

PBC INTERGROUP
Date: 12/14/16

BUSINESS MEETING MINUTES
Start time: 6:15 p.m.

Open Meeting ----- Serenity Prayer ----- 12 Traditions Read

Number of attendees: 53

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 depends our lives; and the lives of those to come.

Introduction of new reps: Janice R, rep for 3:30 Happy Hour Group

Josh S. Alt rep for Lantana Group

Nick W, rep for The Night Owl

Christina B, Alt rep for Leaves of Gold

Auburn K, rep for Fourth Dimension Women's

Chairperson: Mark H - Our office manager has been increasing his time in the office lately and I am grateful for his return. Additionally, the office is now open on Saturdays again. The office operations are stable and we can manage all the operations. We hired Leslie Rigg several weeks ago, as our part-time employee. She was the unanimous and immediate selection of our hiring committee. Additionally, in a second interview she was also confirmed by our current office manager. She has all the skills necessary and is already an asset to our operation. If you have not met her yet, please introduce yourself. I have given Leslie several tasks that when completed should prevent a repeat of the turmoil the office encountered during Ed's absence. The first task was to write an emergency operations procedure manual that would allow the officers of the Intergroup to operate the business in the event of an emergency. She has begun the writing the manual and I have brought it along for all of you to see. The manual contains sensitive information about our operation so if anyone would like to see it, I ask them to come look at it up here after the meeting. As all of you are aware we had a substantial financial loss last month that necessitated the use of a portion of our prudent reserve. This month financial results are nearly breakeven and I hope going forward we will rebuild our prudent reserve to the full amount. However, I am asking for a sense of the meeting to allow us to raise literature prices soon. I am hoping to avoid raising literature prices if we can but I would like permission to raise prices, if it becomes necessary.

If anyone wishes to place a motion on the January Agenda it should be received by me by next Wednesday, December 21, 2016, by 12 o'clock noon.

Tonight, we will continue to elect one committee chair position and one advisory committee position. We will use the Third Legacy Process, which I will explain before we begin the elections.

In service,

Mark H., PBC Intergroup Chairperson

Alternate Chair: Jon F – I have the signup sheet for the alcahion volunteers (thanks to Ed). I am requesting 2 hour shifts during the day and early evening hours, at night 3 hour shifts. Also, if groups can aid with a half hour before the meeting and 15 minutes after to help smooth the transition. Ed and I are shopping for supplies next week. We will put up procedures for making coffee. In service,
Jon

Treasurer: Deb M - We started November with \$6,604.86; had revenues of \$7,107.84; and expenses of \$7,144.79 for a closing balance this month of \$6,567.91 leaving a deficit this month of only \$36.95 Compared to last month – that is quite an improvement. We continue to have a strong prudent reserve – this month of \$13,541.28. I am confident that we are on our way to getting back to normal. As we all know, Intergroup has been on a slump the latter part of this past year - the reports bear that out - this has largely been due to Ed's illness. The volunteers have been holding down the fort and doing the best that they can and we are grateful that we have them. Ed is on the mend (thank God) and we have hired an excellent part-time person (Leslie) to assist him. It's going to take time to get us back to where we were. You recall, our prior financial situation was VERY strong, such that there were people commenting that we had TOO much money and were making annual contributions to World Service in New York. I am confident; we are confident, and hope you have that confidence in us, that this will continue to improve over the winter months and Intergroup will continue to provide the services it has been the history of this body to give.
Deb M

Basket passed in accordance with our 7th Tradition

Secretary: Scott M - Thank you to all who have turned in your reports; if you have not please get it to me by early Thursday evening so I have time to put the minutes into final form for submission to the Chair and the Registrar. It is suggested that all new representatives and alternate representatives go to the Palm

Beach County Intergroup website (aa-palmbeachcounty.org) and view the Home page, tab “About Intergroup” and read the by-laws – all of which are on the website. Additionally, we have a hard copy packet that contains much useful information on your role as an Intergroup Representative.

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. Any new Group Reps, Alternate Reps, or newly elected Committee Chairs/Officers, please complete a yellow information card and hand to the Secretary.

Thanks, Roger B.

