

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: 7-12-2017

Start time: 6:15 p.m.

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

Number of attendees: 54

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:

Sean M, Rep for Basic Text Group
Cary M, Rep for Free Spirited Women's Group
Lisa L, Rep for Women in Sobriety
Deborah J, Rep for Hope Starts Here
Stacey V, Rep for Woman's 4th Dimension
Anthony D, Rep for "BYOR" Bring Your Own Recovery
Tiffany C, Alt. Rep for Love Faith and Life
Sandy D, Alt Rep for Woman's 4th Dimension
Annette K, Alt Rep for Eye Openers

Chairperson: Deb M - Greetings everyone. Hope you're having a wonderful day. First – some of you are surprised to see me tonight. Last month I announced that I would be taking a leave of absence due to my cancer diagnosis but at that time none of the treatment time tables had been put into play. My surgery is scheduled August 2nd followed by chemotherapy and possible radiation. My recovery time will be a minimum of two months – possibly three or more - depending on how I respond to treatment. If all goes well, I should be able to resume my duties as Chair in November. Last month it was decided that Roger would act in my stead to manage those duties; John, Alt Chair, will also work closely with him. They are both very active in the respective duties of their positions, but they - and everyone on the Board – are willing to assist if and when the need arises. After all - we are a "we" program.

If anyone wishes to have a motion placed for discussion on the August agenda, it should be received by John or Roger no later than next Wednesday July 19th.

As you know our office manager Ed B is retiring and we have been actively recruiting his replacement. We have interviewed a few candidates but are still considering resumes - so please make this announcement to your home groups and other meetings you attend. Resumes may be sent to me or to Ed B. Ed has agreed to stay on until his replacement is found and work in concert with the new hire to get them up to speed. This process will take as long as it needs to take to be certain we have the best replacement possible.

The transfer of the accounting system from the former Excel/Quickbooks to a centralized Quickbooks format is progressing nicely. Terry, the volunteer who has been instrumental in this process, reports to me that it is now fully implemented and financial reports for June were generated from QuickBooks. Beginning August 1st all accounting will be done in Quickbooks. It is set up to use the Accrual method of accounting as opposed to the cash system that was in play before. Terry was unable to be with us tonight but will come next month to explain it better. Roger will be addressing this as well in his report and we hope to address your questions at the conclusion of Roger's report. This has been a long and complex process toward getting a fully functional QuickBooks system and we appreciate the time that has been put in by all involved; especially Terry for his expertise; and Mark H for his vision to get it started before he rotated out.

We have a motion on the agenda tonight that involves the Palm Beach county meeting list app. The motion will be presented, seconded, discussed and voted on if appropriate.

We are going into our fifth round of the elections for the remaining committee chair positions. I urge you to stand for one of these remaining positions – the need is there. If you meet the criteria and want to serve, please search your heart where you would be a good fit. We know service beyond the group is rewarding - so let's take it up a notch - volunteer for one of these positions. We will continue with elections after the reports are read and the motion has been addressed.

I hope you have a great remaining summer and fall. God willing I will be back in November to fully resume my duties - until then stay safe, sound and sober. Your prayers and good thoughts are appreciated.

That's it for me tonight. Any questions or comments?
Love and Service - Deb Morgan, Intergroup Chair

Alternate Chair: John F - We are still interviewing candidates for the office manager position as we really want to find the right person.

Depending on the vote tonight, I think we are somewhat prepared to transition to the "Meeting Guide" app. Kimberlee and Kate will be assisting in the process.

I will be booking the picnic this month for October as there is a 90 day window for reservations.

In love and service. John F

Treasurer: Roger B - Opening checking balance for June 2017 was \$5,936.72.

Revenues were \$9,694.81 and Expenses were \$9,015.79, resulting in a cash surplus of \$679.02. The closing checking balance for June was \$6,615.74. Our current Prudent Reserve Balance is \$14,042.86.

The first month of testing for our QuickBooks financial software integration project went very well. Our project Manager, Terry C, plans on making some tweaks to the account setups during July, and we plan on being on QuickBooks only for the month of August

moving forward. Once the daily process for the Office Manager is smoothed out, I expect this to save time, reduce errors, and provide much more accurate reporting. The reports are very customizable, both for content and format. Terry will be at the August meeting to speak a little bit more about converting from cash reporting to accrual reporting. I have a few hard copies of some sample reports I ran in QuickBooks available at the desk if anyone wants to see them. They will also be included in the Minutes with the standard cash reports you are used to seeing.

