

PALM BEACH COUNTY INTERGROUP BUSINESS MEETING MINUTES

Date: August 9, 2017

Start time: 6:15 p.m.

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

Number of attendees: 47

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:

- Lucie G, Leaves of Gold rep
- Ellen M, Longest Day of the Year rep
- John B, Lantana Group rep
- Stacey V, Women's Fourth Dimension rep
- Jared D, Hope on Haverhill rep
- Eddie M, Eye Openers alternate rep
- Tammy G, Day Openers alternate rep
- Kent F, Big Book Spiritual Group alternate rep

Greetings all. Well, my right-side mastectomy/reconstruction was done Aug 2nd and I am home recovering. Prayers were answered - the tumor is gone, the margins are clear, and the lymph nodes are negative. Let the healing begin! Roger, acting chair in my absence, has much to report tonight including the hiring of our new office manager! But I will let him share those details with you. Stay safe and sane. I will see you soon. Peace to all. Love & service, Deb M. Intergroup Chair

Chairperson: Roger B - Acting Chair Report - Hello, everyone. The first item I would like to report is that our Chairperson, Deb M., had her surgery last Wednesday. All went as expected. There were no complications and she went home Friday evening. She has started her recovery and will return to us when she feels the time is right.

If anyone wishes to place a motion on the September 2017 Agenda, it should be received by John or me by next Wednesday August 16th, 2017.

The Advisory Committee is pleased to announce that we have hired a new Officer Manager to fill the position being vacated due to Ed B.'s retirement. Her name is Tracy D. and she will be starting full time on Monday August 14th, 2017. Please feel free to drop by the office anytime and welcome her aboard. I would like to thank Deb and Scott for making themselves available at just about any time to get the interviews done, and especially our Alternate Chair, John F., the Lead on this project, who made all the initial calls and did all the scheduling. He had the hardest job in this process.

Tonight, we have two items on the Agenda under Unfinished Business. We still need to elect a Chair for the TODAY Newsletter, and we will finish up discussion and vote on the Motion brought by our Alternate Chair regarding the Mobile Meeting App. John brought the questions raised at the last meeting to the App Developer and received responses. This will all be discussed once we get to Unfinished Business.

We will hear reports from Liaisons and Committee Chairs tonight, but please be as brief as possible. We are time constrained tonight as the Phone Committee has use of this room for a meeting starting at 7:15. If you have ever considered joining the Phone Committee and have any questions about what it's all about, please feel free to stay for that meeting. I will cover the Financial Software conversion under the Treasurer's report. Thanks for allowing me to be of service, Roger B., Acting Intergroup Chair.

Alternate Chair: We will be voting on the Meeting Guide App again tonight. I have promising information to pass on before the vote.

The picnic will be November 4th in Carlin Park at the Gumbo Limbo Pavilion where it has been in the past (just south and west across the street from the beach area). I'm asking anybody with ideas or willing to volunteer to stay after the September and October Intergroup meetings so we can coordinate our efforts. I am also requesting volunteers with pickup trucks to help transport supplies from the store to the office and to the park on the morning of the event. Thank you in advance for this assistance.

I think Traci will do a great job in the office. She arrives with a reputation as a diligent and dedicated worker with extensive knowledge of accounting systems. We had a long process to finding a suitable person but we knew we had our person right away. Thank you, in service, John F

Treasurer: Roger B.- The Opening checking balance for July 2017 was \$6,615.74. Revenues were \$10,471.52 and Expenses were \$10,776.11, resulting in a cash deficit of \$304.59. The closing checking balance for July was \$6,311.15. Not too bad as we needed to get caught up on some bills. Our current Prudent Reserve Balance is \$14,043.09.

The second month of testing for our QuickBooks financial software integration project went very well. We are now totally live on QuickBooks for the month of August. Our project Manager, Terry C, continues to tweak the system and will also be doing some training with both Tracy and myself. Terry does financial conversions as a profession and has been gracious enough to do this work for Intergroup as Service. I would like to publicly embarrass and thank him, as he is present at the meeting tonight.

Thanks for allowing me to be of service. Roger B.

Basket passed in accordance with our 7th Tradition

Secretary: Kate D. Thank you, Scott, for taking over for me this week. 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 - 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, Scott M. – Intergroup Registrar

Office Manager: As this is my last report, I would like to thank everyone for their prayers and well wishes. 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 for July is 667 which is 4 greater than last month and 25 greater than last year. 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 August, everyone! The District meeting is not until this coming Sunday, 8/13/2017. Therefore, I have nothing else to report now. With much gratitude for allowing me to serve, Lea A., General Service / Intergroup Liaison

South County Intergroup Liaison: Maria S. - I attended the meeting At South Palm Beach Intergroup. We are registered to receive information via email as well as attending the monthly meetings in person. There was a motion to hold a golf tournament and the funds will go to Intergroup. The golf event will include dinner and will be held in Boca Raton, Florida. The motion was seconded and passed by 99% of

votes. As your Liaison, I will bring the details to the meeting next Wed August 9th. At this point, the golf tournament is in the beginning stages There will be plenty opportunity to serve. Thank you got the opportunity to serve. Maria S.

