

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: December 13, 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:

Bil G. – Jupiter Farms Group – Representative
Claude T. – Lunch Bunch – Representative
Dennis C. – Good Morning Group – Alternative Rep.
Hector M. – Tired of the Beating – Alternative Rep.
Joel O. – Days End – Alternative Rep.
John S. – Hope in the Acreage – Representative
Lynn C. – Women in Sobriety – Representative
Rachael – Serenity Ladies - Representative
Wilson T. – Sunny Isle Group – Representative

Chairperson: Deb M - Good evening everyone, my name is Deb and I am an alcoholic. I am also the Intergroup Chair returning from medical leave having been gone since July. I want to take this time to thank you for all of your prayers and well wishes during a very difficult medical challenge. I will now be taking back the helm from Roger. Please all join me in thanking Roger for doing such an excellent job in managing matters in my absence; from assisting in the implementation and tweaking the new Quickbooks accounting system to breaking in the new office manager – and most of the time without a hitch. I wasn't completely out of the picture however – Roger and I would consult on things as needed and he always kept me abreast of the important things. Though I cannot say today that I am back 100% - I am darned well near it. I am pleased to see that the finances are continuing to improve with another positive month. Roger will be giving you further details in this regard in his treasurer's report. I have been receiving a lot of positive response from the group members about the Meeting Guide app and am pleased we were able to put this in place another item to assist the alcoholic in Palm Beach County. As you know we have the Alcathons coming at the end of this month, and the plans are in place for the Intergroup Picnic on Jan 27th at Carlin Park in Jupiter. John will be providing further details on those events in his report.

We have two committee chair positions that are in need of filling that will be presented this evening; the TODAY and Bridging the Gap. Both are important positions – Randy has been doing the TODAY for quite some time now and it's time that he rotate out. And Bridging the Gap – though not necessarily a busy position – it is an important one should that call come in.

That's it for me tonight. Love and service – Deb Morgan, Intergroup Chair. Are there any questions?

Alternate Chair: John F. - Plans are coming along for the Alcatraz. Tracy and myself will be doing some shopping for coffee and treats next Thursday so if you have any special requests please make them known. As usual we encourage individuals and groups to bring along extra goodies for their meeting time. We are passing around a sign-up sheet for volunteers. Please try to assist an hour before or after your group meets with coffee and clean up, etc. I learned last year that while it is important to sign up for a shift, it is even more important to show up for the shift. Please.

I also am passing around a picnic sheet. If you have a truck and can help with for pickup from the stores or taking supplies from the office to Carlin Park on Saturday 1/27 help would be greatly appreciated. Also we need cooks, ticket takers, drink salespeople and set up / clean up assistance. I will be lining up a DJ over the holiday break so suggestions are appreciated. We have had volleyball and other activities in the past, if you are familiar with the organization or structure of that please talk to me after the meeting, as I have always been cooking and my attention was focused on not burning anything.

I spoke to Martin County Intergroup last month. They are now taking major steps to updating their website and uploading to the meeting guide app. That means only South County is left for meeting guide coverage to the keys. Thank you, in service, John F

Treasurer: Roger B - Revenues for November 2017 were \$6,210.10 and Expenses were \$4,857.99, resulting in a net surplus of \$1,352.11. The opening checking balance for November was \$4,508.30 and the closing was 4,619.31. During the month of November, we moved a total of \$1,000.00 to our Prudent Reserve account due to our Operating Account being above \$3000. The current Prudent Reserve balance is \$11,044.13.

It is nice to be back in a position of having a surplus and it is all thanks to the generous contributions of the Groups. I am hoping as we progress through the winter season, we will continue to be in the positive and be able to build up our reserves to meet the leaner

months of the summer.