Office Manager: Ed B - The printer was extremely apologetic for not providing us with the “Today” at our deadline. He intends to run the copies tonight and deliver the copies tomorrow. We will bring copies to the area clubs and have copies available during the Alcothons. And of course they will be available here at the Office. His Office Activity for the month of November was 614; this was 70 more than last month. But was 144 less than last year. Since Christmas Day and New Year’s Day fall on Sundays this Year, the Intergroup Office will be open on Monday December 26th and January 2nd. Intergroup Office hours are Monday through Friday from 9 to 5, and on Saturday from 10:00 to 2:00. I’d like to wish everyone a safe, sane and sober holiday and new year. And again I would like take everyone for their continued well wishes and prayers. In love and service. Ed

General Service/Intergroup Liaison: Kevin R - Hello, my name is Kevin and I'm an Alcoholic. It's an honor and a privilege to be serving you as your Intergroup Liaison to General Service. The next District 8 General Service Meeting will be held Jan 8th at 4pm at the Triangle Club. The next Quarterly Assembly will be held in District 7 and will be held at the Hyatt Regency, Sarasota FL 34236. Motion A was passed which allows the change of The Special Needs Committee to the Accessibility Committee. District 8 will continue to hold elections monthly until all service positions are filled. If anyone needs any Archive Display info or Group History request, please see me after this meeting. If anyone is interested in being a Grapevine Rep for their homegroup there is a Grapevine Workbook with all the info you need at www.aagrapevine.org In love and service, Kevin R

South County Intergroup Liaison: Ed W - Good evening everyone, my name is Ed and I'm an alcoholic. At last month’s South County Intergroup meeting the slots for their Alcathon were filled rather quickly, it was a 1st come 1st serve drawing

done before the meeting, the treasury showed a deficit of 655.74 leaving an operating balance of 14,535.01, a prudent reserve of 28,000.00 + 150.00 petty cash giving them a cash balance of 42,685.01 The Intergroup office just purchased 2 new computers which led to the deficit. The Public Information chair went back to the libraries he had given Big Books to drop off where and when and found that none had been checked out. He will be trying High Schools next. The relay phone is covered through June H&I is bringing 55 meetings into 22 treatment centers and a lot of discussion was had about not bringing Big Books into for profit facilities, which they don't do. oh, and next month's report should be a breeze as they won't be having a meeting in December! Thanks for letting me be of Service! Ed W

Archives Committee Liaison: Howard C – A mention on the next area 15 quarterly to give the archives chair funding for one night stay. This position will be up to fill as Barbara R will be rotating out.

COMMITTEE REPORTS

Public Information: Vacant

12 Step List: Luiz C - Hello, my name is Luiz C, and have the privilege of serving as your 12th step committee chair. If you want to contact me, my phone # is 561 8275168, and my email is: scimitar2127@hotmail.com. Please don't forget to put on subject "12th step committee", or I will not receive it.

First, I want to thank all volunteers that have been helping us for some time and those who are just starting. We appreciate your help. The list has been updated and send to both the office and Jennifer. No other changes now.

Also, we have a printable copy of a blank list on the website, which you can use to get the information of new volunteers, and either email me them or bring to the next business meeting.

Thank you for your help,

In Love and Service,

Luiz C

Phone Volunteer Committee: Jennifer T - Hello everyone, Thanks for entrusting me with the phone line commitment. Everything in November went well. We had a Phone Committee meeting after the intergroup meeting. I was pleased that many of the volunteers showed up with enthusiasm.

We had pizza and a problem solving go around. Many spots became available in the month of November and all the volunteers stepped up and filled most of those spots, however there are still many to fill. This commitment entails signing on to the intergroup phone lines and forwarding the after-hour calls to your cell phone. It's a simple rewarding way to get active in your sobriety and help another sick and suffering alcoholic. Shifts are about 3 hours long except for the 11pm to 6am shift. Asking for close to one year of sobriety.

Please call me if interested at 561-541-0847. Again, thanks to all the wonderful volunteers.

Gratefully remain powerless over alcohol,
Jennifer T.

TODAY: Randy B – No report

Birthday Club: Amy C - • 12/5/16 printed December Birthday Club celebrants picked up December medallions

- 12/6/16 E Mailed December Birthday Club celebrants to Today Chair
- Could not mail November Today's due to error in printing (October Today's were printed – not November)
- 12/11/16 E Mailed December Birthday Club Report to Intergroup Secretary

Website Committee: Kim Y - Happy Holidays! Here is your report from the website committee for Dec. 2016. Updated the Today to the Dec. 2016 edition, uploaded the new meeting list effective Nov. 30th, uploaded the meeting minutes from Nov. 2016, updated the events page, added 2017 formatting to meeting minutes and today pages, and tweaked the format of the home page to make it easier to navigate (Cleared up redundancies, typos, added outline format with headers for different sections).