Thanks for allowing me to be of service,
Roger B – PBC Intergroup Treasurer

Basket passed in accordance with our 7th Tradition

Secretary: Kate D - 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. – Kate D.

Registrar: Scott M - I'm an alcoholic named Scott. It is an honor to serve as your registrar. The minutes will go out by this weekend. Please fill out a yellow card if you are new. Thanks for letting me be of service. Best, Scott

Office Manager: Ed B - The summer months are traditionally very slow, but surprisingly July & August the last few years have been busy as the sales & contributions would indicate. Our Office Activity this month was 663 which is 102 greater than last month. Our Office hours are 9 to 5 Monday to Friday and Saturday from 10 to 2. In love and service. Ed

General Service/Intergroup Liaison: Lea A - Happy Wednesday, everyone! Highlights from Sunday, July 9th's District Meeting include:
The Remote Communities committee brought a meeting out to Belle Glade on Saturday, July 7th. The purpose of this committee is to “assist all of our sub-districts in carrying the message to remote communities within District 8”, so this truly is a great example of practicing what is shared in our Responsibility Declaration.
On 7/27/17, there is an Area Challenge for groups to “pass a Special Basket or Can in addition to the regular 7th Tradition. Each member contributes \$7.27 (or round it up to \$8 to help those who can't). Individual members can send money or contribute online or with a recurring contribution at any time. Go to www.aa.org. Remember this is in addition to what you put in the basket to support your group.”

Some financial facts to keep in mind regarding just how much GSO's expenses are, "in 2016 GSO provided services to 1,362,402 A.A. members at a cost of \$9,906,588. That's \$7.27 per A.A. member for the whole year! If every member contributed \$7.27 one time, it would support all of the services GSO provides to all groups, for one year! I have some printed flyers and I will include the flyer with my emailed report for anyone who would like to encourage their group to participate.

Also, always remember that individual contributions to GSO can be made online at www.aa.org. I am personally signed up to donate \$20 each quarter, which is auto-paid from my credit card. Just think if every member of Alcoholics Anonymous gave a little bit each quarter coupled with group contributions to give back to something that saved our lives.

The Delegate's Report will be given on Sunday, September 10th at the Triangle Club at 1:30 p.m. For those who may not know, the purpose of this is for our Delegate to report back to us what was discussed at the Annual General Service Conference of Alcoholics Anonymous. This conference is where "A.A. trusted servants decide what actions need to be taken on proposals that come from U.S. and Canada A.A. groups for the good of A.A.as a whole." Lea A

South County Intergroup Liaison: Maria M. SPBCI business meeting will be on the last Wednesday of the month. I thank Ed for his support in helping to obtain the proper address and directions for me. I look forward to attend the next meeting and to hear office manager reports and the issues facing groups in South Palm Beach County and to bring the information back home to you all. Thank you for the opportunity to serve Maria M.

Archives Committee Liaison: Ilia E. I am learning about this position and there have been no changes. In Service Ilia E

COMMITTEE REPORTS

Public Information: Vacant – no report submitted

12 Step List: Vacant – no report submitted

Phone Volunteer Committee: Jennifer T. Hello everyone, this is Jennifer, "Gratefully remain powerless over alcohol". The month of June ran ok I have been doing this commitment for about 2 ½ years and I am slacking and it needs someone new. It does not take a lot of time and it is running smoothly now. Thanks to all the volunteers there have been no real issues. My life has become very busy in good ways. I have been disappointed that no one has wanted to rotate in to this commitment because it has been so rewarding to me and can be done from home, and I feel it is one of the most important commitments. It is running smoothly and I will walk you through everything. As I have it

running now it takes up at the most 1 hour throughout the week. As of today I can no longer take this position but I believe there is someone that is going to stand. Again thanks so much, Jennifer T. (OH! I forgot to say I got married a couple weeks ago) "We may not have it all together but together we have it all"

TODAY: Randy B. The July 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, don't leave them on a table or counter somewhere to be forgotten.

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: Rhonda B. All June and July medallions and TODAY subscriptions were mailed out. Thanks for letting me serve. Rhonda B

Website Committee: Kimberlee Y. The website has been updated with the following.

