

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: October 11, 2017

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:

Debra M. – Lake Worth Group - Intergroup Rep

Mike L – West- Intergroup Rep.

Brenda B – Women's Awakening – Intergroup Rep

Jay C – Group Contact – Hazelden/Betty Ford Alumni Chapter Group

Ken F – Big Book Spiritual Group – Intergroup Rep

Earl J – Higher Power Group Bill and Bob Club – Intergroup Rep

Sean S – Happy Hour Group – Intergroup Rep

Vic C – Friends of Bill – Intergroup Rep

Chairperson: Deb M - Greetings everyone! If someone is reading this for me right now it is because I am physically unable to attend the October 2017 Intergroup Business Meeting due to my continued medical leave. I have been navigating the joys of chemotherapy the past several weeks, and this will continue through the end of November. I anticipate being back and able to resume my duties as Chair in December. In the meantime, I have been in regular contact with Tracy and Roger, as well as the other board members as needed, and kept up to date and in the loop on the status of Intergroup, and assist when able and where necessary. Roger, as acting chair, has been doing an excellent job in my absence. Have a great meeting! I hope to see you soon. Yours in service, Deb M - Intergroup Chair (on medical leave)

Acting Chair: Roger B - Let me begin by reporting that our Chairperson, Deb M, is continuing her chemo treatment. At this time, she is undergoing the roughest part of the treatment. Your support and thoughts would mean a lot to her.

Our Office Manager, Tracy D, has completed training and her performance has been outstanding so far. As you may note by looking around the office, she also has a flair for decorating....who knew? I continue to receive only positive feedback through the grapevine regarding her performance. As a move of good faith and reward for outstanding performance, both in her regular office duties and for prep and recovery for Hurricane Irma, the Advisory Committee agreed on Oct 2nd, 2017 to end her probation six weeks early and elevate her to her regular pay amount of \$18/hour. In addition to

her flair for decorating, she continues to seek out ways to reduce spending at the Office. In the past 2 months, we have cut at least \$200 per month by in-housing a cleaning service and eliminating an unused phone line. In addition, she has concluded our financial software project. We are now at a point where we can see our finances live at the moment and in a format understandable to anyone. This is a luxury that no previous Treasurer or Chair has ever had. It is also an extremely valuable tool for moving forward.

Let me preface my following statements by restating something I said in the interim report sent out during September. I will not second-guess or analyze decisions made by previous Officers and Office Managers. The group sitting up front (as well as Deb on leave) is all about moving forward. We are at the beginning of a financial recovery. All previous monies owed to past employees have been paid. All past due bills to vendors have been paid. We especially had to do this with AA World Services as they are the vendor for our bestselling books, The Big Book, and the 12 and 12. In order to pay off these debts, we had to move \$4000 from the prudent reserve. One thing that did not help us during the month of September was that Group Contributions only totaled a little over \$500 which is the lowest we have ever seen. This is typically the time of year for low contributions, so timing did not do us any favors either.

Moving forward, what you will see from us is brutally honest financial reporting. That basically means some months may be bad and some months may be good and nothing will be polished. What I have learned about our finances is that while the Office Manager and Officers have some control over expenses, it is the Groups and Customers that have control over the income.

Our main message that we would like the Reps to take back to their Groups is that we are under new management, we are beginning a financial recovery, and we can use your help. If your groups are unable to help financially, we can always use help in service. We have the alcathons and a picnic coming up to name a couple of opportunities. We also have 2 Committee Chair spots open tonight: The TODAY Chair and the Website Chair. Thank you for your support, Roger B., Intergroup Treasurer / Acting Chairperson

Alternate Chair: John F. -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 Tracy 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 - Opening checking balance for August 2017 was \$2,476.65. Revenues were \$3,995.90 and Expenses were \$7,610.42, resulting in a net deficit of \$3,614.52. The closing checking balance for August was \$1,703.86. The Prudent Reserve Balance for August 31 was \$14,043.57.

Opening checking balance for September 2017 was \$1,703.86. Revenues were \$1,703.91 and Expenses were \$4,436.05, resulting in a net deficit of \$2,732.14. The closing checking balance for September was \$2,416.47. The Prudent Reserve Balance for September 30 was \$10,043.79.