Archives Committee Liaison: No report submitted

COMMITTEE REPORTS

Public Information: No report submitted

12 Step List: No report submitted

Phone Volunteer Committee: Jennifer T-C. Hello everyone, this is Jennifer, "Gratefully remain powerless over alcohol". The month of July ran smoothly thanks to all the volunteers. I would like to thank everyone for entrusting me with the phone line commitment. It has been very rewarding and we have a great group of volunteers, and I thank them all. I feel it is one of the most important commitments we have. Thanks to Annette K. for rotating into this position. Annette and myself have spent the month talking and getting to know each other and she has reached out to many of the volunteers. We are having a phone line commitment meeting this evening at 7:15. This will allow Annette to get to meet most of the volunteers and get a feel for how we are presently running our afterhours calls. I will be buying pizza and we will have a go around. I feel these meeting have helped immensely and they allow all the volunteers to get to know one another on a personal basis. When I took this commitment is was literally transferred over to me via a phone upload in a sink or swim fashion. I feel Annette is going to do a great job and I will stand by her side should she need anything. Again, I want to thank you all so much. It has been almost a three-year run but boy has it gone by quick. In love and service, Jennifer T-C

TODAY: Randy B - The August 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: No report submitted.

Website Committee: No report submitted.

Group Contact Committee: No report submitted.

Bridging the Gap Committee: No report submitted

Where & When Committee: Kate D - I made multiple changes to the Where and When. I added zip codes to all the meeting locations. I sent the updated Where and When to the website to be uploaded on August 4, 2017. In love and service, Kate. D.

Institutions Committee: Bill W - The Institutions Committee 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 and do service! Currently,

we have 51 facility's that hold 106 meetings per week with 8 vacancies. Thanks for the privilege of service! Bill W

Unfinished Business:

Elections: No one stood for the Today, Randy B will continue to be the interim.

The Meeting App Motion: - There was an initial vote and it was 34 in favor and 11 against. There was a minority opinion mainly focused around the 6th tradition and who would oversee updating the list for the app. Anette made a motion to see if the body wanted another vote, it was seconded by Brook. This passed 21-17. There was a final vote to see if the app motion passed, it was tied 23-23. Therefore, the chairperson made the deciding vote, which was a yes. The motion passed

New Business: There was no new business.

Upcoming Events: A representative made the announcement about the 2018 Florida convention which will be in Fort Lauderdale. They are looking for people to be of service. The representative left flyers. If someone wants to be in touch, they can reach out to the Intergroup Office

Meeting Adjourned: 7:05pm

See you next month!

**Palm Beach County Intergroup
Operating Report
7/01/2017 - 7/31/2017**

	<u>Current Month</u>	<u>Calendar YTD</u>
Revenues:		
Literature Sales	\$ 4,457.38	\$ 34,273.92
Sales Tax	314.12	2,347.48
Tax Exempt Sates	-	202.50
Group Contributions	5,575.02	31,708.34
Old Timers' Meeting (meeting basket)	-	281.00
New Year's Alcothon	-	498.02
"Today" Subscriptions	-	30.00
Birthday Club Memberships	70.00	667.00
Meeting Baskets	55.00	380.00
Florida Roungup (meeting basket)	-	215.67
Total Revenues:	\$ 10,471.52	\$ 70,603.93
Expenses:		
Literature Purchases	\$ 3,920.09	\$ 23,504.64
Sales Tax	353.36	2,375.45
Old Timers' Meeting	-	378.45
Alcothon Expenses	-	138.93
Credit Card Fees	43.38	358.51
Office Salary	3,604.35	26,903.04
FICA & Unemployment Tax	275.70	1,987.37
Paychex(monthly fee)	87.00	589.00
Health Insurance	528.66	1,850.31
Liability & Property Insurance	-	1,450.86
Rent & Water	480.00	3,325.00
AT&T (Internet, Phone, Website)	349.83	2,414.94
FP&L	197.25	980.98
Pye-Barker Fire & Saftey (annual charge)	-	50.50
Alarm Permit	75.00	75.00
Exterminating	37.00	259.00
Repairs & Maintenance	200.00	795.99
Printing	462.00	1,787.00
Costco Membership Annual Renewal	-	55.00
Grapevine Subscription Annual Renewal	-	52.15
Office Supplies / Postage	162.49	1,495.43
Total Expenses	\$ 10,776.11	\$ 70,827.55
Monthly Surplus / (Deficit)	\$ (304.59)	\$ (223.62)

