

PBC INTERGROUP BUSINESS MEETING MINUTES – January 8, 2014

Open Meeting ----- Serenity Prayer ----- Read 12 Traditions
Start time: 6:15 pm Attendance: 49 in attendance

Declaration of Unity: This we owe to AA's future: To place our common welfare first; to keep our fellowship united. For on AA unity depend our lives; and the lives of those to come.

Introduction of new reps: Tony F of Eye Openers is a new Rep; Hanna M from Basket Cases is a group contact.

Chairperson: Gary B: I pray that everyone had a Healthy, Sober, and Happy Holiday Season. The Alcathons were well attended. I wish to thank Linda for helping at the Christmas Alcathon and especially Ed and his fantastic group of Volunteers for their assistance with both Alcathons. If anyone wants to place a motion on February's Agenda, please submit it to me by 5pm next Wednesday, January 15, 2014. It may be emailed to me at heartofaunicorn@gmail.com. The Advisory Committee met on December 30, 2013 and Deb will read the report later during the meeting. Elections for Committee Chairperson Positions will be held during the March Business Meeting. This is a great opportunity for service to your Intergroup so please pray about where you may be willing to be of service. If you have any questions concerning the various positions please talk to the current Committee Chairperson regarding their experience with that commitment. I can't tell you how grateful we are for the tremendous support that Intergroup has received over the past year from all of the Groups and especially from all of you. We look forward to another year of Gratitude through Service to all of the Groups of PBC Intergroup and we are excited about the opportunity to be of service. We have 2 motions and the election for Alternate Chairperson in new business. Please give careful consideration to the business that we will address.
L&S, Gary B.

Alternate Chair: Position vacant

Treasurer: Mark H. – We had a deficit for the month of \$40.89. For the calendar year 2013 Group Contributions grew for the first time in several years. Overall, the Intergroup finances are strong. Thank you for all of the individual and group contributions that make our mission possible. Thank you, Mark H

Pass the basket in accordance with our 7th Tradition

Secretary: Deb M – Thank you to those who have provided me their reports. Those who have not please get them to me by no later than Thursday evening so that I may have them to Roger & Gary timely. Thank you.

Registrar: Roger B – The minutes and agenda were e-mailed to the database upon receipt from the Chair, as per the By-Laws of PBC Intergroup. The database was updated after the last Intergroup Meeting. I attended the quarterly Advisory Committee meeting on 12-30-13. Any new Group reps or Alternate reps please complete a yellow information card and hand to the Secretary.

Office Manager: Ed B – Office Manager Report: Total Office Activity for December was 825. This was 93 more than last month, and 152 more than last year. The year to date Office Activity was 9,497. This was 1,021 greater than last year. There were: 622 more visitors, 120 more emails, and 279 more phone calls made to the Office. We are very grateful for all the Office Volunteers and individuals who stop by to make our service work possible. A lot of people have asked about the availability of the reproduction of the first edition of the Big Book. In November we placed an order for 100 books. Payment is due in January. The books will be shipped in April. We may order additional quantities in April, as needed. The selling price will be \$12. (This is the same price AAWS will charge for a single copy up to nineteen copies. However, if you purchase from AAWS you

will have to pay shipping.) The Intergroup Office is open Monday through Friday from 9 to 5, and on Saturday from 9:30 to 1:30. We carry a complete line of AA Grapevine literature as well as AA Conference Approved literature and CD's

General Service/Intergroup Liaison: Debbra M– no report – District meeting did not take place yet this month.

South County Intergroup Liaison: Mark T - no report – no meeting held in December

Archives Committee Liaison: Amanda V – not in attendance – no report

Advisory Committee Meeting:

Advisory Committee Meeting Minutes

December 30, 2013

Convened at 6:00 p.m.

Opened with Serenity Prayer

Attendees: Gary B, Mark H, Deb M, Jasine, John & Roger

Gary had no remarks; Mark said there are no financial changes since the meeting at the beginning of the month. The Christmas Alcathon monies have not yet been tallied. New Year's Alcathon is tomorrow night. It was put to the group to review the agenda items.

First was the evaluation for Ed for his pay raise. Consensus of committee was that Ed does an excellent job and is deserving of a 5% increase and we are to put that to the group for approval.

There was talk about the old-timer's event – Spaghetti Dinner vs. Dessert Social. More discussion will be had.

Issues regarding Where & When were discussed and a plan put in place for better communications in this regard.

Elections for Committee Chairs are this year. Suggested that we begin making announcements so that people can have an idea where they would be interested in directing their service opportunities. Also need a new Co-chair.

There is a motion upcoming that will add to the By-laws regarding an ad hoc committee to discuss the development of a new member packet; in addition to the motion regarding acceptance of bequeaths to follow the guide set down by GSO in New York. Members were to take to their groups for voting at next business meeting.

