering Committee Meeting**

**Date:** February 7, 2018

**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]

Andy C. [\*]

Dotty H. [Ex]

Jim S. [\*]

Wendell W. (At Large and IT Committee) [\*]

Louis A. (Website Chair and District Liaison) [Ex]

([\*] 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.

**Secretary's Report:** The December Steering Committee meeting minutes were approved at the 12/21/17 IGR meeting and have been posted on the website. The minutes of the 1/18/18 IGR meeting were read by Pat S. and were approved as presented.

**Treasurer's Report:** The treasurer's report was presented by Marcia D. and after discussion regarding the income from the Gratitude Dinner, a motion was made and seconded to change the handling and accounting of the income and expenditures for events to be accomplished through the office rather than the money being held by the events committee and payments being made using seed money and/or ticket sales. The motion was approved with five ayes and one abstaining.

**Office Manager's Report:** Our Intergroup Office business certainly increased during the month of January. Our non-AA bookstore sales increased approximately \$400 compared to December's sales and AA sales by approximately \$100. We sold approximately half of the service manuals ordered for the Area 15 conference on 1-5 to 1-7-18 in Sarasota. The unsold copies, as well as the Braille Big Book, were purchased by District's Quarterly Host Committee at a cost of \$133.64 on 1-30-18

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. Since attendance by the Managers was low at the October 2017 quarterly due to the Intergroup Office Manager's forum held at the same time, the minutes containing the District Manager's reports dated back to July. The reports delivered on 1-6-18 were informative. From the larger Districts 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 probably 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

Since the IT Committee is diligently working on the creation of our new website, the OM enlisted a volunteer to proofread the Price List created in October 2017. That list required one correction and was forwarded to the IT Committee for inclusion in the new website. Copies will be made for the pamphlet shelf in due course.

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 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. As you know, 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 the review of the Office Manager's Job Duties and Responsibilities which I requested in my letter to the Steering Committee on 1-19-17. Many other more pressing issues required your attention and resolution. Please know I sincerely appreciate your thoughtful consideration of this matter also.

Your trusted servant, Linda B 2-7-18. The Office Manager's Report was unanimously approved as presented.

**Chairman's Report:** Bill G. reported that an inventory of books and other items for sale in the office was held recently with the help of Steering Committee members and other helpers. After discussion, it was noted that the inventory can now be scanned into the QuickBooks system and we should not have to hold a physical inventory as often, maybe every six months.

#### **OLD BUSINESS:**

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. Progress on these issues will be reported to the Intergroup Representatives as accomplished. One of the issues being considered is to establish a committee to handle all aspects of managing the hot line volunteers {daytime, evening, and weekends} instead of relying on the Office Manager and causing her to stay at the office beyond her normal hours.

**NEW BUSINESS:** Bill G. reported that the District often sends volunteers to the Intergroup office to pick up books, etc., and then pays for the items at a later date. This is another accounting situation that needs to be tightened up. After discussion and on a seconded motion, the Steering Committee voted unanimously to request that District arrange to pay for these items as they are picked up starting on 4/1/18. The District Chair and Treasurer will be advised of this decision.

**Adjournment:** The meeting was adjourned at 7:50 pm.