

PBC INTERGROUP

BUSINESS MEETING MINUTES

Date: 03/08/17

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: Georgeanne D – Young People in the Solution

Stephanie D – Young People in the Solution (Alt)

Jessica B – Another Miracle (Alt)

Mary M – Sober Sisters

Chair: Mark H - Our office manager has been in the office on a regular basis and the training of our part time manager is continuing. The office operations are stable. Our part time manager Leslie has continued to work on the management manual that would allow the officers of the Intergroup to operate the business in the event of an emergency. I have brought the manual with me for you to look at, however, it does contain sensitive information about the office, so you will have to look at it here with me. Three 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 three months have been stable and improving, 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. Our elections are tonight. We will use the Third Legacy Process, which I will explain before we begin the elections. Our committee chair reports tonight will be suspended in order to have time for the elections. Committee chair reports will be included in the minutes. If anyone wishes to place a motion on the April Agenda it should be received by me by next Wednesday, March 15, 2017, by 12 o'clock noon. In service, Mark H., PBC Intergroup Chairperson

Alternate Chair: John F – The plan for the Old Timers Ice Cream Social is going well. Please publicize the event at your home groups and be sure to ask those eligible to participate. They can contact the Intergroup Office or me (561.370.5638) to be put on the list. Those with 50+ years will be leading us off and those with 35 years or more will be randomly selected. I will be contacting previous speakers and those we already know are eligible in coming weeks. We have most of the supplies on hand already, but Ed and I will be shopping for cookies, cakes, and whatever else we need a few days prior. Anybody that would like to help set up or decorate, please contact me and/or stop by on 4/22 after the Lunch Bunch. We should have a nice event. Thank you, in service, John F

Treasurer: Deb M - We started February with \$7,143.13 in the checking account; had revenues of \$10,816.78; and expenses of \$9,464.24 leaving a surplus of \$1,352.54. The closing balance for February was \$8,495.67. The prudent reserve gained its monthly interest to \$13,541.73. It appears we are continuing to normalize – slow but steady. It was discussed at the Advisory Committee meeting earlier this week that if this trend continues it is hoped that we will be able to start replenishing the monies that were needed from the prudent reserve last year. Literature sales and group contributions continue to be very good in February as they were in January. It is hoped that the groups are gaining confidence that we are back on track. We are staying in the black and that is a good thing. As usual, I am confident this trend will continue, and Intergroup will continue to offer its services to the local groups, and the fellowship of AA as a whole.

Yours in service, Deb M

Advisory Committee Report:

March 6, 2017

In attendance: Mark, John, Deb, Bob, Deb, Roger, Scott

Not in attendance: Connie

Meeting started at 6:10

Chair's Remarks: We reviewed Ed and Leslie's performance from this past year. The conclusions that were made from Ed was that there would be no salary

increase at this point and that we will re-evaluate this matter in 3 months with the new advisory committee. The conclusions that were made with Leslie is that we are very satisfied with her performance and that we will give her a raise to \$15/hr, the head of the range we told her about when hired.

Alt Chair Remarks: The old timers ice cream social is on track and in great shape, looking forward to it!

Treasurer's Remarks: The financial situation is definitely heading in the correct way, we are in the black again this month. If this trend continues, we are going to start reimbursing the prudent reserve.

Registrar's Remarks: None at this time.

Secretary's Remarks: None at this time.

Meeting ended at 7:30

A sense of the meeting regarding the part time manager's salary increase was submitted to the groups and withdrawn after a short discussion.

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. Thank you all for letting me serve in this position, I am sober and grateful for this opportunity.

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. – Intergroup Registrar

ByLaw Revision Committee: Roger B - Due to elections being the primary focus this month, the committee has nothing to report

Thanks, Roger B, Committee Chair

Office Manager: Ed B - In spite of the strong sales, February was quiet month. Office activity was 54 less than last year and 149 less than last year. Other than that there is very little to report this month. My congratulations in advance to all the new Officers and Standing Committee Chairs. Intergroup Office hours are Monday through Friday from 9 to 5, and on Saturday from 10:00 to 2:00. And again I would like take everyone for their continued well wishes and prayers. In love and service. Ed B.

General Service/Intergroup Liaison: Kevin R - My name is Kevin and I'm an Alcoholic. My homegroup is The Monday Night Mens Group which meets every Monday Night at 8:30pm at the Triangle Club. Thank you for allowing me to serve as your Intergroup Liaison to General Service. The next District 8 General Service Meeting will be held Sunday March 12th at 4pm at the Triangle Club. The next General Service Quarterly Assembly will be held August 7th - 9th at the Boca Raton Marriott. There is no cost to attend. There will be a speaker meetings Fri and Sat night. Workshops all day Saturday & a hospitality suit.

