

PBC INTERGROUP  
Date: 4/12/17

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

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

Number of attendees: 44

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:

- Patricia M, Alt Rep for Bring Your Own Recovery
- Loraine M, Rep for High Noon
- Jessica G, Rep for Sunny Isles
- Jay K, Alt Rep for Lantana Group
- Joyce D, Alt rep for Sober on Sunday

Chairperson: 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.

During our annual review, our office manager offered to transition to a part time employee. Discussions of this proposal are ongoing and will be handled by the new advisory committee. As reported previously our last advisory committee meeting had decided to review the office manager's performance again at the next advisory committee meeting and I expect they will have more information for you after that meeting.

It has been brought to my attention that minutes for the Intergroup need to be approved by the body. I researched our minutes going back many years and was not able to find that we have ever done this. Robert's Rules of Order allow this approval to be secured by the Chairperson simple by asking the body if the minutes as distributed are approved. If there are no corrections the chair simple declares the minutes approved. There is no need for the formal motion process.

Going forward, I will (and our incoming chair) will ask for approval of the minutes as distributed after the secretary's report. Additionally, the minutes provided here tonight do contain a correction to reflect a sense of the meeting that was withdrawn after introduction. Therefore, I will be asking tonight for an approval of the corrected minutes of which there are copies of up front.

Our part time manager Leslie, Ed and Terry the Intergroup Representative from the Just For Today Group have begun work on transitioning our accounting from a

hybrid of Excel/Quickbooks to just Quickbooks. This transition is expected to be running by the end of the month; however, they plan on running the two systems simultaneously for several months to ensure the new system is accurately reporting. This change should make the financial reporting (and the production of Treasurers Reports) of the office significantly easier to accomplish and will hopefully prevent the situation we had last year where we had no treasurers report for several months. In our last meeting I withdrew the sense of the meeting to give our part time manager a raise from \$12.00 to \$15.00 per hour. Several people asked us to consider sending this request via a motion to the groups for their approval. Since that meeting I have researched our bylaws and past minutes. Additionally, I have spoken about the issue with several past delegates to AAWS.

Our bylaws explicitly give the advisory committee the power to hire. Additionally they say the advisory committee is empowered to conduct the annual performance review and make recommendations for salary increases. The bylaws do not specify who approves those increases. However, our current practice has been to approve raises and bonuses via a sense of the meeting.

In a review of our minutes dating back to 2010, I found that during Alex's term as chairman in the April 2011 minutes it was reported that the advisory committee met and approved a raise for the office manager. No motion was made and additionally if a sense of the meeting was taken it was not recorded.

Research of minutes during Steve's term did not show any information on raises, however, I was Treasurer for over a year in this period and I believe at least one raise was approved via a sense of the meeting, which I can recall.

Additional research of the minutes during Gary's term revealed a raise given to the office manager at the January 8, 2014 meeting that was approved via a sense of the meeting. Another raise approved in the January 14, 2015 meeting via a sense of the meeting. And a bonus to the office manager approved in the April 8, 2015 meeting via a sense of the meeting.

During my term, we approved a raise for the office manager in the April 13, 2016 meeting via a sense of the meeting.

During discussions with the two past delegates to AAWS they both pointed out that sending this issue to the groups as a motion appears to be outside of our own bylaws and practices. Additionally, they both wondered how the groups could ever become an informed group conscience on the issue of raises or the business operations of the office itself.

Finally from my own point of view, sending issues of business practices to the groups for their approval is inefficient, cumbersome and will bog down the effective operation of the office. Frankly, businesses need to operate at a speed that AA groups

are not accustomed or able to operate at, which points to the wisdom of having an advisory committee to make such decisions.

Therefore, I am going to decline the request to send this issue to the groups. I will raise the sense of the meeting on the proposed raise to the body after my report.

Finally our elections are continuing 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 May agenda it should be received by Deb by next Wednesday, April 19, 2017, by 12 o'clock noon.