A brief note on financial reporting. Since we have totally changed our accounting methods through use of software, we have not been able to produce accurate year-to-date or “2017 vs 2016” reports due to the different accounting methods, different record keeping methods, and partial year data history in the new system. Since we went live on the software on 6/1/2017, we will be able to give accurate yearly comparison reports starting this July, 2018 and will be able to start accurate YTD reports in February 2018. I’ve also gotten some input as to what Groups would like to see in the monthly reports. This month, I have compiled a “monthly financial package”, which includes our standard Profit & Loss report, Group Contributions report, and a copy of the financial report from a year ago. While, the reports from last year do not use the same accounting method and are somewhat polished, it gives a “general” comparison and is not totally useless. This package will be emailed out to the Groups with the Minutes. I will have some copies available at the front table during the meetings for review. If anyone is not on our email list and would like to receive these reports, please fill out one of the yellow forms and please indicate “Miscellaneous Contact” on the form and the Registrar will add you to that mailing list. 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 at 5:00pm. Kate D. Secretary

Registrar: Scott M – I apologize that I was not able to attend the meeting last week, I would like to thank Roger for helping while I was away. 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. - Greetings and Happy Holidays from Intergroup November was a great month for us with our total office activity at 568. The support we have received from most of the groups is nothing short of miraculous and leads me to believe we are regaining the trust of our fellows. We ESPECIALLY need to thank, the “River Bottom Group” for such a great Holiday party and the kindness they have shown us here at Intergroup. Please REMEMBER, Intergroup will be closed ON MONDAY DECEMBER 25, 2017 IN OBSERVANCE OF THE CHRISTMAS HOLIDAY and WILL reopen ON TUESDAY DECEMBER 26, 2017 at 9:00am. WE WILL ALSO BE CLOSED

ON MONDAY JANUARY 1, 2018 IN OBSERVANCE OF NEW YEARS DAY. The Crew wishes all of you, Safe & Happy Holidays! Tracy Lee Davis Office Manager

Advisory Committee: Kate D. (see attached)

General Service/Intergroup Liaison: Lea A - The following includes highlights from both the November and December 2017 District meetings:

Motions voted on include:

Motion 1: To increase the PI/CPC budget by \$300 for 2017 - *Motion passed*

Motion 2: To accept Proposed 2018 Budget as written. -Motion was amended to include an additional \$128 for the Archives Committee due to an increase in the storage expense. -*Amended motion passed.*

Motion 3: To increase the Accessibilities Budget for 2017 by \$300. - *Motion passed.*

Motion 4: At the end of every year, the Treasurer of District 8 will hold back 25% of the yearly budget for lodging from the excess funds prior to distribution according to current practice. This amount will be used to fund the DCM / ACM, District Officers, and Committee Chairperson's lodging for the January Quarterly /Assembly.-*Motion passed.*

Motion 5: That District 8 add a line item to the District 8 Annual budget not to exceed \$200.00 per month, to cover rent, refreshments, and literature to make available to interested members to host a monthly General Service Workshop chaired by the DCM Coordinator. *Motion failed.*

Motion 6: To update our policy on Interpretation (item 1996.05.a currently) in the Book of Current Practices to read: District 8 to compensate the interpreter at a rate not to exceed \$75 per hour per interpreter for a two-hour minimum for any alcoholic at District 8 Event/Business Meeting as needed. -*Motion passed unanimously.*

Happy holidays, everyone! Thank you for allowing me to serve. Love & service & much gratitude, Lea Ackerman, General Service Liaison

South County Intergroup Liaison: Maria P S – Hi My fellows Members serving PB county intergroup. The highlight of the meeting - The Golf tournament was a great success. Thank you for the opportunity to serve. Maria P.S

Archives Committee Liaison: Ilia E – I have been taping over tapes, importing archive information from Intergroup, preparing information to be transferred to the computer. Ilia E.

COMMITTEE REPORTS

Public Information: Deborah S - No Report Submitted

12 Step List: Megan L - No Report Submitted

Phone Volunteer Committee: Annette K – Doing well. Still waiting on the 12 step list from Megan L. There is a link to the Phone Volunteer Committee on the Intergroup Website. Annette K.

TODAY: Randy B - The December issue of the Today is before you. All Groups are encouraged to submit group activities to the Today. This month has the usual 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 turn yellow and 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 - Medallions and TODAY newsletters were sent out for November and will be sent out this week for December. Rhonda B

Website Committee: Billy J - Webmaster Report December 2017:

- Today for December has been posted.
- Previous minutes for Intergroup Business meeting posted
- Agenda for December 13th Intergroup Business meeting posted
- Posted updated Where & When PDF (updated as of 11/30)
- Made necessary changes to various Meeting info on the new meeting website, and subsequently The Meeting Guide app. In love and service, Billy

