

PBC INTERGROUP  
Date: 2/8/17

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

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

Number of attendees: 49

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:

- Terry C, new rep, Just for Today
- Ervin K, new rep, Jupiter Sunrise
- Christine T, alt rep, Ladies Step Forward Group
- Ian C, new rep, Primary Purpose
- Gary B, alt rep, Lake Worth Group
- Elizabeth B, new rep, Table Talk

Chairperson: Mark H - Our office manager has been in the office on a regular basis and the training of our part time manager is coming along nicely. I have asked for Leslie to be familiar with the entire operation of the office by the end of February and both she and Ed have committed to it. The office operations are stable.

Our part time manager 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 office volunteers. Two months ago, I asked for and received a sense of the meeting to allow us to raise literature prices if it was necessary. Our finances for the past two months 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 will hold elections for all positions at our March meeting. Elections will be conducted using the Third Legacy Process. Please consider making yourself available to serve. Additionally, if you know someone who you think would be able to serve, please ask them to come to next month's meeting.

If anyone wishes to place a motion on the March Agenda it should be received by me by next Wednesday, February 15, 2017, by 12 o'clock noon.

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

In service,  
Mark H

Alternate Chair: Jon F – We have secured the Triangle Club for the Old Timers Ice Cream Social on April 22. Every attempt was made to get the facility before Easter, but it was booked. The only other open date has a conflict with the quarterly in Boca. We anticipate having a lottery for those with 35 years or higher, if any individual have extreme long sobriety, like Nilda, and would want to speak, they will open the meeting. Flyers will be printed in the next couple weeks.

Treasurer: Deb M - We started the year in January with \$7,034.77 in the checking account; had revenues of \$10,254.01; and expenses of \$10,145.65 leaving a surplus of \$108.36. The closing balance for January was \$7143.13. The prudent reserve gained its monthly interest increasing it to \$13,541.73. It appears we are continuing to normalize, but we still have a way to go. Literature sales and group contributions were very good in January which helped to offset any large expense that came in at the start of the year. As of this month, we are staying in the black and that is of course a good thing. I urge you to have your groups continue to think of us when they are making their distributions. As usual, I am confident this trend will continue, and Intergroup will continue to offer its services to the fellowship of AA and the alcoholic in need.

Yours in service, Deb M

*Basket passed in accordance with our 7<sup>th</sup> 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](http://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 - My name is Kevin and I'm an Alcoholic. I'm proudly serving as your Intergroup Liaison to General Service. My homegroup is Monday Night Mens which meets every Monday Night @ 8:30 at the Triangle Club. The next District 8 General Service Meeting will be held this Sunday Feb 12th. I do not have any information for you now. In love and service, Kevin.

South County Intergroup Liaison: Ed W – 1. The position for Public Information committee is open. Elections will be held next month. The Relay phone is covered through June 2017. Contact the Intergroup office if your group is interested in taking a monthly commitment. South Palm Beach County Hospitals and Institutions volunteer positions are currently filled. If you want to do H&I service, you can contact North Palm Beach County Intergroup Bridge the Gap services are available for AA members leaving treatment and/or relocating. This committee helps connect them with AA in their upcoming destination. Please announce the availability of this service at your meetings. The Annual SPBCI Alcathon was a great success. Central House contributed \$900 to Intergroup from the event. Articles for the SCAAN are always welcome. Please submit them to the Intergroup office before the 15<sup>th</sup> of the month. The next printing of the Where and When is in April. Any changes or additions should be submitted to the Intergroup office by February 15<sup>th</sup>, 2017. Please note a correction in the SCAAN. The Area 15 Quarterly Assembly is being held on April 7<sup>th</sup>-9<sup>th</sup> at the Boca Raton Marriot, not the Sarasota Hyatt Regency. Volunteers are needed. A detailed Intergroup report can be found in the SCAAN along with other informative information for South Palm Beach County.

Archives Committee Liaison: Howard C - Thank you for being here tonight, I'm Howard, alcoholic, member of the Jupiter Farms Group. Mike H, our new district 8 archives chair, reports that Motion A, at the last area 15 business meeting in Sarasota passed, allowing one night funding for the area archives chairs lodging. Also at the area level, discussion of a four-year service period rather than two for better record keeping. There will be the Third Annual Archives Workshop this month in Winter Park. Love and Service

## 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: Jen T - Thank you everyone for entrusting me to serve as the phone committee chair. Everything seems to be running smoothly and the volunteers seem to be very committed. We always need volunteers to fill position. Presently we have some morning spots available. 6-9am and various other spots to fill. After hours' calls are forwarded to your telephone. We require at least a year commitment, 1 year of sobriety. This is a great way to get active in your sobriety and help another sick and suffering alcoholic. For more information please text or call me. Also, I am looking for someone to take my commitment as I have been doing it for over 1 and ½ years. Again, please text or call me.

Jennifer T

TODAY: Randy B - The February issue of the Today is before you. All Groups are encouraged to submit group activities to the Today. This month has the 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 B

Birthday Club: Amy C - • 1/12/17 mailed January Medallions

- 2/2/17 Emailed February Birthday Club Celebrants to Today Chair
- 2/6/17 E Mailed December Birthday Club Report to Intergroup Secretary

Website Committee: Kimberlee Y – As of 2/1/2016 website has been updated with January Today, Meeting Minutes from January, Meeting List Effective Jan. 3rd, Events page updated thoroughly with various local, state, and national events, and various dates for upcoming meetings changed. Today to be updated upon receipt of final copy within the next week or so. I received an email stating that some archived business meeting minutes from 2015 were not present so I corrected this. As always, please contact me with any AA related events you would like added to the page.