In love & service,

Kevin

South County Intergroup Liaison: No report submitted

Archives Committee Report: Howard C – Nothing to report

COMMITTEE REPORTS

Public Information: No report submitted

12 Step List: No report submitted

Phone Volunteer Committee: Jennifer T - Hello everyone,

Thanks for entrusting me to serve as the Phone Committee chair person. Thanks to all the volunteers all calls seemed to be answered in February. It has been almost 2 years since I have taken this commitment. It has been a rewarding chance to get active and help others. My life has become very busy and I hope someone will stand and rotate in. The commitment is rather simple and you get to talk and stay in touch with all the volunteers. I plan on keeping a phone line commitment and will be right there to help the new person that stands. The best thing about this commitment is you can do it from anywhere.

“We may not have it all together but together we have it all”

Thanks and Smile,

Jennifer T, “Gratefully remain powerless over alcohol.”

TODAY: Randy B -

The March 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 - This will be my final report as Birthday Club committee chair. Elections are this month and I am submitting the few items I have saved for the next committee chair.

This should be a relatively easy commitment if the lines of communication between chair and Intergroup Office Manager remain open. The office manager has not been well for most of my tenure so I have been quite frustrated with the lack of communication and never getting a response to my E Mails.

I expressed my frustration a few months ago to both the office manager and the Intergroup Chair. I was promised better communication by the office manager; that has not happened. I will make the suggestion that there is a better policy of communication for the next committee chair.

The Medallions and Today's were mailed for February. I came into Intergroup office on 3/1/17 and printed the celebrants for March. The office manager was not in the office so I was not able to get stamps to mail the medallions. I brought the envelopes (addressed) for mailing and have left them in Intergroup Office. The volunteers will need to mail the Today's for March.

Thank you for the opportunity for service.

Amy C.

Website Committee: Kimberlee Y - Website updates as follows for the Month of March:

- Updated Where and When - Effective March 2nd
- Updated Minutes - Feb. 2017
- Updated March Today
- Added Interactive Google Calendar to Events Page/Updated Events

Website Stats:

- Unique Visits: 8,127
- First Time: 6,414
- Returning: 1,713

Thank you for allowing me to be of service. :]

Yours truly,

Kim Y.

Group Contact Committee: No report submitted

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 a message. Someone will call you back and add you to the list. BRIDGE THE GAP received 1 email and one call in February. We were able to help a person returning to Kentucky find meetings there and reached out to the local person who was returning to Palm Beach County. Thanks for letting me serve.

Rhonda B

Where & When Committee: Kate D – Made multiple updates to the where and when. New issues sent to the web design on 3/3/17. Thanks, Kate

Institutions Committee: No report submitted

Unfinished Business:

New Business:

Elections: All service positions

Chair – Deb M elected unopposed

Alternate Chair – John F elected unopposed

Treasurer – Roger B elected unopposed

Secretary – Kate D and Bob W stood – Kate D elected

Registrar – Nobody stood

Advisory Committee Position 1- Ed W, Debra Mc, Troy T, Vickie K, and Maria S stood

Vote 1 – No 2/3 majority

Vote 2 – No 2/3 majority – Troy T, Ed W, Vickie K remain

Vote 3 – No 2/3 majority – Troy T, Vickie K remain

Vote 4 – Vickie K elected

Advisory Committee Position 2 – Ed W, Debra MC, Troy T, and Maria S stood

Vote 1 – No 2/3 majority

Vote 2 – Troy T elected

Advisory Committee Position 3 – Ed W, Debra MC, and Maria S stood

Vote 1 – No 2/3 majority – Maria S withdrew

Vote 2 – Ed W elected

Due to the late hour and with several people leaving the meeting prior to its conclusion, a sense of the meeting was taken and it was decided that the elections for Committee Chairs and Liaisons would be postponed until the April meeting.

The sense of the meeting about the proposed raise was withdrawn due to discussion in the meeting.

Upcoming Events: 4/22 Old Timers Ice Cream Social

Meeting Adjourned: **8:15 PM**

See you next month!

Scott

**Palm Beach County Intergroup
Operating Report
2/01/2017 - 2/28/2017**

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

Revenues:

| | |
|---------------------------|-------------|
| Literature Sales | \$ 4,966.46 |
| Sales Tax | 343.98 |
| Group Contributions | 5,353.34 |
| Birthday Club Memberships | 100.00 |
| Meeting Baskets | 53.00 |

Total Revenues: **\$ 10,816.78**

Expenses:

| | |
|----------------------------------|-------------|
| Literature Purchases | \$ 3,289.83 |
| Sales Tax | 334.16 |
| Credit Card Fees | 43.45 |
| Office Salary | 3,207.48 |
| FICA & Unemployment Tax | 223.44 |
| Paychex(monthly fee) | 83.00 |
| Health Insurance | 264.33 |
| Repair & Maintenance | 100.00 |
| Rent & Water | 475.00 |
| AT&T (Internet, Phone, Website) | 345.82 |
| FP&L | 87.59 |
| Exterminating | 74.00 |
| Printing | 632.00 |
| Grapevine Annual Renewal | 52.15 |
| Costco Membership Annual Renewal | 55.00 |
| Office Supplies / Postage | 196.99 |