- Posted a "Help Wanted" announcement on the home page. - June Minutes posted - Updated the email addresses for the new committee chairs - Updated the events page and calendar - July Today (to be updated once complete)

Still awaiting updated where and when in correct PDF format to upload to website. Also working with contact for meeting app to format meeting list into WordPress format.

The Website Stats are as follows: -Total Page Views: 10277 - Unique Visits: 8128 - First -Time Visits: 6386 - Returning Visits: 1742. Yours truly, Kim Y.

Group Contact Committee: Kevin R. Hello everyone, my name is Kevin and I am an alcoholic. I am serving as your new Group Contact Committee Chair.

What I will be doing over the next month is making contact with groups that do not have Intergroup Representatives and setting up one of the members to become an Intergroup Representative. If no one is willing to step up to the position, I will set up a group contact to receive emails with the information shared at the Intergroup Meetings to bring to their group's business meeting. In love and service. Kevin R

Bridging the Gap Committee: Vacant – no report submitted.

Where & When Committee: Kate D. I have been working with John F to get the "Where and When" up-to-date so we can work off of it for "The Meeting Guide". I have a few additional changes to make and I will be able to send the most up-to-date version to the website and to transfer everything over to the new Chairperson, Alina P.

I want to thank everyone for allowing me to be of service. I have enjoyed working as the Chairperson for this committee. My Character defects, AKA control issues are surprisingly popping up as I am not ready to give up this position to my successor. Again, thank you, this has been a great opportunity for me and I appreciate all the help I have received along the way. Kate D.

Institutions Committee: Bill W. I 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. for our regular meeting to make changes, get books or pick up a new meeting, 4:30 is 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 48 facility's that hold 96 meetings a week with 6 vacancies. Thanks for the privilege of service! Bill W

Unfinished Business: The unfinished business of filling the vacant committee chairperson positions for the following positions continued; Public Information, 12 Step List, Phone Volunteer and "Today" Newsletter Editor.

Deborah S volunteered and was unanimously voted in as Public Information Chair. Annette R volunteered and was unanimously voted in as Phone List Chair. Lisa L volunteered and was unanimously voted in as Public Information Chair. The "Today" Newsletter editor chair position still remains open.

New Business: Due to continuation of questions regarding the implementation of the "Meeting Guide" app, the motion was tabled until the next business meeting. John F, the Alternate Chair is bringing the questions to the developer of the application and will bring the answers to the next business meeting.

Upcoming Events – do discussion.

Meeting Adjourned: 7:20pm

See you next month!

