

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

**Date:** April 4, 2018

**Roll Call:**

**Officers:**

**Chair:** Bill G. [\*]

**Vice Chair:** Peggy R. [Ex]

**Treasurer:** Open []

**Secretary<sup>1</sup>:** Open []

**Office Manager:** Linda B. [\*]

**Members At Large:**

Barbara C. [Ex]

Andy C. [\*]

Jim S. [\*]

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

**Other:**

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

Bill J. (IGR) Robert L. (Member)

([\*] 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 March Steering Committee meeting minutes were **approved** on a seconded motion as presented.

**Chairman's Report:** Suggested we need a position for Inventory Assistant. Reflecting increasing printing costs, Linda B. and Wendell W. made minor changes to our Meeting in a Pocket booklet, personally printed out test copies which will enable us to have a supply on hand while maintaining the 1 dollar cost. We have concluded that we can use our bronze token vendor for above 50 years, requests will be filled on a case by case basis. This was decided and vote approving such was taken during 'unfinished business,' below.

Bill G. spent time this month with OM re: hiring an assistant for the OM, the treasurer's financial report, and intends to meet tomorrow with the events committee.

Report received from the Strategic Planning Committee (hereafter, "SPC") and presented by Bill J. Immediate relief for OM needed and suggests that no additional tasks be laid upon the OM. Additional SPC suggestions: Budget for OM should be increased to reflect the additional hours needed to perform her duties. Flex-time for the OM should be implemented. IGR's needed and we encourage our members participate in service work at the organizational level. Finally, all other issues for the SPC should be put on hold until additional members join the committee.

Regarding our approx. 700 dollar shrinkage, some Steering Comm. Members were approached with shock that there was that amount of pilferage. Our Chairman is making clear herein that while some pilferage may have happened, the vast majority of this dollar difference is the result of inventory adjustments that were themselves incorrect, compounding and compounding over months and years and several administrations. See also next paragraph.

Our OM explained that if we have an actual loss of an item, the only way to capture it on the profit and loss statement is to make an inventory adjustment. We just need to stop making inventory adjustments weekly or even monthly so that a one-time, in whole, adjustment is made... in order to eliminate the

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<sup>1</sup> These minutes were recorded by IG Volunteer, Louis A. (only 3 years of continuous sobriety).

chances for miscounts and erroneous inventory adjustments compounding upon one another. Will consult with new CPA and obtain direction. No vote taken on this until then.

**Financial Report:** Bill G. reported last month's Treasurer's report contained an error. The Treasurer misspoke when stating the prudent reserve was changing from 4 months to 3 months. Our Prudent Reserve has always been at 3 months of anticipated expenses. The treasurer's report was presented by Bill G. This report can be found on our website. **\*\*1,000 dollars was transferred to our Prudent Reserve.** This report was **approved** on a seconded motion.

#### **Office Manager's Report: Office Manager's Report-Steering Committee 4-4-18**

"The Bowling Event on 3-4-18 was well attended and a successful event. Many thanks to those who diligently worked on making it a day to remember for our members. Their efforts netted Intergroup approximately \$800.

Great work has been done on our new website. Intergroup now has a Paypal account ready to accept online donations when we go live. At that time, the OM will confer with our CPA for instructions for its appropriate set up on our Quickbooks system.

The Solutions At Noon Group donated a bag containing various AA literature. They were gratefully accepted by a new group which is forming. They wanted to be sure to extend their appreciation to the Group and this Office for sharing their literature with other alcoholics.

On 3-28-18 the OM entered inventory adjustments to sync our Square and Quickbooks inventory count numbers. These adjustments to Quickbooks are adjusting entries only. An example of that would be: Square inventory reflected 17 Pass It On books, physical count of books on shelf is 17 and Quickbooks inventory count reflected 18. Research of past adjustments increased Quickbooks count by 1 in error. Adjustment necessary to change Quickbooks count down by 1 to 17. No actual loss but Quickbooks decreases the value by our cost of one book. The previous entry increasing it by 1 in error increased the value by the cost of one book. On 3-28-18 all pamphlet adjustments were finally entered in Quickbooks. Our office volunteers performed the physical recount. The pamphlets were not included in any 2018 adjustments.