Website visit stats are as follows:

Total Page Views: 10,928

Unique Visits: 8,318

First Time Visits: 6,633

Returning Visits: 1,685

Please contact me with any events or announcements to be added to the website.

Thank you for allowing me to serve,

Kim Y.

Group Contact Committee: Maria S - Hi my fellow alcoholics My Friends As always, a warmth Welcome to all the new Intergroup registrants and contacts. Is a

privilege to continue announcing at meetings offering the groups and members of AA the opportunity to register with Intergroup. as a group, Rep. Or as a contact person. This month have been unusual and overwhelming for how many AA members have approached me, showing interest in doing service for Intergroup 🙏 thank you for the opportunity to serve
Love and service. Maria PS

Bridging the Gap Committee: Rhonda B - I attended the H& I meeting. We need more people to be on the list as temporary contacts. If you want to be a temporary contact, you can call the Bridge the Gap # 561-877-0427 and leave me a message. I will call you back and add you to the list. I continue to distribute flyers about the program. BTG received 1 call in November. However, when I called back to the person, I was unable to reach him. Thanks for letting me serve. Rhonda B

Where & When Committee: Kate D - Many updates were made to the meeting database. I would like to thank Roger B. and Ed B. for their help and patience with me through my first round of editing the Where and When. I placed an order with the printer on May 10, 2016. Thank you for allowing me to be of service. Kate D.

Institutions Committee: No report submitted

By-Laws Revision Committee: Roger B - There is very little to report for the month. I am still in the process of reformatting and retyping the document. If all goes well, it should be ready to be presented to the body at the January 2017 meeting. Thanks, Roger B

Unfinished Business: Elections – Public Information – Remains Vacant
Advisory Committee – Remains Vacant

New Business: There is a sense of the meeting stating that IF NEEDED, not right away, prices could rise. If you have questions about this, please speak to your rep. Also, it is Jim's last meeting at rep from General Service.

Upcoming Events: Big Book Ball and Alcatraz!!!!

Meeting Adjourned:

See you next month!
Scott

ADVISORY COMMITTEE – MEETING MINUTES – December 12, 2016

Attendees: Mark, Deb, Roger, Scott, Bob, Jon

Not in attendance: Connie

Opened at 6:00 p.m. with the Serenity Prayer

Chair's remarks: We are looking a lot better as a body. We are making great progress and are moving forward. Leslie has started and is doing great so far.

Alternate Chair's remarks: The alcathons are coming up around the corner. Work is being done to make sure everything is place. They should be awesome events! We are looking to have volunteers to make sure someone is here to make coffee and just be here.

Treasurer's remarks: Things seem to be coming back on course. This month is looking much better. There is confidence in the body.

Registrar remarks: No remarks

Secretary's remarks: No remarks

Next meeting: March 6, 2016 at 6:00 pm

Adjourned at 7:00 pm

**Palm Beach County Intergroup
Operating Report
11/01/2016 - 11/30/2016**

Opening Balance Checking: **\$ 6,604.86**

Revenues:

Literature Sales	\$ 3,874.94
Sales Tax	226.60
Tax Exempt Sales	184.00
Group Contributions	2,687.30
Birthday Club Memberships	85.00
Meeting Baskets	50.00

Total Revenues: **\$ 7,107.84**

Expenses:

Literature Purchases	\$ 2,041.95
Sales Tax	236.40
Credit Card Fees	15.68
Office Salary	2,883.48
FICA & Unemployment Tax	220.56
Paychex(monthly fee)	83.00
Health Insurance	264.33
Repair & Maintenance	100.00
Rent & Water	475.00
AT&T (Internet, Phone, Website)	338.71
FP&L	139.22
Exterminating	37.00
Printing	231.00
Office Supplies / Postage	78.46