Office Activity for July, 2017

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	102	99	3
<i>12th Step requests:</i>	2	1	1
<i>BTG</i>	-	-	-
<i>Other information:</i>	53	56	(3)
<i>Public Information requests:</i>	-	2	(2)
<i>Institutions Meeting requests:</i>	-	1	(1)
<i>Visitors:</i>	221	286	(65)
<i>Emails:</i>	289	197	92
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<i>Total Activity:</i>	667	642	25

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

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 4,457.38	\$ 2,753.23	\$ 1,704.15
Sales Tax	314.12	230.86	83.26
Tax Exempt Sales	-	30.00	(30.00)
Group Contributions	5,575.02	1,062.42	4,512.60
Birthday Club Memberships	70.00	89.00	(19.00)
Meeting Baskets	55.00	-	55.00
Total Revenues:	\$ 10,471.52	\$ 4,165.51	\$ 6,306.01
Expenses:			
Literature Purchases	\$ 3,920.09	\$ 3,373.50	\$ 546.59
Sales Tax	353.36	329.43	23.93
Credit Card Fees	43.38	21.55	21.83
Office Salary	3,604.35	2,883.48	720.87
FICA & Unemployment Tax	275.70	220.56	55.14
Paychex (Monthly Fee)	87.00	83.00	4.00
Health Insurance	528.66	264.33	264.33
Rent & Water	480.00	475.00	5.00
Repairs & Maintenance	200.00	-	200.00
Alarm Permit	75.00	-	75.00
AT&T (Internet, Phone, Website)	349.83	60.95	288.88
FP&L	197.25	167.28	29.97
Exterminating	37.00	37.00	-
Printing	462.00	231.00	231.00
Office Supplies / Postage	162.49	-	162.49
Total Expenses	\$ 10,776.11	\$ 8,147.08	\$ 2,629.03
Monthly Surplus/(Deficit)	\$ (304.59)	\$ (3,981.57)	\$ 3,676.98
Checking Account Balance	\$ 6,311.15	\$ 9,367.77	\$ (3,056.62)
Prudent Reserve Balance	\$ 14,043.09	\$ 17,540.97	\$ (3,497.88)

**Palm Beach County Intergroup
Operating Report
7/01/2017 - 7/31/2017**

Opening Balance Checking: **\$ 6,615.74**

Revenues:

Literature Sales	\$ 4,457.38
Sales Tax	314.12
Group Contributions	5,575.02
Birthday Club Memberships	70.00
Meeting Baskets	55.00

Total Revenues: **\$ 10,471.52**

Expenses:

Literature Purchases	\$ 3,920.09
Sales Tax	353.36
Credit Card Fees	43.38
Office Salary (5 weeks payroll)	3,604.35
FICA & Unemployment Tax	275.70
Paychex (monthly fee)	87.00
Health Insurance (2 months)	528.66
Rent & Water	480.00
AT&T (Internet, Phone, Website)	349.83
FP&L	197.25
Repairs & Maintenance	200.00
Alarm Permit	75.00
Exterminating	37.00
Printing (2 months)	462.00
Office Supplies / Postage	162.49

Total Expenses **\$ 10,776.11**

Monthly Surplus / (Deficit) **\$ (304.59)**

Closing Balance Checking: **\$ 6,311.15**

Opening Balance Prudent Reserve: **\$ 14,042.86**

Prudent Reserve Interest **0.23**

Closing Balance Prudent Reserve: **\$ 14,043.09**

PBC Intergroup Association
Profit & Loss
 July 2017

	Jul 17
Ordinary Income/Expense	
Income	
Direct Public Support	
Group Contributions	5,458.40
Total Direct Public Support	5,458.40
Sales	
Books	2,398.85
Literature	842.35
Medallions	1,206.00
Total Sales	4,447.20
Special Events Income	
Birthday Club	70.00
Total Special Events Income	70.00
Total Income	9,975.60
Cost of Goods Sold	
Cost of Goods Sold	
COGS - Books	2,175.95
COGS - Literature	598.27
COGS - Medallions	521.73
Purchase Cost & Discounts	0.00
Total Cost of Goods Sold	3,295.95
Total COGS	3,295.95
Gross Profit	6,679.65
Expense	
Facilities and Equipment	
Equip Rental and Maintenance	275.00
Exterminating	37.00
Rent Water	480.00
Total Facilities and Equipment	792.00
Operations	
AT&T Internet	349.83
FPL	197.25
Office Supplies	142.89
Postage, Mailing Service	19.60
Printing and Copying	231.00
Total Operations	940.57

