

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

**Date:** March 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. [\*]

Terri C. [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 February Steering Committee meeting minutes were approved as presented.

**Treasurer's Report:** The treasurer's report was presented by Marcia D. She noted that the reports looked good. She also mentioned that the prudent reserve may be changed from a four-month coverage to a three-month coverage. This was discussed as an upgrade to the bylaws at the special committee meeting.

**Office Manager's Report:** Since the 1-27-18 inventory, the OM has been assisting daily in the barcoding project and rollout of the scanner use by the volunteers. During February, our bookstore was very busy thereby slowing many of the OMS daily work activities since our volunteers required assistance in new processes. The OMS time was also stretched by input required for the IT Committee's endeavors on our exciting new Website, as well as fulfilling requests for other Committee members.

February inventory orders totaled \$6,040.90. We anticipate minimal orders in March. The OM would like to offer her gratitude to the IT Chair for his willingness to help on the placement of these recent orders, as well as their stocking. The former inventory assistant has become our Webchair at Intergroup and the OM would like to offer her appreciation and gratitude for all his work over the past year.

A member donated two plastic grocery bags containing copies of past Grapevines. These have been placed in the Grapevine basket at the front of our office and are free to members for their use and distribution. Our gratitude and appreciation goes to the thoughtfulness of this member for sharing their treasure of literature with other alcoholics.

We have only approximately 30 copies of our "Meeting in a Pocket" on hand. This item is printed from a template created by a former member. It appears our last order, 300 copies, was possibly placed in late 2015. A copy of the template has been sent to Cindy C, Meeting List Co-Chair, to obtain a quote from Monarch, our list printers. Is this an item we would like to continue to carry? We sell it for \$1.00 a copy and currently carry its cost at \$0.48.

Recently a few requests have been received from members for Triplate coins over 50 years. Our current vendor only carries Triplates up to 50 years. The OM has been requested to check with the Steering

Committee to determine if we would consider looking at another vendor for years 50 and up. While quickly exploring the internet, those coins cannot be found at a cost of \$8.80. They appear to be in the \$13.99-16.99 range. Would the Steering Committee like the OM to explore this matter any further.

On 2-22-18 we received our renewed Florida Consumers Certificate of Exemption DR14. The former Cert was due to expire on 4-30-18 and per new Florida regulation no longer required an application for renewal. The state now performs its own investigation of the non-profit corporation and if it finds no exceptions, the renewal is granted. The new cert expires 4-30-2023.

On 2-22-18 the North Port Fire Department inspected the premises and we received a favorable report - no violations.

All tax payments and bills were paid on time. Our February 28 2018 5/3 bank statement has not yet been received.

February Phone calls: AA: 60 **Billboard: 0** Detox: 2 12 Step: 8 Alanon: 2 Office: 38 Other: 45

All Daytime Office Volunteer shifts filled. All Night/Weekend Phone Volunteer slots filled. Two members have indicated their willingness to fill positions or serve as fill-ins as needed.

Your trusted servant, Linda B 3-7-18.

After discussion of the OM's report, IGR Bill J. suggested that the AA versus non-AA calls be broken out. Discussion also took place regarding the Meeting In A Pocket, and it was felt that this should be reordered. The triplate medallions were also discussed and various Steering Committee members will check out sources. The Office Manager's report was approved unanimously as presented.

#### **Chairman's Report:**

Bill G. reported that Tom P. of the Indian Mounds Group has requested that an Intergroup Steering Committee member or members attend their meeting on April 6<sup>th</sup>. Wendell W. offered to attend this meeting.

**OLD BUSINESS:** Wendell W. demonstrated the new website and he stated that more work has to be done before it is finalized. Discussion also ensued regarding the name for the new website, either aalifeline.org or northportlifeline.org. Wendell explained why these names were appropriate for our website. He stated that the new website will probably be up and running by May 1<sup>st</sup>. Wendell also noted that when flyers are put on the website, they may put the name and address of where the event will take place but should not contain obvious logo of that establishment, especially given the 6<sup>th</sup> Tradition.

**NEW BUSINESS:** Bill G. reported that at the suggestion of Marcia D., he, Marcia, Linda, and Jack M. met with Heather Lebeau, CPA, to discuss a way to handle the income and money spent for Intergroup events to accommodate the IRS guidelines. They came to a workable solution that could be run through QuickBooks and thus meet IRS guidelines. After discussion of Intergroup's need for a CPA, and on a seconded motion, the Steering Committee voted to hire Heather Lebeau for \$275 per year which would cover our current needs, but could be higher if an occasion arose which would require more work than at present. At a previous recent meeting, the Steering Committee had voted on a way for the Events Committee to handle the money related to the event. On a seconded motion, the Committee voted to rescind that vote in light of the new plan approved by the CPA. A motion was made, seconded and approved to deposit seed money (currently \$400) in the Events account and work from that.

Bill G. noted that Wendell W. and Linda B. have done much work on using bar code labels on the inventory items so that sales of these items can be processed through QuickBooks automatically and greatly improve the reporting of the value and status of our inventory. Linda B. will come in on Saturday to work with Wendell on finalizing this project. On a seconded motion, the Committee approved money to pay Linda straight time for her work on Saturday. He also stated that during their work, Wendell and Linda discovered an approximate \$700 loss since the inventory taken on January 27th.

Wendell W. reported that many Intergroup offices are now taking donations on line. Pay Pal takes a small percentage of donations of these types. After a seconded motion, the group voted to approve using Pay Pal for this purpose.

Marcia D. reported that Attorney Anne Moore is willing to advise Intergroup on legal issues and will attend the Special Meeting on Bylaw upgrades on March 27<sup>th</sup> at 6:00 pm.

**Adjournment:** The meeting was adjourned at 8:45 pm.