As reported earlier in the Chair report, we moved \$4000 from the prudent reserve to the operating account to pay down outstanding bills from our vendors during the month of September. It is my goal to start replenishing the prudent reserve once the operating account gets above \$3000 in increments of at least \$500/month. As of today, we have \$2095.43 with only 3 bills totaling about \$800 which are less than 10 days overdue and they will be paid this week. At the beginning of September, the unpaid bills to vendors were about \$5500. So, in a short period of time, we have been able to reduce our debt and return us to good standing with our vendors, most of which are very easy to work with. I feel confident that we are on the way to recovery. I will keep you updated on our progress. Thanks for allowing me to be of service, Roger B – PBC Intergroup Treasurer

Basket passed in accordance with our 7th Tradition

Secretary: Kate D – Read Advisory Committee Minutes from the October 2, 2017 Meeting. (see attached)

Secretary Report – Kate D. - Thank you to all who have turned in your reports; if you have not please get it to me by early Thursday at 5:00pm. Kate D.

Registrar: Scott M - So glad everyone is back! 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: Tracy D. - What a blessing I have been given to work with such a great group of drunks these last couple of months. We have been on the slow side of summer and Hurricane Irma wasn't much help! Our numbers were at 399 for the month of September but were all looking forward to seeing a much better October. Thank You

and As Always, Never Look Down on Someone Unless You Are Helping Them Up!
Tracy D.

General Service/Intergroup Liaison: Lea A - The last District meeting was held on August 13, 2017. There was no September meeting due to Hurricane Irma. Highlights from the August meeting include:

There was a motion "To increase the Alternate Chairperson's budget an additional \$550.00 for the purpose of organizing and hosting the first Palm Beach County Service Assembly of Alcoholics Anonymous."

Background of this motion: - "Palm Beach County is comprised of 2 Intergroup Associations, H&I Committee, and District 8; all performing Service for almost 400 groups and their members. Each of these Service bodies works in cooperation with the others, but have never come together to unify their efforts and share with their respective counter-parts their experience. Following the example set by GSO, this assembly would be for the Committee Chairs and Officers of each of the Service bodies. The requested funds would go for the purpose of meeting space rent and lunch for the invited attendees."

On Saturday, October 21 at 2:00 p.m. at the Triangle Club, there will be a District Workshop presented by the Accessibility Committee. The workshop will focus on sensitivity training with a focus on dealing with blindness.

Just a reminder that you can now make hotel reservations for the 62nd Florida State Convention, which will be in Fort Lauderdale from August 15 to August 19, 2018. You can also register for the convention now at floridastateconvention.com. Thank you for allowing me to serve. Lea A

South County Intergroup Liaison: Maria P S - The Intergroup Serenity Golf Tournament is scheduled for October 29, 2017 at the Westchester Country Golf Club in Boynton Beach. Flyers and registration forms can be picked up at the Intergroup office or downloaded from the website. Tickets for golfers, which include lunch are \$75, lunch only is \$25. Hole sponsorship is \$100. Each sponsor will be recognized with a sign at the tee. Great fun, food and fellowship in support of SPCI Intergroup.

Ideas for the Fall Gratitude Event are being discussed. We are considering the idea of a potluck style luncheon where Homegroups bring dishes. Dates being considered are 11/18, 11/25 and 12/2. We are still considering venues for the event. The next planning meeting is for October 4, 2017 at 7pm at Central House. All are welcome to attend and participate. A motion was made by Billy R. that Intergroup allocate \$1200 to secure a reservation for the venue. The motion was voted and passed. Thank you for the opportunity to serve, Maria P. S

Archives Committee Liaison: Ilia E – Help is needed for better coordination of the Archives. Current tapes are being copied. Scott M offered help as well as the help of his sponsor. Ilia E.