Group Contact Committee: Kevin R. No Report Submitted

Bridging the Gap Committee: Vacant

Where & When Committee: Tracy – New Where and When's are in. Tracy D

Institutions Committee: Bill W. 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 & do service! Currently we have 48 facility's that hold 96 meetings a week with 6 vacancies. Institutions committee is having its annual book drive!! You can go to BigBookBall.org and sponsor

books or buy a ticket to our book drive party on New Year's Eve!!! Lots of food, DJ with dancing and meetings on the hr.!! Hope to see you there. Thanks for the privilege of service! Bill W

Unfinished Business:

Elections:

Today Chair: Carrie M. Volunteered for position of the Today Chair. A vote was taken and unanimously Carrie M. was voted into the position.

Bridging the Gap Chair: No one volunteered for the position and it remains vacant.

New Business: - No new business

Upcoming Events: Christmas Eve and New Year's Eve Alcahons. PBC Annual Picnic, Saturday, January 27, 2018. 11:00AM – 3:00PM at Carlin Park in Jupiter, FL.

Meeting Adjourned: 6:47pm

See you next month!

PBC Intergroup – Advisory Committee Minutes – December 4, 2017

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

Acting Chair – Roger B. reported on an email received from an AA member regarding the name of one of the AA groups. The email raised concerns that the name may be in violation of Tradition 4 and Tradition 10. Deb M. Chairperson, reviewed the email and advised; “Per Tradition 4 each group is autonomous and if their group conscious made the decision there is nothing we can do. There is nothing in the Intergroup by laws that gives us authority to make them change it.”

Alternate Chair – John F. discussed that the tickets for the Picnic on 01/27/2017 will be printed before the next Intergroup meeting. It was agreed upon that the cost of tickets will be \$7.00, which will include a meal and water.

John stated that he will also start purchasing the supplies for the Al-co-thons and the Picnic at Costco.

Treasurer – Roger B. presented the November 2017 Profit and Loss statement, Unpaid Bill details as of 11/30/2017, the bank account details as of 12/03/2017 and the Group Contributions for November 2017. Intergroup currently has a surplus of \$1352.00

Roger also discussed that as a part on the new changes to Intergroup’s accounting system and our commitment to accountability and transparency, new bullet points may be added to minutes regarding the accounting and account packages may be available. However, the accounting is still transitioning and once there has been a year’s worth of date in Quickbooks, we will be more equipped.

Secretary – Nothing to Report

Registrar – Nothing to Report

Advisory Committee Members Discussion – There was general discussion regarding a lot of positive feedback about the recent changes that Intergroup has made.

It was also discussed that the office is in need of new coffee makers, at least 4 for our future events. We will shop for best pricing.

It was brought to the committee’s attention that the Beachcomber Sunday group at the American Legion has lost their meeting site due to parking issues at the hall.

It was also discussed that Martin County will now be incorporating the Meeting Guide on their website.

There was a suggestion to streamline the selection process for future Al-Co-Thons which will help to make sure that every group that wants to participate gets a slot and no group gets missed.

Meeting adjourned.

PBC Intergroup Association
Profit & Loss
November 2017

12:40 PM
12/03/2017
Accrual Basis
Nov 17

Ordinary Income/Expense

Income

Direct Public Support

Group Contributions	4,877.23
Direct Public Support - Other	139.30
Total Direct Public Support	5,016.53

Sales

Books	2,719.06
Literature	904.67
Medallions	1,167.30
Total Sales	4,791.03

Special Events Income

"Today" Subscriptions	18.00
Birthday Club	119.50
Total Special Events Income	137.50

Total Income 9,945.06

Cost of Goods Sold

Cost of Goods Sold

COGS - Books	2,635.37
COGS - Literature	621.80
COGS - Medallions	468.54
Purchase Cost & Discounts	9.25
Total Cost of Goods Sold	3,734.96

Total COGS 3,734.96

Gross Profit 6,210.10

Expense

Facilities and Equipment

Exterminating	37.00
Rent Water	475.00
Total Facilities and Equipment	512.00

Operations

AT&T Internet	194.31
FPL	103.12
Office Supplies	125.63
Postage, Mailing Service	29.40
Printing and Copying	231.00
Total Operations	683.46

Other Types of Expenses

Employee Health Insurance	150.00
Total Other Types of Expenses	150.00

Payroll Expenses

FICA and Unemployment Tax	220.73
Office Manager Salary	2,880.00
Paychex	87.00
Total Payroll Expenses	3,187.73