PBC Intergroup Association

Profit & Loss

June 2017

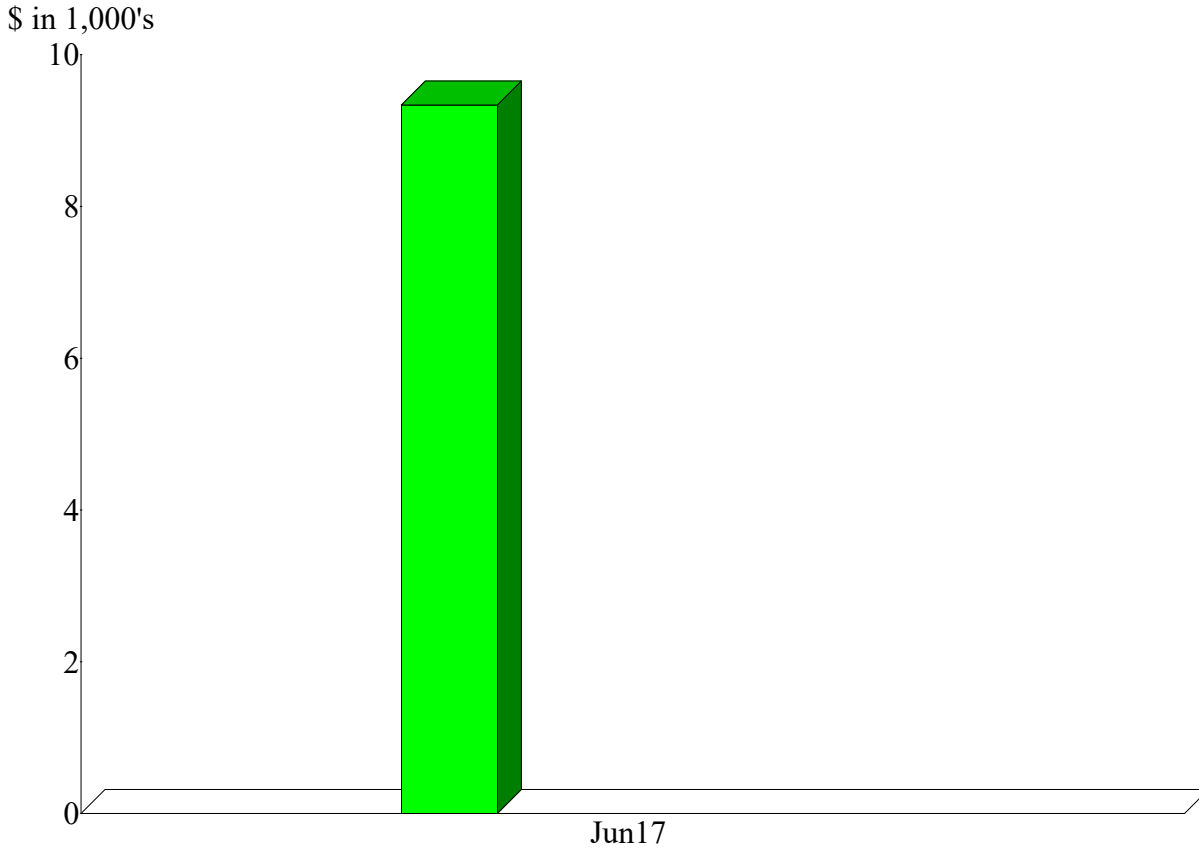
07/09/17

Accrual Basis

	<u>Jun 17</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Group Contributions	3,908.52
Total Direct Public Support	3,908.52
Sales	
Books	3,016.95
Literature	933.05
Medallions	1,110.50
Total Sales	5,060.50
Special Events Income	
"Today" Subscriptions	6.00
Birthday Club	136.00
Total Special Events Income	142.00
Total Income	9,111.02
Cost of Goods Sold	
Cost of Goods Sold	
COGS - Books	2,640.64
COGS - Literature	644.58
COGS - Medallions	460.71
Purchase Cost & Discounts	-62.46
Cost of Goods Sold - Other	98.15
Total Cost of Goods Sold	3,781.62
Total COGS	3,781.62
Gross Profit	5,329.40
Expense	
Contract Services	
Credit Card Fees	68.59
Total Contract Services	68.59
Facilities and Equipment	
Equip Rental and Maintenance	100.00
Exterminating	37.00
Rent Water	470.00
Total Facilities and Equipment	607.00
Operations	
AT&T Internet	348.05
FPL	190.34
Office Supplies	127.91
Printing and Copying	231.00
Total Operations	897.30
Payroll Expenses	
FICA and Unemployment Tax	220.56
Office Manager Salary	3,217.23
Paychex	87.00
Total Payroll Expenses	3,524.79
Total Expense	5,097.68
Net Ordinary Income	231.72
Net Income	<u><u>231.72</u></u>

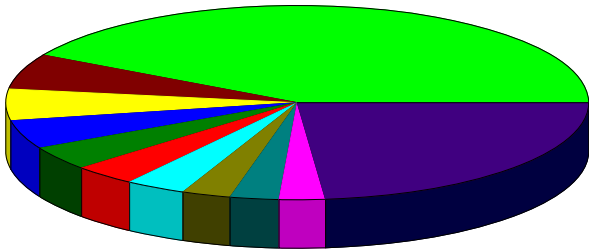
Sales by Month
June 2017

Dollar Sales



Sales Summary
June 2017

Group Contribution (Contributions from g	41.86%
BBhc (Big Book – hard cover)	5.91
BBsc (Big Book – soft cover)	5.34
MAB (Medallions – Antique Bronze)	4.90
MTriP (Medallions – TriPlate Fancy)	4.02
W20 (Meeting List (Where & When) – Bundl	3.53
BBlp (Big Book – large print)	3.42
CHIPS (CHIPS)	2.83
B12&12sc (Twelve & Twelve – Soft Cover)	2.75
Contributions Payable (Contributions Pay	2.67
Other	22.77
Total	\$9,336.33