Next Advisory Committee Meeting will be Monday, April 7, 2014 at 6:00 p.m. at the Intergroup Office.

Meeting adjourned at 6:45 p.m.

Committee Reports:

Public Information: Sean M – not in attendance – no report

12 Step List: Scott M – not in attendance – no report

Phone Volunteer Committee: There is a slot open – Sat pm to Sun am – otherwise no report

TODAY: Colleen M – We printed six hundred-fifty copies of the Today for the month of January. Thank you to those who helped with submissions and editing. As always, suggestions for content are welcome at today@aa-palmbeachcounty.org. Please send all submissions 2 weeks before the beginning of the month of the edition you wish to have your information published (e.g. if you want something printed in March, please submit it by mid-February). You can now receive the Today via email by sending an email to: pbcregistrar@gmail.com with "Send Today to My Email" in the subject line or find it online at www.aa-palmbeachcounty.org.

Birthday Club: Ed W – Good Evening everybody. I'd like to start out by thanking Ed, our Office Manager, and his staff. I was sick for quite some time last month and Ed and his volunteers were able to get the Medallions and Todays mailed out on time. Gary (Intergroup Chair) also pointed out some ways I can tweak the delivery of the info for the Today publication for Colleen, so that will be starting next month. Other than that, nothing new to report. Thanks for allowing me to be of service.

Website Committee: Trish D – Posted The Today, Intergroup Minutes, Where & When. Updated the Home and Events page.

Group Contact Committee: Len G –The Intergroup Database has been updated to include group contact name, email and phone #; The Group Contact Notice is posted on the Intergroup office bulletin board and copies are available for visitors; The Group Contact Notice is published in the Today newsletter; The Group Contact Committee description has been updated at the PBCIA website as follows: The **Group Contact Committee** contacts groups that do not have an Intergroup Representative. The purpose is to identify someone in the group who is willing to be a contact in order for the group to receive information on Intergroup activities. Contact us at: groupcontact@aa-palmbeachcounty.org

Group Contact Notice: Does Your AA Group Have an Intergroup Representative? If not, Intergroup really needs a Group Contact person from your Group to communicate with. Please email the following information: Group Name; Group Contact First and Last Name; E-Mail Address; Phone Number To: groupcontact@aa-palmbeachcounty.org

We need the Intergroup Reps to carry the message of the need for a Group Contact to all of the Groups that do not have an Intergroup Rep. Please contact me at groupcontact@aa-palmbeachcounty.org for the names of the groups that need a Group Contact that meet at your location. Thank you in advance for your support. Additional Intergroup Rep volunteers are needed. Please contact me at groupcontact@aa-palmbeachcounty.org. Our Office Manager has started sending out the Group Contact Notice with the receipt to all groups that make contributions that do not have an Intergroup Representative. Thanks Ed!

Bridging the Gap Committee: Steve H – not much to report; not a lot of activity this past month; did do a spot on Indian Bob's radio show last evening that was reported to have gone well.

Where & When Committee: Ali H – nothing really going on; new system in place for communication which will be helpful.

Institutions Committee: Fred B – Hi. Report from H&I: Thanks to a great response to our request for volunteers, there are 14 new H&I members and 3 new steering committee members. More volunteers are still needed to help fill the slots available for the constantly growing list of facilities and to maintain rotation of service. Thank you for giving me this opportunity to serve.

Unfinished Business: None

New Business:

Motion 1 – The By-Laws shall be amended so that PBC Intergroup shall follow the current Guidelines of AAWS concerning contributions from an AA member's estate. Submitted by Mark H, Treasurer. Background was read and Motion was seconded, followed by discussion from the body. Motion was voted on and **passed**.

Motion 2 – PBC Intergroup shall establish an Ad-Hoc Committee to develop an Intergroup Representative Information Packet. History & background presented. Motion was discussed and **passed**. Gary has suggested that Roger, the Registrar, be the chair of the ad hoc committee. Those interested in serving with Roger are to contact him. This will not amend the by-laws.

Alternate Intergroup Chair position: Qualifications and responsibilities were read. No one stood – it remains vacant.

Upcoming Events: Old-timer's Dinner was discussed regarding whether it should be a Spaghetti Dinner as in the past, or changed to a cake and ice cream social so as to better accommodate the length of the event so that those who will be speaking have more than 3 or 4 minutes to do so. A majority of the members present felt that the new cake/ice cream social format should be tried this year. Consideration is to be made for 2015 to change the format of the venue. Further discussion will be held. The current event will be held March 15th or 22nd. It was urged that those old-timers who are interested in speaking contact the Intergroup office to be put on the list.

