

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: January 10, 2018

Start time: 6:15 p.m.

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

Number of attendees: 43

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:

- Harley L. – Sobriety and Thunder – Group Representative
- Jeremy F. – Love, Faith and Life – Group Representative
- Joe M. – The Unfortunates – Group Representative
- Melissa W. – Saturday Noon Beginners – Group Representative
- Timothy L. – Eye Openers – Group Representative

Chairperson: Deb M. Good evening everyone, my name is Deb and I am an alcoholic. If you have a motion you would like seen on the Agenda to be discussed next month, please e-mail it to me no later than January 24, 2018 – the deadline to be placed on the Agenda. The Christmas and New Year's alcohons were again a success netting Intergroup almost \$300 for both events. Our bottom-line is happy to see this bit of a boost. Our annual intergroup picnic is coming up the end of this month. John will be reporting on this in his report and I am sure he will be asking for help. This event takes a lot of people working together to be a success and I am sure he will appreciate the assistance. If you have ticket money to turn in, please see Tracy at the end of the meeting. Our finances are staying on a relatively even keel and Roger will report further about that in his report. The Quickbooks system is giving us a clear, day to day picture of our financial situation and, in my opinion, that is a good thing and in keeping with our goal of transparency. Tonight we have 3 positions on the agenda that we are hoping to have filled. They are Bridging the Gap; the 12 step list; and Public Information. All of these positions are important. If you are sitting here tonight - then you are interested in service beyond the group level –and recognize its importance. If you meet or are close to the criteria for the position, please consider taking one of these spots. Remember – service keeps you sober (at least it has done so for me). We also have a motion to discuss concerning revising the by-laws so that the Where and When duties be taken over by the officer manager and no longer be a responsibility of a committee chair. The motion will be read and the matter discussed and you can then take it back to your groups for discussion in preparation for voting next month.

One of the things that I want to look into being accomplished during my term as chair is having Palm Beach County Intergroup incorporated. I will need assistance to do this. If you or someone you know is a lawyer who has knowledge about incorporation, please contact me so we can discuss the process and see if it feasible to be done.

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

Alternate Chair: John F. Preparations for the Picnic are coming along, if anyone has activity suggestions I would be glad to entertain them. I am meeting with Kirk next week to finalize entertainment. Please return tickets and numbers to the office so we can have a ready count. On the 25th, the Office Manager and I will purchase final supplies. If you can help, please stay after the meeting.

The Alcothon went well, but in the future, I think we should consider having the entire event at the Intergroup Office, including the Christmas Alcothon, as the first event is more beneficial for the Triangle Club than it is for Intergroup. In service, John F.

A question was asked as to why there are 2 different locations. Deb M. Stated that due to Capacity, the Triangle Club is used on Christmas.

Treasurer: - Roger B. Revenues for December 2017 were \$4,655.09 and Expenses were \$6,480.74, resulting in a net deficit of \$ 1,825.65. - Revenues were down \$1500 from last month, as well as expenses being up for December with a 5 payroll month as well as expenses for the Alcothons. The opening checking balance for December was \$5,143.82 and the closing was \$5,425.37. During the month of December, we moved a total of \$500.00 to our Prudent Reserve account due to our Operating Account being above \$ 3000, however due to the holiday, this will n o t be reflected until the January report. The Prudent Reserve balance for December was \$11,044.32.Thanks for allowing me to be of service, Roger B

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.

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 an information card and hand to the Secretary. Thanks, Scott M. – Intergroup Registrar

Office Manager: – Tracy D. Greetings and Happy New Year from the Crew at Intergroup! Thank you to all the groups who made the Alcothons possible. We need to give special thanks to the volunteers behind the seen that gave their Christmas and New Year's, time and effort to make the Alcothons happen! Deb and Roger, John F, Scott, Howie, Grumpy Mike, Terry and Kevin. Our gross profit was \$1,283.14 for both Alcothons with a net of \$294.33 after costs.

With the New Year upon us, we do have some added expenses in the first quarter such as insurance, which is billed to Intergroup at \$1,581.55 once a year being due 1/29/18. The Intergroup picnic is less than 4 weeks away and we are looking for outstanding volunteers. If you have the time and energy, I have the volunteer signup sheet. Additionally, we have

collected a total of \$224.00 in ticket sales so if you have tickets that have been sold, please turn your funds in tonight or at the intergroup office for a receipt.

The office activity for the month of December was at 574 and we are hopeful to see an increase in the coming months. Thank You to all for a year of helping to ensure the hand of A.A. is always there when called upon. Here is to a safe and sober New Year! In Service, Tracy D.