By Item

PBC Intergroup Association
Group Contributions
June 2017

07/09/17

Accrual Basis

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
After Hours Group					
Sales Receipt	06/08/2017	102033	Group Contributions	183.90	183.90
Total After Hours Group				183.90	183.90
Cash Customer					
Sales Receipt	06/07/2017	102026	Group Contributions	69.84	69.84
Sales Receipt	06/22/2017	12402	Group Contributions	35.00	104.84
Total Cash Customer				104.84	104.84
Central Group					
Sales Receipt	06/27/2017	12433	Group Contributions	100.00	100.00
Total Central Group				100.00	100.00
Days End					
Sales Receipt	06/07/2017	102027	Group Contributions	150.00	150.00
Total Days End				150.00	150.00
End of the Road					
Sales Receipt	06/20/2017	812432	Group Contributions	150.00	150.00
Total End of the Road				150.00	150.00
Good News Group					
Sales Receipt	06/24/2017	12418	Group Contributions	200.00	200.00
Total Good News Group				200.00	200.00
Good Orderly Direction Group					
Sales Receipt	06/29/2017	812306	Group Contributions	54.78	54.78
Total Good Orderly Direction Group				54.78	54.78
Harmony Women's Group					
Sales Receipt	06/08/2017	102037	Group Contributions	300.00	300.00
Total Harmony Women's Group				300.00	300.00
High Noon Group					
Sales Receipt	06/22/2017	12401	Group Contributions	150.00	150.00
Total High Noon Group				150.00	150.00
Higher Power					
Sales Receipt	06/19/2017	812415	Group Contributions	123.00	123.00
Total Higher Power				123.00	123.00
Jupiter Sunrise Group					
Sales Receipt	06/15/2017	912390	Group Contributions	356.00	356.00
Total Jupiter Sunrise Group				356.00	356.00
Lake Worth Group					
Sales Receipt	06/15/2017	912397	Group Contributions	50.00	50.00
Total Lake Worth Group				50.00	50.00
Love, Faith & Life					
Sales Receipt	06/16/2017	912406	Group Contributions	10.00	10.00
Sales Receipt	06/27/2017	12437	Group Contributions	10.00	20.00
Total Love, Faith & Life				20.00	20.00
Lunch Bunch Group					
Sales Receipt	06/08/2017	102035	Group Contributions	1,000.00	1,000.00
Total Lunch Bunch Group				1,000.00	1,000.00

PBC Intergroup Association
Group Contributions
 June 2017

07/09/17

Accrual Basis

Type	Date	Num	Account	Amount	Balance
PBCIA Business Meeting					
Sales Receipt	06/30/2017	812322	Group Contributions	53.00	53.00
Total PBCIA Business Meeting				53.00	53.00
Primetime Group					
Sales Receipt	06/08/2017	102038	Group Contributions	107.00	107.00
Total Primetime Group				107.00	107.00
Promises (Lambda North)					
Sales Receipt	06/08/2017	102036	Group Contributions	27.00	27.00
Total Promises (Lambda North)				27.00	27.00
Saturday Morning 9 am Men's Group					
Sales Receipt	06/20/2017	812429	Group Contributions	175.00	175.00
Total Saturday Morning 9 am Men's Group				175.00	175.00
Singleness of Purpose Women's Group					
Sales Receipt	06/05/2017	102011	Group Contributions	294.00	294.00
Total Singleness of Purpose Women's Group				294.00	294.00
Sober Solutions					
Sales Receipt	06/08/2017	102034	Group Contributions	110.00	110.00
Total Sober Solutions				110.00	110.00
We All Had to Start Somewhere					
Sales Receipt	06/12/2017	912360	Group Contributions	200.00	200.00
Total We All Had to Start Somewhere				200.00	200.00
TOTAL				3,908.52	3,908.52