Meeting Adjourned: 7:00 pm

**Palm Beach County Intergroup
Operating Report
12/01/2013 - 12/31/2013**

Opening Balance Checking: **\$ 16,493.16**

Revenues:

Literature Sales	\$ 5,101.63
Sales Tax	306.53
Tax Exempt Sales	2.00
Group Contributions	3,801.47
Riverbottom Christmas Party	347.00
Christmas Alcothon	942.48
Potluck Dinner	40.00
Birthday Club Memberships	62.00
Meeting Baskets	<u>64.80</u>

Total Revenues: **\$ 10,667.91**

Expenses:

Literature Purchases	\$ 3,925.61
Sales Tax	251.91
Alcothon Expense	168.10
Office Salary	4,119.08
FICA & Unemployment Tax	448.98
Paychex(monthly fee)	77.00
Form 990EZ Tax Preparation	250.00
Rent & Water	475.00
AT&T (Internet, Phone, Website)	369.23
FP&L	88.04
Exterminating	35.00
Printing	231.00
Picnic Table	169.00
Office Supplies / Postage	<u>100.85</u>

Total Expenses **\$ 10,708.80**

Monthly Surplus / (Deficit) **\$ (40.89)**

Closing Balance Checking: **\$ 16,452.27**

Opening Balance Prudent Reserve: **\$ 17,542.58**

Prudent Reserve Interest **0.45**

Closing Balance Prudent Reserve: **\$ 17,543.03**

**Palm Beach County Intergroup
Operating Report
December 31, 2013**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 5,101.63	\$ 4,679.00	\$ 422.63
Sales Tax	306.53	281.55	24.98
Tax Exempt Sales	2.00	-	2.00
Group Contributions	3,801.47	3,594.96	206.51
Riverbottom Christmas Party	347.00	-	347.00
Christmas Alcothon	942.48	894.34	48.14
Potluck Dinner	40.00	-	40.00
"Today" Subscriptions	-	18.00	(18.00)
Birthday Club Memberships	62.00	70.00	(8.00)
Meeting Baskets	64.80	86.71	(21.91)
Total Revenues:	\$ 10,667.91	\$ 9,624.56	\$ 1,043.35
Expenses:			
Literature Purchases	\$ 3,925.61	\$ 2,481.04	\$ 1,444.57
Sales Tax	251.91	243.58	8.33
Alcothon Expense	168.10	603.10	(435.00)
Office Salary	4,119.08	3,869.07	250.01
FICA & Unemployment Tax	448.98	371.71	77.27
Paychex (Monthly Fee)	77.00	72.00	5.00
Form 990EZ Tax Preparation	250.00	-	250.00
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	369.23	325.96	43.27
FP&L	88.04	92.78	(4.74)
Exterminating	35.00	35.00	-
Printing	231.00	320.00	(89.00)
Picnic Table	169.00	-	169.00
Office Supplies / Postage	100.85	194.51	(93.66)
Total Expenses	\$ 10,708.80	\$ 9,083.75	\$ 1,625.05
Monthly Surplus/(Deficit)	\$ (40.89)	\$ 540.81	\$ (581.70)
Checking Account Balance	\$ 16,452.27	\$ 13,290.99	\$ 3,161.28
Prudent Reserve Balance	\$ 17,543.03	\$ 16,677.96	\$ 865.07

**Palm Beach County Intergroup
Operating Report
12/01/2013 - 12/31/2013**

	<u>Current Month</u>	<u>Calendar YTD</u>
Revenues:		
Literature Sales	\$ 5,101.63	\$ 58,197.66
Sales Tax	306.53	3,499.58
Tax Exempt Sales	2.00	1,112.90
Group Contributions	3,801.47	43,646.50
Riverbottom Christmas Party	347.00	347.00
Spaghetti Dinner	-	5,963.32
Christmas Alcothon	942.48	993.48
New Year's Alcothon	-	600.91
Annual Picnic	-	2,351.00
Potluck Dinner	40.00	1,677.00
Today Subscriptions	-	62.00
Birthday Club Memberships	62.00	1,102.45
Meeting Baskets	64.80	853.27
Florida Roundup	-	<u>266.75</u>
Total Revenues:	\$ 10,667.91	\$120,673.82
Expenses:		
Literature Purchases	\$ 3,925.61	\$ 42,514.98
Sales Tax	251.61	3,387.06
Alcothon Expenses	168.10	628.85
Spaghetti Dinner	-	2,869.35
Annual Picnic	-	3,485.83
Potluck Dinner	-	862.76
Office Salary	4,119.08	35,665.34
FICA & Unemployment Tax	448.98	2,951.53
Paychex(monthly fee)	77.00	899.00
Health Insurance	-	1,500.00
Form 990EZ Tax Preparation	250.00	250.00
Liability Insurance (annual)	-	1,509.75
Rent & Water	475.00	5,700.00
AT&T (Internet, Phone, Website)	369.23	3,724.14
AT&T U-verse Upgrade	-	139.00
FP&L	88.04	1,471.27
Exterminating	35.00	420.00
Alarm Permit (Annual Charge)	-	25.00
Master Monitoring (Annual Charge)	-	275.00
East Coast Fire Equipment	-	42.00
Repairs & Maintenance	-	280.40
Printing	231.00	2,731.50
Picnic Table	169.00	169.00
Grapevine Subscription	-	104.30
Sam's Club Renewal	-	45.00
Office Supplies / Postage	<u>100.85</u>	<u>2,001.66</u>
Total Expenses	\$ 10,708.50	\$113,652.72