In service, Mark H

Sense of the meeting passes to give Leslie the raise to \$15

Alternate Chair: John F - The Old Timers Social on 4/22 is going smoothly. We should have at least 2 speakers with 50 or more years of sobriety, but I'm hoping for 4, with a new resident possibly speaking and receiving his 60 year medallion. Ed and I will be shopping for supplies next week and we will be setting up following the Lunch Bunch meeting on Saturday.

Treasurer: Deb M - We started March with \$8,495.67 in the checking account; had revenues of \$11,220.92; and expenses of \$10,523.36 leaving a surplus again this month of \$697.56. The closing balance for February was \$9,193.23. The prudent reserve gained its monthly interest to \$13,542.17. It appears we are continuing to normalize. The quarterly year to date shows an overall surplus for Jan, Feb & March of \$2,158.46. Since it appears that we are making a steady recovery I am recommending that we begin to reimburse the prudent reserve – beginning with a conservative \$500.00 at this time - with the plan to continue this course should the monthly surplus trend continue. Are there any comments within the group in this regard? (Pause) I will request that Ed make the necessary adjustment. Additionally, literature sales and group contributions continued to be good in March.

It was brought to my attention that I was remiss in not announcing in last month's report that the 501©(3) tax return had been filed with IRS so consider it now stated to the body.

I would like at this time to thank you all for allowing me the opportunity to serve Intergroup in my capacity as the Treasurer and hope to have your support as I move into the chair position next month. The past two years have been quite a challenge for us pm the Board, and Intergroup as a body, and though it has not been easy, and there have been some issues that needed prompt attention, I feel at the present time we are in a fairly good place and it is hoped that the remainder of 2017 is better to

us than 2016. Thank you again for the opportunity to serve. I look forward to the next two years!

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) 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. Having no other corrections beyond what was mentioned in the Chair’s report, the March Minutes were declared accepted as distributed.

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 - Not very much to report this month. Office activity for March was 55 more than last year and 161 more than last month. Congratulations 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. Have a Happy Easter or a wonderful Passover. And we’ll see you again next month. In love and service. Ed B.

General Service/Intergroup Liaison: Kevin R – No report given

South County Intergroup Liaison: Ed W - Good evening everybody, here is the report from last month’s meeting.

1. The position for men’s Hospital and Institutions chair is open. Elections will be held next month.
2. The Annual Intergroup Picnic is scheduled for May 21st at John Prince Park from 11am-3pm. Tickets are available and are \$10, children under 12 years old are free.

If you would like to help with the picnic, please contact the Intergroup office. Great fun, food and fellowship.

3. The Relay phone is covered through July 2017. Contact the Intergroup office if your group is interested in taking a monthly commitment.

4. South Palm Beach County Hospitals and Institutions is now looking for volunteers. Please contact the Intergroup office if interested. North Palm Beach County Intergroup also needs volunteers.

5. 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.

6. Articles for the SCAAN are always welcome. Please submit them to the Intergroup office before the 15th of the month.

7. The Intergroup By-Laws are being reviewed and updated. You can find them on our website [ataainpalmbeach.org](http://ataainpalmbeach.org).

8. There is a proposed amendment to the By-Laws to be voted on at the next Business Meeting. A motion was made by the Intergroup Archivist, Michael G. to retroactively change the position of the Archives Chair from a 1 year to a 2 year service position due to the large scale and training required to be a productive chair and to allow the current Archives chair to continue his position into his second year. Please discuss with your homegroup and bring your consensus back to the next Intergroup Business Meeting.

9. The Area 15 Quarterly Assembly is being held on April 7th-9th at the Boca Raton Marriot.

Volunteers are needed.

