

PBC INTERGROUP

Date: 1/11/17

BUSINESS MEETING MINUTES

Start time: 6:15 p.m

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

Number of attendees: 45

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:

- Justin H, rep for Love, Faith, and Life
- Troy T, rep for Sober on Sunday
- Alan F, rep for Hope In The Acrage
- Jeannie G, rep for Smoke Free Sobriety
- Steven C, alt rep for Young People Living Sober
- Logan K, rep for Young People Living Sober
- Debbra M, Advisory Committee Member

Chairperson: Mark H - Our office manager has been increasing his time in the office lately and has been in the office every day since before Christmas. The office operations are stable and his health appears to be improving. Our part time employee Leslie has continued to work on the emergency operations procedure manual that would allow the officers of the Intergroup to operate the business in the event of an emergency. She has also begun to write a manual for the Volunteers 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. Last month I asked for and received a sense of the meeting to allow us to raise literature prices if it was necessary. Our finances this past month have been stable and we have not raised prices. We will continue to watch the finances closely and I will continue to report to you on any price increases we decide are necessary. If anyone wishes to place a motion on the February Agenda it should be received by me by next Wednesday, January 18, 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

Alternate Chair: John F – The alcathons were successful. I would like to thank Ed, Kevin, and Deb for their help. I would like to commend the triangle club for all their assistance with the Christmas alcathon, as well as the material they leant me for the new year’s alcathon. The groups were awesome. We had plenty of sugary treats. We did have 1 hiccup, a group failed to show, but Gratitude group stepped in and took their place. In service, John F

Treasurer: Deb M - We started December with \$6,567.91; had revenues of \$10,002.76; and expenses of \$9,535.90 for a closing balance this month of \$7,034.77 leaving a SURPLUS in Dec of \$466.86. That is good news considering the numbers over the past few months. The prudent reserve this month is \$13,541.50. It appears we are normalizing, but we still have a way to go. With the winter months, it is hoped we will gain more in group contributions to build back some of what was lost and have the funds on hand for any upcoming annual expenditures. I will say that group contributions are down from this time last year (\$3,850 this year vs \$4,285 last year) so I urge you to think of us when your groups are making their distributions. Ed continues to be on the mend and he and Leslie and the volunteers are continuing the day to day operations to keep the office open and running smoothly. As usual, I am confident a growing trend will continue, and Intergroup will continue to offer its services to the fellowship of AA that it has been the history of this body to provide.
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 – No report submitted

General Service/Intergroup Liaison: Kevin R - No report submitted

South County Intergroup Liaison: Ed W - Short and Sweet this month.

South county didn't have a meeting last month so that's the report.

Thanks for letting me be of Service,

Ed W

Archives Committee Liaison: Howard C – At this time there is nothing to report.

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 - No report submitted

TODAY: Randy B - The January issue of the Today is before you (I hope). All Groups are encouraged to submit group activities to the Today. This month has the Alcathon schedule, monthly financial reports, Birthday Club celebrants and Coming Events. I suggest you take the Today back to your group and pass them out. Please remember that all group activity submissions ought to be at least 2 months in advance of the event.

With Smiles & Somersaults, Randy

BirthDay Club: Amy C - Not much new to report. Medallions were mailed for December and Today's were mailed by office volunteers due to Today's not being available at Intergroup meeting.

January celebrants forwarded to today chair and January medallions and Today's will be mailed soon.

BirthDay club January report forwarded to Secretary 1/10/17.

In Love & Service

Amy C

Website Committee: Kimberlee Y - No report submitted

Group Contact Committee: Maria S - Happy New Year! We have been announcing at meetings and motivating members to register their groups with Intergroup. And / or become a contact person for their group. We also have brought the message at various meetings that financial support to Intergroup is needed and welcomed.

Thank you for the opportunity to serve.

Maria

Bridging the Gap Committee: Rhonda B - We received 1 request via email from a person who is moving here later in the year. They requested an address and phone numbers for Bridge the gap. I provided them with the Intergroup address and gave him phone numbers for BTG and the hotline.

Where & When Committee: Kate D - Since our last intergroup meeting, I have made multiple changes to the Where and When. I sent updates to website on 12/09/2016 and sent latest changes to printer and website on 1-3-2017. I am currently working on the Where and When to update approximately 3 more changes since last update.

Institutions Committee: Bill W - Institutions would like to remind everybody that we meet the first Sunday of every month at the Triangle Club, 1369 Okeechobee Road, W.P.B., 5 p.m. regular meeting to make changes, get books or pick up a new meeting. 4:30 orientation for anybody who wants to get involved. If you already take meetings into a facility, encourage your speakers to get orientated so they can cover for you if need be. It's a great way to get involved & do service! Currently we have 56 facilities that hold 118 meetings a week with 8 vacancies. The Big Book Ball was a huge success, I had a lot of fun! On behalf of Institutions committee, we would like to thank Alex and the wonderful committees he put together and would

**Palm Beach County Intergroup
Operating Report
12/01/2016 - 12/31/2016**

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

Revenues:

Literature Sales	\$ 4,633.32
Sales Tax	278.14
Tax Exempt Sales	100.00
Group Contributions	3,850.76
Christmas Alcothon	742.04
Riverbottom Christmas Party	274.50
Birthday Club Memberships	41.00
Meeting Baskets	83.00
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Total Revenues: **\$ 10,002.76**