COMMITTEE REPORTS

Public Information: No Report Submitted

12 Step List: No Report Submitted

Phone Volunteer Committee: Annette K - The Volunteers have been amazing as always and on top of their shifts and many times above and beyond! We had a few hurdles to overcome since IRMA graced us with her presence! There was a bit of trouble for a few days transferring lines although that seems to be rectified at this time! Some of the volunteers missed calls although did get back to the callers ASAP! We also had a code change for access to our volunteer phone line and there have no issues with the change. The Intergroup office staff has been outstanding and on top of the phone line troubles with our carrier ATT. KUDOS to the office! Also in the month of November I will call for a volunteer meeting after the Intergroup meeting to go over Holiday availability and what to be expected during the season! Thank you all for the tremendous service work and see you next month! Best Regards... Annette K

TODAY: Randy B -The October 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. Smiles and Somersaults - Randy B

Birthday Club: Rhonda B - Anniversary announcements for September were mailed out. October celebrants will receive medallions by end of month. Rhonda B.

Website Committee: Randy B - Since the last business meeting I have made the following updates and changes to the website; Posted Meeting List, Posted recent meeting changes, Updated Announcement & Events page and Posted the Today & Intergroup Business Meeting minutes With Smiles & Somersaults, Randy B

Group Contact Committee: No Report Submitted

Bridging the Gap Committee: No Report Submitted

Where & When Committee: Kate D - The last publication was made on August 17, 2017. The Where and When was then updated again on 9/17/2017, 10/2/2017 and 10/4/2017. I have received and additional change today, 10/11/2017.

Institutions Committee: No Report Submitted

Unfinished Business:

The Today Editor position was again up for election. No one volunteered for the position. Randy B will continue as the Interim Today Editor Chair.

The Website Committee Chair was again up for election. Billy J volunteered for the position. A vote was put forward and it was unanimously passed to have Billy J as the new Website Committee Chair.

New Business: There was no new business

Upcoming Events: No upcoming events were discussed

Meeting Adjourned: 7:00pm

See you next month!

PBC Intergroup – Advisory Committee Minutes – October 2, 2017

Members Present: Roger B, John F, Kate D, Scott M, Vicki K, Troy T, Ed W, Deb M (observing)

Acting Chair – Roger B. – The Acting Chair reported that the new Office Manager, Tracy D, has been trained and is exceeding all expectations. She has completed the Quickbooks software conversion and has found ways to save Intergroup money. Today she discovered an unused phone line and cancelled it, saving us \$100/month on our ATT bill. She also performed with excellence in preparing and re-opening the office during Hurricane Irma. The Acting Chair feels that the Office Manager's probation period should be terminated 6 weeks early and her salary be raised to the post probationary amount of \$18/hr. as an act of good faith and for excellent performance. The committee agreed. The Acting Chair will conduct a formal review for the Office Manager by the end of the week.

Alternate Chair – John F. – Due to the timing of the hurricane and the cancellation of meetings, it was decided to postpone the Intergroup Picnic until after the Alcathons. We are looking at a date at the end of January and will report this at the next Business Meeting.

Treasurer – Roger B. - During the months of August and September, the operating account reached a very low amount (under \$1000). Part of this was due to monies owed our previous Office Manager for both salary and health care benefits, which were not reported or debited in previous months. Also, the addition of a part time employee during the summer did not help us financially. As well as the Group Contribution amount for September was only a little over \$500, the lowest we have ever seen. Due to outstanding bills to AAWS, preventing us from placing further orders with them in order to have stock of our best sellers, we found it necessary to transfer \$4000 from the prudent reserve account in order to pay down these bills and place orders. It is hoped that with continued prudent spending and the return of the season coming soon, that the Intergroup Finances can start to rebuild to the levels we enjoyed two years ago.

Secretary – Nothing to Report

Registrar – Nothing to Report

Advisory Committee Members Discussion – General discussion was held regarding the desire to move Intergroup forward from a time where things were in a little disarray. With a solid Office Manager in place, and leadership that is focused on moving forward, it is hoped that the Groups of Palm Beach County will support us in this quest to regain financial stability and continue with helping the alcoholic that still suffers. It was decided that the best way to pass this message was to just tell as many people as possible and pass the word.

Next Meeting: December 4, 2017 at 6:00 PM