10. A detailed Intergroup report can be found in the SCAAN along with other informative information for South Palm Beach County.

thanks for letting me be of service,

Ed

Archives Committee Liaison: Howard H – Nothing to report currently

## **COMMITTEE REPORTS**

Public Information: Vacant

12 Step List: Luiz C - First I would like to thank you for the privilege of serving this period as chair of this committee. As always it is an honor to be able to return some

of what has been continuously given to me. I wish the next chair find as much fulfillment as I did, and I will be available to support in any way I can.

No changes on the list this month.

Have a great year!

In Love and Service

Luiz C

Phone Volunteer Committee: Jen T - 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

TODAY: Randy B - The April 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: Vacant

Website Committee: Kimberlee Y – No report given

Group Contact Committee: Maria S - Group contact committee report:

Our enthusiastic Announcements at meetings continue To inform AA members To have the opportunity to bring a The message to their groups That there is an opportunity to Register or to have a contact rep to attend or receive emails Of/and our monthly Intergroup meeting. We will continue announcing as normal, until the end of April 2017. This month. We have 4 new Intergroup reps. And 3 group contact reps. Thank you for this wonderful two years to serve.

Maria S

Bridging the Gap Committee: Rhonda B – No report given

Where & When Committee: Kate D – I have nothing to report currently. No changes were made.

Institutions Committee: No report given

By Law Review Committee: Roger B - Due to elections being the primary focus this month, the committee has nothing to report

Thanks,

Roger B, Committee Chair

Unfinished Business:

- Elections:
- Registrar: Scott M
- Bridge The Gap: Vacant
- Public Information: Vacant
- Phone List: Jen T
- 12 Step Committee: Vacant
- Today: Vacant (Randy until replacement is found)
- Website: Kimberlee Y
- Where & When: Vacant (Kate until replacement is found)
- Birthday Club: Rhonda B
- Group Contact: Vacant
- General Service/Intergroup Liaison: Lea
- Vote: Maria-10                      Lea-24
- Archives: Vacant
- South County Liaison: Maria

New Business:

Upcoming Events: SASSA Event in Atlanta in November. Registration is open, costs \$25. Committee chairs can meet with their counterparts etc.

Meeting Adjourned: 7:10

See you next month!

Scott

**Palm Beach County Intergroup  
Operating Report  
3/01/2017 - 3/31/2017**

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

**Revenues:**

Literature Sales	\$ 4,625.14
Tax Exempt Sales	\$ 202.50
Sales Tax	333.35
Group Contributions	5,903.93
"Today" Subscriptions	12.00
Birthday Club Memberships	97.00
Meeting Baskets	47.00

**Total Revenues:** **\$ 11,220.92**

**Expenses:**

Literature Purchases	\$ 4,107.91
Sales Tax	397.65
Credit Card Fees	42.85
Office Salary	3,603.48
FICA & Unemployment Tax	223.44
Paychex(monthly fee)	83.00
Health Insurance	264.33
Repair & Maintenance	146.84
Rent & Water	475.00
AT&T (Internet, Phone, Website)	333.38
FP&L	108.92
Exterminating	37.00
Printing	231.00
Office Supplies / Postage	468.56