Travel and Meetings

	324.80
Total Expense	4,857.99

Net Ordinary Income 1,352.11

Net Income 1,352.11

Bank Account Balances

Checking	11/1/2017	4508.30
	11/30/2017	<u>4619.31</u>

Prudent Reserve	11/1/2017	10543.96
	11/30/2017	11044.13

PBC Intergroup Association

Group Contributions

November 2017

Date	Memo	Name	Amount
Parts			
Group Contribution (Contributions from groups)			
11/07/2017	Contributions from groups	12 N 12 Group, 7am	10.70
11/13/2017	Contributions from groups	Central Group	300.00
11/07/2017	Contributions from groups	Don't Quit Before the Miracle	125.00
11/03/2017	Contributions from groups	Happy Hour Meeting Club Oasis	550.00
11/20/2017	Contributions from groups	Harmony Women's Group	600.00
11/09/2017	Contributions from groups	Intergroup Business Meeting	71.00
11/02/2017	Contributions from groups	Jupiter Farms Group	74.25
11/03/2017	Contributions from groups	Jupiter Inlet Men's	79.00
11/10/2017	Contributions from groups	Jupiter Sunrise Group	380.00
11/10/2017	Contributions from groups	Jupiter Sunrise Group	158.00
11/10/2017	Contributions from groups	Jupiter Sunrise Group	134.00
11/10/2017	Contributions from groups	Jupiter Sunrise Group	193.00
11/03/2017	Contributions from groups	Lantana Group	20.80
11/14/2017	Contributions from groups	Lighthouse Group	175.00
11/30/2017	Contributions from groups	Longest Day of the Year	107.73
11/28/2017	Contributions from groups	Lunch Bunch Group	1,250.00
11/28/2017	Contributions from groups	Men's Fifth Tradition Group	40.00
11/07/2017	Contributions from groups	Mid Day Live	135.00
11/09/2017	Contributions from groups	Never Ending Story Hour	60.00
11/09/2017	Contributions from groups	Night Owl Group	23.00
11/30/2017	Contributions from groups	Sober Solutions	140.00
11/03/2017	Contributions from groups	Spirit of 76 men's	160.00
11/16/2017	Contributions from groups	Step forward	60.75
11/03/2017	Contributions from groups	Westside Group	30.00
Total Group Contribution (Contributions from groups)			4,877.23
Total Parts			4,877.23
TOTAL			4,877.23

**Palm Beach County Intergroup
Operating Report
November 30, 2016**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 3,874.94	\$ 4,204.24	\$ (329.30)
Sales Tax	226.60	250.22	(23.62)
Tax Exempt Sales	184.00	243.50	(59.50)
Annual Picnic	-	1,717.00	(1,717.00)
Group Contributions	2,687.30	2,336.97	350.33
Birthday Club Memberships	85.00	139.00	(54.00)
Meeting Baskets	50.00	54.00	(4.00)
Total Revenues:	\$ 7,107.84	\$ 8,944.93	\$ (1,837.09)
Expenses:			
Literature Purchases	\$ 2,041.95	\$ 2,013.64	\$ 28.31
Sales Tax	236.40	305.79	(69.39)
Annual Picnic	-	1,345.62	(1,345.62)
Credit Card Fees	15.68	-	15.68
Office Salary	2,883.48	2,883.48	-
FICA & Unemployment Tax	220.56	220.56	-
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
Repairs & Maintenance	100.00	-	100.00
Master Monitoring Annual Charge	-	276.00	(276.00)
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	338.71	305.74	32.97
FP&L	139.22	150.22	(11.00)
Exterminating	37.00	37.00	-
Printing	231.00	231.00	-
Office Supplies / Postage	78.46	303.18	(224.72)
Sam's Club Membership Renewal	-	45.00	(45.00)
Total Expenses	\$ 7,144.79	\$ 8,880.56	\$ (1,735.77)
Monthly Surplus/(Deficit)	\$ (36.95)	\$ 64.37	\$ (101.32)
Checking Account Balance	\$ 6,567.91	\$ 17,792.89	\$ (11,224.98)
Prudent Reserve Balance	\$ 13,541.01	\$ 17,358.09	\$ (3,817.08)