Expenses:

Literature Purchases	\$ 2,521.26
Sales Tax	282.50
Credit Card Fees	41.88
Alcothon Expenses	684.70
Office Salary	3,848.55
FICA & Unemployment Tax	519.90
Paychex(monthly fee)	83.00
Health Insurance	264.33
Repair & Maintenance	100.00
Rent & Water	475.00
AT&T (Internet, Phone, Website)	340.71
FP&L	113.31
Exterminating	37.00
Office Supplies / Postage	223.76
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Total Expenses **\$ 9,535.90**

Monthly Surplus / (Deficit) **\$ 466.86**

Closing Balance Checking: **\$ 7,034.77**

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

Prudent Reserve Interest 0.22

Closing Balance Prudent Reserve: **\$ 13,541.50**

**Palm Beach County Intergroup
Operating Report
12/01/2016 - 12/31/2016**

	<u>Current Month</u>	<u>Calendar YTD</u>
Revenues:		
Literature Sales	\$ 4,633.32	\$ 53,936.57
Sales Tax	278.14	3,320.27
Tax Exempt Sales	100.00	635.25
Group Contributions	3,850.76	39,310.39
Christmas Alcothon	742.04	742.04
New Year's Alcothon	-	490.70
Riverbottom Christmas Party	274.50	274.50
Old Timers' Meeting	-	317.00
"Today" Subscriptions	-	36.00
Birthday Club Memberships	41.00	1,254.00
Meeting Baskets	83.00	582.50
Florida Roundup	-	289.16
Total Revenues:	\$ 10,002.76	\$ 101,188.38
Expenses:		
Literature Purchases	\$ 2,521.26	\$ 42,042.24
Sales Tax	282.50	3,383.75
Credit Card Fees	41.88	282.48
Bank Service Fees	-	31.50
Old Timers' Meeting	-	353.79
Alcothon Expenses	684.70	684.70
Office Salary	3,848.55	37,257.10
FICA & Unemployment Tax	519.90	3,399.11
Paychex(monthly fee)	83.00	981.00
Health Insurance	264.33	2,947.96
Form 990EZ Tax Preparation	-	250.00
Liability Insurance (annual)	-	1,451.21
Rent & Water	475.00	5,700.00
AT&T (Internet, Phone, Website)	340.71	3,990.03
FP&L	113.31	1,695.05
Pye-Barker Fire & Safety, Inc	-	50.50
Master Monitoring (annual charge)	-	276.00
Exterminating	37.00	444.00
Repairs & Maintenance	100.00	760.85
Printing	-	1,848.00
Alarm Permit	-	25.00
Costco Membership	-	55.00
Sam's Club Membership	-	45.00
Grapevine Subscription	-	52.15
Office Supplies / Postage	223.76	1,886.81
Transposition Adjustment	-	900.00
Total Expenses	\$ 9,535.90	\$ 110,793.23
Monthly Surplus / (Deficit)	\$ 466.86	\$ (9,604.85)

**Palm Beach County Intergroup
Operating Report
December 31, 2016**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 4,633.32	\$ 4,635.18	\$ (1.86)
Sales Tax	278.14	277.70	0.44
Tax Exempt Sales	100.00	-	100.00
Annual Picnic	-	349.00	(349.00)
Christmas Alcothon	742.04	911.82	(169.78)
Group Contributions	3,850.76	4,285.63	(434.87)
Riverbottom Christmas Party	274.50	-	274.50
Birthday Club Memberships	41.00	121.00	(80.00)
Meeting Baskets	83.00	97.05	(14.05)
Total Revenues:	<u>\$ 10,002.76</u>	<u>\$ 10,677.38</u>	<u>\$ (674.62)</u>
Expenses:			
Literature Purchases	\$ 2,521.26	\$ 4,251.98	\$ (1,730.72)
Sales Tax	282.50	245.94	36.56
Credit Card Fees	41.88	-	41.88
Alcothon Expenses	684.70	671.33	13.37
Office Salary	3,848.55	4,104.55	(256.00)
FICA & Unemployment Tax	519.90	275.70	244.20
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
Repairs & Maintenance	100.00	-	100.00
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	340.71	314.97	25.74
FP&L	113.31	134.86	(21.55)
Exterminating	37.00	37.00	-
Printing	-	231.00	(231.00)
Office Supplies / Postage	223.76	244.53	(20.77)
Total Expenses	<u>\$ 9,535.90</u>	<u>\$ 11,275.19</u>	<u>\$ (1,739.29)</u>
Monthly Surplus/(Deficit)	<u>\$ 466.86</u>	<u>\$ (597.81)</u>	<u>\$ 1,064.67</u>
Checking Account Balance	\$ 7,034.77	\$ 17,195.08	\$ (10,160.31)
Prudent Reserve Balance	\$ 13,541.50	\$ 17,358.52	\$ (3,817.02)

Office Activity for December, 2016

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	141	168	(27)
<i>12th Step requests:</i>	4	2	2
<i>BTG</i>	-	-	-
<i>Other information:</i>	70	88	(18)
<i>Public Information requests:</i>	-	-	-
<i>Institutions Meeting requests:</i>	2	-	2
<i>Visitors:</i>	316	275	41
<i>Emails:</i>	<u>258</u>	<u>269</u>	<u>(11)</u>
<i>Total Activity:</i>	791	802	(11)