Total Expenses **\$ 7,144.79**

Monthly Surplus / (Deficit) **\$ (36.95)**

Closing Balance Checking: **\$ 6,567.91**

Opening Balance Prudent Reserve: **\$ 13,541.01**

Prudent Reserve Interest **0.27**

Closing Balance Prudent Reserve: **\$ 13,541.28**

**Palm Beach County Intergroup
Operating Report
11/01/2016 - 11/30/2016**

	<u>Current Month</u>	<u>Calendar YTD</u>
Revenues:		
Literature Sales	\$ 3,874.94	\$ 49,303.25
Sales Tax	226.60	3,042.13
Tax Exempt Sales	184.00	535.25
Group Contributions	2,687.30	35,459.63
New Year's Alcothon	-	490.70
Old Timers' Meeting	-	317.00
"Today" Subscriptions	-	36.00
Birthday Club Memberships	85.00	1,213.00
Meeting Baskets	50.00	499.50
Florida Roundup	-	289.16
Total Revenues:	\$ 7,107.84	\$ 91,185.62
Expenses:		
Literature Purchases	\$ 2,041.95	\$ 39,520.98
Sales Tax	236.40	3,101.25
Credit Card Fees	15.68	240.60
Bank Service Fees	-	31.50
Old Timers' Meeting	-	353.79
Office Salary	2,883.48	33,408.55
FICA & Unemployment Tax	220.56	2,879.21
Paychex(monthly fee)	83.00	898.00
Health Insurance	264.33	2,683.63
Form 990EZ Tax Preparation		250.00
Liability Insurance (annual)	-	1,451.21
Rent & Water	475.00	5,225.00
AT&T (Internet, Phone, Website)	338.71	3,649.32
FP&L	139.22	1,581.74
Pye-Barker Fire & Safety, Inc	-	50.50
Master Monitoring (annual charge)	-	276.00
Exterminating	37.00	407.00
Repairs & Maintenance	100.00	660.85
Printing	231.00	1,848.00
Alarm Permit	-	25.00
Costco Membership	-	55.00
Sam's Club Membership	-	45.00
Grapevine Subscription	-	52.15
Office Supplies / Postage	78.46	1,663.05
Transposition Adjustment	-	900.00
Total Expenses	\$ 7,144.79	\$ 101,257.33
Monthly Surplus / (Deficit)	\$ (36.95)	\$ (10,071.71)

**Palm Beach County Intergroup
Operating Report
November 30, 2016**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 3,874.94	\$ 4,204.24	\$ (329.30)
Sales Tax	226.60	250.22	(23.62)
Tax Exempt Sales	184.00	243.50	(59.50)
Annual Picnic	-	1,717.00	(1,717.00)
Group Contributions	2,687.30	2,336.97	350.33
Birthday Club Memberships	85.00	139.00	(54.00)
Meeting Baskets	50.00	54.00	(4.00)
Total Revenues:	\$ 7,107.84	\$ 8,944.93	\$ (1,837.09)
Expenses:			
Literature Purchases	\$ 2,041.95	\$ 2,013.64	\$ 28.31
Sales Tax	236.40	305.79	(69.39)
Annual Picnic	-	1,345.62	(1,345.62)
Credit Card Fees	15.68	-	15.68
Office Salary	2,883.48	2,883.48	-
FICA & Unemployment Tax	220.56	220.56	-
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
Repairs & Maintenance	100.00	-	100.00
Master Monitoring Annual Charge	-	276.00	(276.00)
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	338.71	305.74	32.97
FP&L	139.22	150.22	(11.00)
Exterminating	37.00	37.00	-
Printing	231.00	231.00	-
Office Supplies / Postage	78.46	303.18	(224.72)
Sam's Club Membership Renewal	-	45.00	(45.00)
Total Expenses	\$ 7,144.79	\$ 8,880.56	\$ (1,735.77)
Monthly Surplus/(Deficit)	\$ (36.95)	\$ 64.37	\$ (101.32)
Checking Account Balance	\$ 6,567.91	\$ 17,792.89	\$ (11,224.98)
Prudent Reserve Balance	\$ 13,541.01	\$ 17,358.09	\$ (3,817.08)

Office Activity for November, 2016

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	125	160	(35)
<i>12th Step requests:</i>	1	-	1
<i>BTG</i>	-	-	-
<i>Other information:</i>	52	90	(38)
<i>Public Information requests:</i>	-	1	(1)
<i>Institutions Meeting requests:</i>	1	-	1
<i>Visitors:</i>	211	238	(27)
<i>Emails:</i>	224	269	(45)
<i>Total Activity:</i>	614	758	(144)