**Total Expenses** **\$ 10,523.36**

**Monthly Surplus / (Deficit)** **\$ 697.56**

**Closing Balance Checking:** **\$ 9,193.23**

**Opening Balance Prudent Reserve:** **\$ 13,541.96**

Prudent Reserve Interest **0.21**

**Closing Balance Prudent Reserve:** **\$ 13,542.17**

**Palm Beach County Intergroup  
Operating Report  
3/01/2017 - 3/31/2017**

	<u>Current Month</u>	<u>Calendar YTD</u>
<b>Revenues:</b>		
Literature Sales	\$ 4,625.14	\$ 14,690.31
Sales Tax	333.35	1,033.23
Tax Exempt Sates	202.50	202.50
Group Contributions	5,903.93	15,456.65
New Year's Alcothon	-	498.02
"Today" Subscriptions	12.00	12.00
Birthday Club Memberships	97.00	232.00
Meeting Baskets	47.00	167.00
<b>Total Revenues:</b>	<b>\$ 11,220.92</b>	<b>\$ 32,291.71</b>
<b>Expenses:</b>		
Literature Purchases	\$ 4,107.91	\$ 9,958.74
Sales Tax	397.65	1,006.57
Alcothon Expenses	-	138.93
Credit Card Fees	42.85	152.28
Office Salary	3,603.48	10,444.63
FICA & Unemployment Tax	223.44	994.85
Paychex(monthly fee)	83.00	249.00
Health Insurance	264.33	792.99
Liability & Property Insurance	-	1,450.86
Rent & Water	475.00	1,425.00
AT&T (Internet, Phone, Website)	333.38	1,018.65
FP&L	108.92	306.27
Exterminating	37.00	111.00
Repairs & Maintenance	146.84	395.99
Printing	231.00	863.00
Costco Membership Annual Renewal	-	55.00
Grapevine Subscription Annual Renewal	-	52.15
Office Supplies / Postage	468.56	717.34
<b>Total Expenses</b>	<b>\$ 10,523.36</b>	<b>\$ 30,133.25</b>
<b>Monthly Surplus / (Deficit)</b>	<b>\$ 697.56</b>	<b>\$ 2,158.46</b>

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

	<u><b>This Year</b></u>	<u><b>Last Year</b></u>	<u><b>Difference</b></u>
<b>Revenues:</b>			
Literature Sales	\$ 4,625.14	\$ 4,936.52	\$ (311.38)
Sales Tax	333.35	296.90	36.45
Tax Exempt Sales	202.50	161.75	
Group Contributions	5,903.93	2,513.48	3,390.45
"Today" Subscriptions	12.00	6.00	
Birthday Club Memberships	97.00	161.00	(64.00)
Meeting Baskets	47.00	88.00	(41.00)
<b>Total Revenues:</b>	<u><b>\$ 11,220.92</b></u>	<u><b>\$ 8,163.65</b></u>	<u><b>\$ 3,010.52</b></u>
<b>Expenses:</b>			
Literature Purchases	\$ 4,107.91	\$ 4,010.36	\$ 97.55
Sales Tax	397.65	331.90	65.75
Credit Card Fees	42.85	12.07	30.78
Office Salary	3,603.48	2,883.48	720.00
FICA & Unemployment Tax	223.44	221.79	1.65
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
Repairs & Maintenance	146.84	-	146.84
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	333.38	313.59	19.79
FP&L	108.92	105.73	3.19
Exterminating	37.00	37.00	-
Printing	231.00	231.00	-
Office Supplies / Postage	468.56	256.12	212.44
<b>Total Expenses</b>	<u><b>\$ 10,523.36</b></u>	<u><b>\$ 9,166.37</b></u>	<u><b>\$ 1,356.99</b></u>
<b>Monthly Surplus/(Deficit)</b>	<u><b>\$ 697.56</b></u>	<u><b>\$ (1,002.72)</b></u>	<u><b>\$ 1,653.53</b></u>
<b>Checking Account Balance</b>	<b>\$ 9,193.23</b>	<b>\$ 16,628.10</b>	<b>\$ (7,434.87)</b>
<b>Prudent Reserve Balance</b>	<b>\$ 13,542.17</b>	<b>\$ 17,538.53</b>	<b>\$ (3,996.36)</b>

Office Activity for March, 2017

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	157	144	13
<i>12th Step requests:</i>	3	-	3
<i>BTG</i>	-	-	-
<i>Other information:</i>	57	61	(4)
<i>Public Information requests:</i>	-	-	-
<i>Institutions Meeting requests:</i>	1	2	(1)
<i>Visitors:</i>	301	278	23
<i>Emails:</i>	<u>265</u>	<u>244</u>	<u>21</u>
<i>Total Activity:</i>	784	729	55