Total Expenses **\$ 9,464.24**

Monthly Surplus / (Deficit) **\$ 1,352.54**

Closing Balance Checking: **\$ 8,495.67**

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
2/01/2017 - 2/28/2017**

| | <u>Current Month</u> | <u>Calendar YTD</u> |
|---------------------------------------|--------------------------|-------------------------|
| Revenues: | | |
| Literature Sales | \$ 4,966.46 | \$ 10,065.17 |
| Sales Tax | 343.98 | 699.88 |
| Group Contributions | 5,353.34 | 9,552.72 |
| New Year's Alcothon | - | 498.02 |
| Birthday Club Memberships | 100.00 | 135.00 |
| Meeting Baskets | 53.00 | 120.00 |
| | <hr/> | <hr/> |
| Total Revenues: | \$ 10,816.78 | \$ 21,070.79 |
| Expenses: | | |
| Literature Purchases | \$ 3,289.83 | \$ 5,850.83 |
| Sales Tax | 334.16 | 608.92 |
| Alcothon Expenses | - | 138.93 |
| Credit Card Fees | 43.45 | 109.43 |
| Office Salary | 3,207.48 | 6,841.15 |
| FICA & Unemployment Tax | 223.44 | 771.41 |
| Paychex(monthly fee) | 83.00 | 166.00 |
| Health Insurance | 264.33 | 528.66 |
| Liability & Property Insurance | - | 1,450.86 |
| Rent & Water | 475.00 | 950.00 |
| AT&T (Internet, Phone, Website) | 345.82 | 685.27 |
| FP&L | 87.59 | 197.35 |
| Exterminating | 74.00 | 74.00 |
| Repairs & Maintenance | 100.00 | 249.15 |
| Printing | 632.00 | 632.00 |
| Costco Membership Annual Renewal | 55.00 | 55.00 |
| Grapevine Subscription Annual Renewal | 52.15 | 52.15 |
| Office Supplies / Postage | 196.99 | 248.78 |
| | <hr/> | <hr/> |
| Total Expenses | \$ 9,464.24 | \$ 19,609.89 |
| | <hr/> | <hr/> |
| Monthly Surplus / (Deficit) | \$ 1,352.54 | \$ 1,460.90 |

**Palm Beach County Intergroup
Operating Report
February 28, 2017**

| | <u>This Year</u> | <u>Last Year</u> | <u>Difference</u> |
|----------------------------------|----------------------------|---------------------------|---------------------------|
| Revenues: | | | |
| Literature Sales | \$ 4,966.46 | \$ 4,698.31 | \$ 268.15 |
| Sales Tax | 343.98 | 282.80 | 61.18 |
| Group Contributions | 5,353.34 | 4,296.53 | 1,056.81 |
| Birthday Club Memberships | 100.00 | 89.00 | 11.00 |
| Meeting Baskets | 53.00 | 58.00 | (5.00) |
| Total Revenues: | <u>\$ 10,816.78</u> | <u>\$ 9,424.64</u> | <u>\$ 1,392.14</u> |
| Expenses: | | | |
| Literature Purchases | \$ 3,289.83 | \$ 3,015.35 | \$ 274.48 |
| Sales Tax | 334.16 | 350.78 | (16.62) |
| Credit Card Fees | 43.45 | 11.93 | 31.52 |
| Office Salary | 3,207.48 | 2,883.48 | 324.00 |
| FICA & Unemployment Tax | 223.44 | 225.46 | (2.02) |
| 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) | 345.82 | 309.24 | 36.58 |
| FP&L | 87.59 | 80.63 | 6.96 |
| Exterminating | 74.00 | 37.00 | 37.00 |
| Printing | 632.00 | 231.00 | 401.00 |
| AA Grapevine Annual Renewal | 52.15 | - | 52.15 |
| Costco Membership Annual Renewal | 55.00 | - | 55.00 |
| Office Supplies / Postage | 196.99 | 135.87 | 61.12 |
| Total Expenses | <u>\$ 9,464.24</u> | <u>\$ 8,044.07</u> | <u>\$ 1,420.17</u> |
| Monthly Surplus/(Deficit) | <u>\$ 1,352.54</u> | <u>\$ 1,380.57</u> | <u>\$ (28.03)</u> |
| Checking Account Balance | \$ 8,495.67 | \$ 17,630.82 | \$ (9,135.15) |
| Prudent Reserve Balance | \$ 13,541.73 | \$ 17,538.12 | \$ (3,996.39) |

Office Activity for February, 2017

| | <u><i>This Year</i></u> | <u><i>Last Year</i></u> | <u><i>Difference</i></u> |
|---------------------------------------|-------------------------|-------------------------|--------------------------|
| <i>Requests for meetings info:</i> | 129 | 129 | - |
| <i>12th Step requests:</i> | 3 | 6 | (3) |
| <i>BTG</i> | - | - | - |
| <i>Other information:</i> | 50 | 37 | 13 |
| <i>Public Information requests:</i> | - | - | - |
| <i>Institutions Meeting requests:</i> | 1 | 3 | (2) |
| <i>Visitors:</i> | 226 | 250 | (24) |
| <i>Emails:</i> | <u>214</u> | <u>252</u> | <u>(38)</u> |
| <i>Total Activity:</i> | 623 | 677 | (54) |