**Palm Beach County Intergroup
Operating Report
6/01/2017 - 6/30/2017**

	<u>Current Month</u>	<u>Calendar YTD</u>
Revenues:		
Literature Sales	\$ 5,048.07	\$ 29,816.54
Sales Tax	347.22	2,033.36
Tax Exempt Sates	-	202.50
Group Contributions	4,104.52	26,133.32
Old Timers' Meeting (meeting basket)	-	281.00
New Year's Alcothon	-	498.02
"Today" Subscriptions	6.00	30.00
Birthday Club Memberships	136.00	597.00
Meeting Baskets	53.00	325.00
Florida Roungup (meeting basket)	-	215.67
Total Revenues:	\$ 9,694.81	\$ 60,132.41
Expenses:		
Literature Purchases	\$ 2,318.40	\$ 19,584.55
Sales Tax	270.87	2,022.09
Old Timers' Meeting	-	378.45
Alcothon Expenses	-	138.93
Credit Card Fees	68.43	315.13
Office Salary	4,777.23	23,298.69
FICA & Unemployment Tax	220.56	1,711.67
Paychex(monthly fee)	87.00	502.00
Health Insurance	-	1,321.65
Liability & Property Insurance	-	1,450.86
Rent & Water	470.00	2,845.00
AT&T (Internet, Phone, Website)	348.05	2,065.11
FP&L	190.34	783.73
Pye-Barker Fire & Saftey (annual charge)	-	50.50
Exterminating	37.00	222.00
Repairs & Maintenance	100.00	595.99
Printing	-	1,325.00
Costco Membership Annual Renewal	-	55.00
Grapevine Subscription Annual Renewal	-	52.15
Office Supplies / Postage	127.91	1,332.94
Total Expenses	\$ 9,015.79	\$ 60,051.44
Monthly Surplus / (Deficit)	\$ 679.02	\$ 80.97

Office Activity for June, 2017

Requests for meetings info:	100
12th Step requests:	3
BTG:	-
Other information:	54
Public Information requests:	2
Institutions Meeting requests:	-
Visitors:	209
Emails:	<u>295</u>
Total Activity:	663

**Palm Beach County Intergroup
Operating Report
June 30, 2017**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 5,048.07	\$ 5,039.87	\$ 8.20
Sales Tax	347.22	298.98	48.24
Group Contributions	4,104.52	4,076.58	27.94
"Today" Subscriptions	6.00	6.00	-
Birthday Club Memberships	136.00	106.00	30.00
Meeting Baskets	53.00	69.50	(16.50)
Total Revenues:	\$ 9,694.81	\$ 9,596.93	\$ 97.88
Expenses:			
Literature Purchases	\$ 2,318.40	\$ 4,377.95	\$ (2,059.55)
Sales Tax	270.87	266.12	4.75
Credit Card Fees	68.43	23.06	45.37
Office Salary	4,777.23	3,604.35	1,172.88
FICA & Unemployment Tax	220.56	275.70	(55.14)
Paychex (Monthly Fee)	87.00	83.00	4.00
Health Insurance	-	264.33	(264.33)
Rent & Water	470.00	475.00	(5.00)
Repairs & Maintenance	100.00	-	100.00
AT&T (Internet, Phone, Website)	348.05	329.91	18.14
FP&L	190.34	167.28	23.06
Exterminating	37.00	37.00	-
Office Supplies / Postage	127.91	236.41	(108.50)
Total Expenses	\$ 9,015.79	\$ 10,140.11	\$ (1,124.32)
Monthly Surplus/(Deficit)	\$ 679.02	\$ (543.18)	\$ 1,222.20
Checking Account Balance	\$ 6,615.74	\$ 13,349.34	\$ (6,733.60)
Prudent Reserve Balance	\$ 14,042.86	\$ 17,355.47	\$ (3,312.61)

**Palm Beach County Intergroup
Operating Report
6/01/2017 - 6/30/2017**

Opening Balance Checking:

Revenues:

Literature Sales	\$ 5,048.07
Sales Tax	347.22
Group Contributions	4,104.52
"Today" Subscriptions	6.00
Birthday Club Memberships	136.00
Meeting Baskets	53.00
	<hr/>

Total Revenues: **\$ 9,694.81**

Expenses:

Literature Purchases	\$ 2,318.40
Sales Tax	270.87
Credit Card Fees	68.43
Office Salary	4,777.23
FICA & Unemployment Tax	220.56
Paychex(monthly fee)	87.00
Rent & Water	470.00
AT&T (Internet, Phone, Website)	348.05
FP&L	190.34
Repairs & Maintenance	100.00
Exterminating	37.00
Office Supplies / Postage	127.91
	<hr/>

Total Expenses **\$ 9,015.79**

Monthly Surplus / (Deficit)

Closing Balance Checking:

Opening Balance Prudent Reserve:

Prudent Reserve Interest

Closing Balance Prudent Reserve:

\$ 5,936.72

\$ 679.02

\$ 6,615.74

\$ 14,042.63

0.23

\$ 14,042.86