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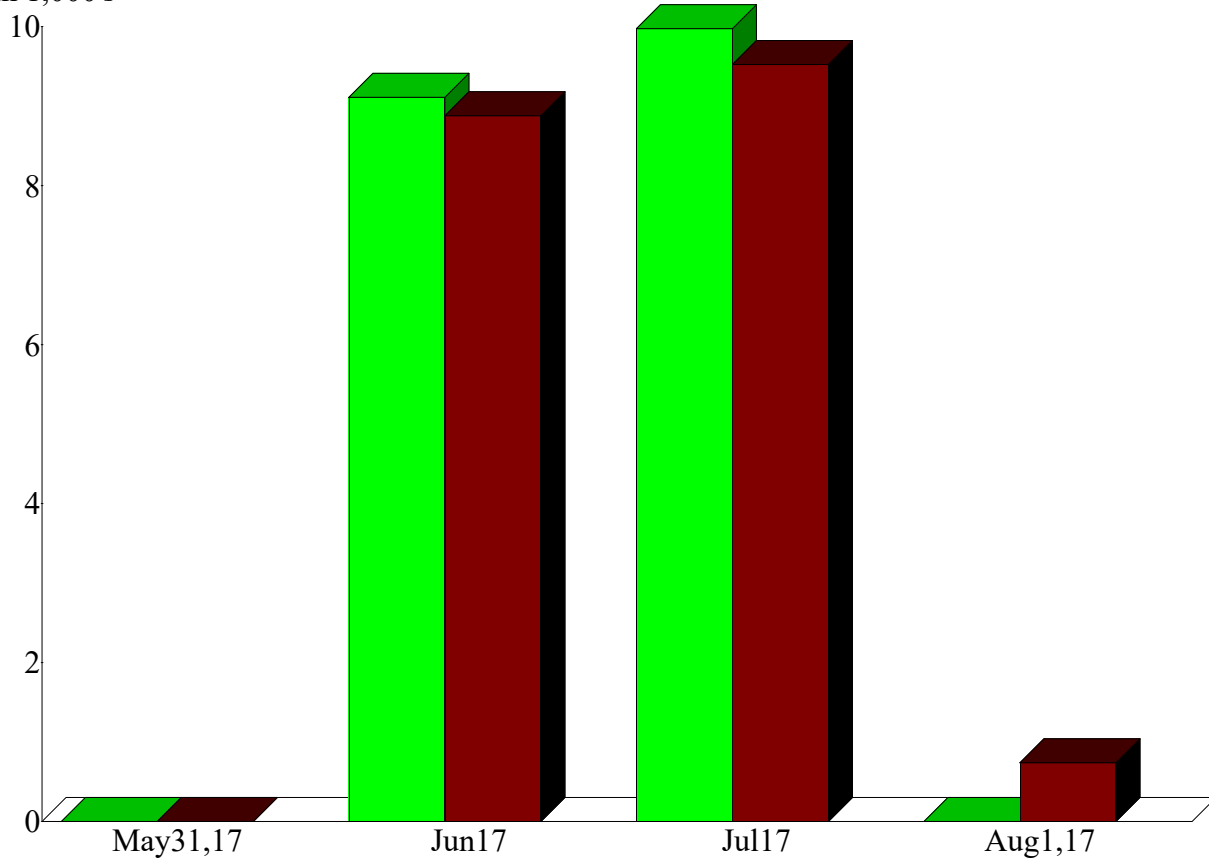
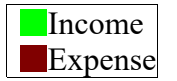
Accrual Basis

PBC Intergroup Association
Profit & Loss
July 2017

	<u>Jul 17</u>
Other Types of Expenses	
Employee Health Insurance	528.66
Total Other Types of Expenses	528.66
Payroll Expenses	
FICA and Unemployment Tax	275.70
Office Manager Salary	3,604.35
Paychex	87.00
Total Payroll Expenses	3,967.05
Total Expense	6,228.28
Net Ordinary Income	451.37
Net Income	<u>451.37</u>

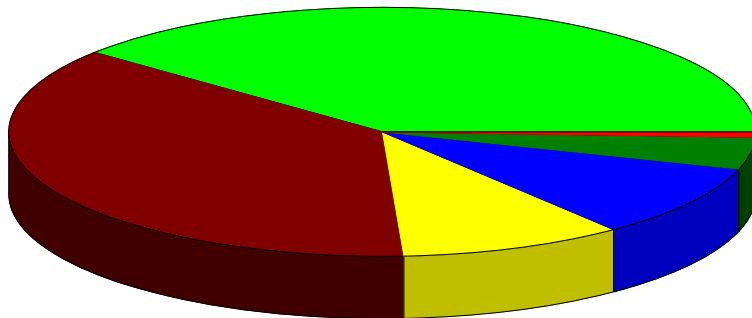
Income and Expense by Month

\$ in 1,000's



Expense Summary

Payroll Expenses	39.14%
Cost of Goods Sold	36.97
Facilities and Equipment	9.79
Operations	9.60
Other Types of Expenses	4.14
Contract Services	0.36
Total	\$19,142.86



By Account