We discovered the current printing price for the Meeting in a Pocket booklet was cost prohibitive. Our best quote was \$130 for 100 copies. Adjusting our current template document, it is possible to print and assemble the cover and pages in our office.

As discussed last month, we found our bronze token vendor also carries 50-60 year triplates almost identical to the ones we currently carry. They are \$12.99 each.

March inventory orders totaled \$1,327.35, far below last month's order totaling \$6,040.90.

All tax payments and bills were paid on time. Our March 30, 2018 5/3 bank statement has not yet been received.

March Phone calls: AA: 77 **Billboard: 0** Detox: 2 12 Step: 12 Alanon: 1 Office: 33 Other: 30

All Daytime Office Volunteer shifts filled. All Night/Weekend Phone Volunteer slots filled. Three more members have indicated their willingness to fill positions or serve as fill-ins as needed. Our new Wednesday closing shift volunteer, who was to start today, will actually be in a position to start 4-11-18.

Your trusted servant, Linda B 4-4-18”

OM Report **accepted** on a seconded motion.

**OLD BUSINESS:**

Meeting in a Pocket: We print ourselves, a volunteer assembles them, IG pays for paper and charge 1 dollar. **Approved** on a seconded motion. (See also Chairman Report, above).

Tri-plates over 50 years: We will carry but need two week notice to order. \$15 plus shipping. Matter **approved** on a seconded motion.

At least two SC members will head over to Indian Mounds group on April 6<sup>th</sup> to answer questions during their Business Meeting.

New website live on May 1<sup>st</sup>. AANorthPort.org is the address. Aalifeline.org will continue to function for the foreseeable future.

**NEW BUSINESS:**

Regarding OM Assistant position: Temporary part-time position needed in order to assist with some of the OM’s office duties. \$10/hr., no more than 20 hrs per week for a two month period. Time period to be re-evaluated after the two month period. See also the SPC discussion in the Chairman’s Report section, above. OM has discretion to find and hire a part-time temp assistant -- **passed** on a seconded motion.

Bill J. recommends our volunteer positions with titles for convenience should be within the purview of the Chairperson alone. **Approved** on a seconded motion – one objection.

Sending our OM to the convention for IG OM’s: This year’s meeting is in Montreal and so we will pass this year in the interest of financial prudence. No vote needed.

Inventory Assistant needed for the office: See discussion in Chairperson’s Report section, above.

Changing the year requirement for some of IG’s positions. Jim S. reminds that our Concepts state the importance of getting the ‘best qualified’ people at this level of service. Jim also brought up the possibility of exceptions on a case-by-case basis in consideration of a Sponsor’s input, possibly preferably a service sponsor. This is an issue present in the minds of this Steering Committee. Wendell W. suggested we also screen for real-life experience with the job to be done.

Our CPA needs an engagement letter signed by the treasurer by May 15<sup>th</sup> deadline. Seconded motion for Bill G. to sign this letter until we get a new treasurer **passed**.

**Adjournment:** The meeting was adjourned at 7:15 pm. on a seconded motion from Jim S.

Submitted by volunteer to act instead of the Secretary, Louis A (3yrs).

----- **END OF REPORT** -----

**[[Recorder's Notes:**

Votes taken:

All reports were approved,

Meeting in a Pocket will be printed as needed and will continue to be sold for 1 dollar,

Tri-plates for 51yrs sobriety and up will be special ordered and sold for 15 dollar plus shipping,

Temp assistant for OM to be hired for two months, with potential to be extended,

Chairperson can provide titles of convenience for some volunteer positions, and

Bill S., as Chairperson, can sign CPA engagement letter in lieu of Treasurer.

Other:

1,000 dollars transferred to prudent reserve.

Relaxing some sobriety requirements for volunteer positions at IG is under consideration.]]