**Palm Beach County Intergroup
Operating Report
12/01/2013 - 12/31/2013**

	2013 Calendar YTD	2012 Calendar YTD	Difference
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Revenues:			
Literature Sales	\$ 58,197.66	\$ 55,292.59	\$ 2,905.07
Sales Tax	3,499.58	3,344.89	154.69
Tax Exempt Sales	1,112.90	1,444.87	(331.97)
Group Contributions	43,646.50	41,807.47	1,839.03
Riverbottom Christmas Party	347.00	318.60	28.40
Spaghetti Dinner	5,963.32	6,134.00	(170.68)
Christmas Alcothon	993.48	894.34	99.14
New Year's Alcothon	600.91	451.58	149.33
Annual Picnic	2,351.00	3,691.15	(1,340.15)
Potluck Dinner	1,677.00	1,416.00	261.00
Today Subscriptions	62.00	105.00	(43.00)
Birthday Club Memberships	1,102.45	1,153.80	(51.35)
Meeting Baskets	853.27	843.28	9.99
Florida Roundup	266.75	248.85	17.90
WPB FCYPAA Bid Contribution	-	45.69	(45.69)
SE Woman to Woman Seminar	-	500.00	(500.00)
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Total Revenues:	\$ 120,673.82	\$117,692.11	\$ 2,981.71
Expenses:			
Literature Purchases	\$ 42,514.98	\$ 39,376.33	\$ 3,138.65
Sales Tax	3,387.06	3,176.05	211.01
Alcothon Expenses	628.85	698.37	(69.52)
Spaghetti Dinner	2,869.35	2,522.94	346.41
Annual Picnic	3,485.83	3,671.19	(185.36)
Potluck Dinner	862.76	928.46	(65.70)
Office Salary	35,665.34	33,907.54	1,757.80
FICA & Unemployment Tax	2,951.53	2,810.91	140.62
Paychex(monthly fee)	899.00	849.00	50.00
Health Insurance	1,500.00	1,500.00	-
From 990EZ Tax Preparation	250.00	250.00	-
Liability Insurance (annual)	1,509.75	1,509.75	-
Rent & Water	5,700.00	5,700.00	-
AT&T (Internet, Phone, Website)	3,724.14	3,997.18	(273.04)
AT&T U-verse Upgrade	139.00	-	139.00
FP&L	1,471.27	1,403.91	67.36

Exterminating	420.00	420.00	-
Alarm Permit (Annual Charge)	25.00	25.00	-
Master Monitoring (Annual Charge)	275.00	276.00	(1.00)
East Coast Fire Equipment	42.00	42.00	-
Repairs & Maintenance	280.40	512.66	(232.26)
Printing	2,731.50	2,690.00	41.50
Picnic Table	169.00	-	169.00
Grapevine Subscription	104.30	48.60	55.70
Sam's Club Renewal	45.00	35.00	10.00
Office Supplies / Postage	2,001.66	2,594.35	(592.69)
Office Computer	-	300.00	(300.00)
Office Printer	-	76.98	(76.98)
2 Line Cordless Phone	-	66.99	(66.99)
Quickbooks 2012 Software (Office)	-	138.26	(138.26)
Total Expenses	\$ 113,652.72	\$109,527.47	\$ 4,125.25
Monthly Surplus / (Deficit)	\$ 7,021.10	\$ 8,164.64	\$ (1,143.54)

Office Activity for December, 2013

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	182	153	29
<i>12th Step requests:</i>	2	-	2
<i>BTG</i>	-	-	-
<i>Other information:</i>	62	42	20
<i>Public Information requests:</i>	-	2	(2)
<i>Institutions Meeting requests:</i>	1	-	1
<i>Visitors:</i>	305	223	82
<i>Emails:</i>	273	253	20
<i>Total Activity:</i>	825	673	152
<i>Website visits - 1st time:</i>	5,320	4,127	1,193
<i>Website visits - return visits:</i>	1,120	580	540
<i>Total:</i>	6,440	4,707	1,733