Website Stats are as follows:

Unique Visits: 10,076

First Time Visits: 8,038

Returning Visits: 2,038

Thank you,

Kim Y.

Group Contact Committee: Maria S - All is well! And many Groups are getting the message to register as an intergroup rep or as a contact person. We also announced To the AA groups to bring the message to their groups to kindly contribute Financially with intergroup in this difficult times.

Thank you for the opportunity to serve.

Maria

Bridging the Gap Committee: Rhonda B - 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. BRIDGE THE GAP received 1 email on January 31 from Treasure Coast BRIDGE THE GAP. One of the men from our area's list reached out to the man named in the email. Thanks for letting me serve. Rhonda B

Where & When Committee: Kate D - I am currently working on the latest updates for the Where and When and should have them to update the website by the end of the week. Thank you for allowing me to be of service.

Institutions Committee: Bill W – No report submitted

Bylaws Revision Committee: Roger B - No action by Committee this past month.  
Nothing to report. Thanks, Roger B

Unfinished Business: Elections – Public Information – Remains vacant

New Business:

Upcoming Events:

Meeting Adjourned:

See you next month!  
Scott

**Palm Beach County Intergroup  
Operating Report  
1/01/2017 - 1/31/2017**

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

**Revenues:**

Literature Sales	\$ 5,098.71
Sales Tax	355.90
Group Contributions	4,199.38
New Year's Alcothon	498.02
Birthday Club Memberships	35.00
Meeting Baskets	67.00

**Total Revenues:** **\$ 10,254.01**

**Expenses:**

Literature Purchases	\$ 2,561.00
Sales Tax	274.76
Credit Card Fees	65.98
Alcothon Expenses	138.93
Office Salary	3,633.67
FICA & Unemployment Tax	547.97
Paychex(monthly fee)	83.00
Health Insurance	264.33
General Commercial Liability Insurance	1,450.86
Repair & Maintenance	149.15
Rent & Water	475.00
AT&T (Internet, Phone, Website)	339.45
FP&L	109.76
Office Supplies / Postage	51.79

**Total Expenses** **\$ 10,145.65**

**Monthly Surplus / (Deficit)** **\$ 108.36**

**Closing Balance Checking:** **\$ 7,143.13**

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

Prudent Reserve Interest **0.23**

**Closing Balance Prudent Reserve:** **\$ 13,541.73**

**Palm Beach County Intergroup  
Operating Report  
January 31, 2017**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
<b>Revenues:</b>			
Literature Sales	\$ 5,098.71	\$ 5,996.10	\$ (897.39)
Sales Tax	355.90	360.64	(4.74)
Tax Exempt Sales	-	100.00	(100.00)
New Year's Alcothon	498.02	490.70	7.32
Group Contributions	4,199.38	4,039.13	160.25
Birthday Club Memberships	35.00	49.00	(14.00)
Meeting Baskets	67.00	55.00	12.00
<b>Total Revenues:</b>	<b>\$ 10,254.01</b>	<b>\$ 11,090.57</b>	<b>\$ (836.56)</b>
<b>Expenses:</b>			
Literature Purchases	\$ 2,561.00	\$ 3,609.49	\$ (1,048.49)
Sales Tax	274.76	271.16	3.60
Credit Card Fees	65.98	-	65.98
Alcothon Expenses	138.93	-	138.93
Office Salary	3,633.67	3,852.88	(219.21)
FICA & Unemployment Tax	547.97	612.23	(64.26)
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
General Commercial Liability Insurance	1,450.86	1,451.21	(0.35)
Form 990EZ Tax Preparation	-	250.00	(250.00)
Repairs & Maintenance	149.15	119.99	29.16
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	339.45	300.00	39.45
FP&L	109.76	96.75	13.01
Exterminating	-	37.00	(37.00)
Printing	-	231.00	(231.00)
AA Grapevine Renewal	-	52.15	(52.15)
Cpstco Membership Renewal	-	55.00	(55.00)
Office Supplies / Postage	51.79	154.49	(102.70)
<b>Total Expenses</b>	<b>\$ 10,145.65</b>	<b>\$ 11,856.68</b>	<b>\$ (1,711.03)</b>
<b>Monthly Surplus/(Deficit)</b>	<b>\$ 108.36</b>	<b>\$ (766.11)</b>	<b>\$ 874.47</b>
Transfer to Prudent Reserve Account	-	(178.72)	178.72
<b>Checking Account Balance</b>	<b>\$ 7,034.77</b>	<b>\$ 16,250.25</b>	<b>\$ (9,215.48)</b>
<b>Prudent Reserve Balance</b>	<b>\$ 13,541.50</b>	<b>\$ 17,537.68</b>	<b>\$ (3,996.18)</b>

Office Activity for January, 2017

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	135	157	(22)
<i>12th Step requests:</i>	6	3	3
<i>BTG</i>	-	-	-
<i>Other information:</i>	60	87	(27)
<i>Public Information requests:</i>	-	1	(1)
<i>Institutions Meeting requests:</i>	1	-	1
<i>Visitors:</i>	323	286	37
<i>Emails:</i>	<u>249</u>	<u>212</u>	<u>37</u>
<i>Total Activity:</i>	774	746	28