General Service/Intergroup Liaison: - Lea A. Happy New Year! The next District meeting will be held this Sunday, 1/14/2018. Therefore, I have nothing to report at this time. See you next month! Love & Service, Lea A.

South Palm Beach County Intergroup Liaison: - Maria S. My fellow AA and friends, there was not meeting at the South Palm Beach County Intergroup. Thank you for the opportunity to serve. Have a happy, sober and healthy new year! – Maria S.

Archives Committee Liaison: Ilia E. – No report submitted

COMMITTEE REPORTS

Public Information: Vacant

12 Step List: Vacant

Phone Volunteer Committee Annette K. – No report submitted

TODAY: - Randy B. The January 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 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 sent out for December & January. Today's sent out for December. January TODAYs will be sent out this weekend. – Rhonda B.

Website Committee: Billy J.

- Where and When updated as of 1/8/2018
- January Today is posted
- 2018 section added to the Today Newsletter page
- January agenda posted
- Minutes for December posted
- Alcothon time slot list was posted

Below is the reports from stat counter, which shows the amount of traffic the website has received from Dec 1, 2017 - Dec. 31st, 2017

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	9,734	7,452	5,952	1,500
Average	314	240	192	48

Date	Page Loads	Unique Visits	First Time Visits	Returning Visits
Fri, Dec 1	298	221	177	44
Sat, Dec 2	285	204	159	45
Sun, Dec 3	350	268	209	59
Mon, Dec 4	299	222	176	46
Tue, Dec 5	288	234	175	59
Wed, Dec 6	328	234	185	49
Thu, Dec 7	278	211	165	46
Fri, Dec 8	247	195	159	36
Sat, Dec 9	287	216	174	42
Sun, Dec 10	305	253	202	51
Mon, Dec 11	300	228	175	53
Tue, Dec 12	233	195	164	31
Wed, Dec 13	266	189	161	28
Thu, Dec 14	300	241	196	45
Fri, Dec 15	314	233	180	53
Sat, Dec 16	290	205	153	52
Sun, Dec 17	292	240	201	39
Mon, Dec 18	260	196	154	42
Tue, Dec 19	303	225	185	40
Wed, Dec 20	314	217	166	51
Thu, Dec 21	295	231	181	50
Fri, Dec 22	294	219	163	56
Sat, Dec 23	355	262	201	61
Sun, Dec 24	326	269	214	55
Mon, Dec 25	396	298	250	48
Tue, Dec 26	381	303	252	51
Wed, Dec 27	351	286	238	48
Thu, Dec 28	335	251	205	46
Fri, Dec 29	381	287	230	57
Sat, Dec 30	407	332	281	51
Sun, Dec 31	376	287	221	66

Group Contact Committee: Kevin R.

Please go back to your groups to confirm the Group Contact Information and please give to me. Kevin R.

Bridging the Gap Committee: Vacant

Where & When Committee: - Tracy D. Printing the latest version of the Where and When took place on December 1, 2017 at a cost of \$650.00 for 1,500 copies. There have been 7 changes since then that will appear in the next printing however can be seen on our web-site and phone app. Usually with-in 48 hours. Tracy D.

Institutions Committee: - Bill W. The Big Book Ball was a success and was a great time. We generated enough money to purchase 800-900 Big Books, which is enough for the whole year. Also, remember that the Institutions Committee meets on the 1st Sunday of every month at the Triangle Club at 4:30pm. Thank you, Bill W.

Unfinished Business:

Elections were held again for the vacant committee seats.

Public Information Committee Chair is vacant, no one volunteered for the position.

Bridge The Gap Committee Chair is vacant, no one volunteered for the position.

12 Step List Chair is open and Sam B. volunteered for the position. He meets all the criteria for the position. A vote was presented to the group and Sam B. was voted in unanimously.

New Business: A motion regarding the elimination of the Where and When chair position and transferring the duties to the Intergroup Office Chair/Manager was presented to the group. – See attached Palm Beach County Intergroup Association Motion Form.

It is suggested that you please take the motion back your groups for discussion. We will then take the feedback at the February Intergroup Committee Meeting for discussion and then present the motion again to the groups.

Upcoming Events: Intergroup picnic, Saturday, January 27, 2018. 11am – 6pm at Carlin Park Gumbo Limbo Pavilion in Jupiter.

Meeting Adjourned: 6:44pm

See you next month!

Palm Beach County Intergroup Association Motion Form

(Must be submitted in typed or easily readable print format to Intergroup Office by 5pm of the 1st Wednesday of the Month)

MOTION:

Modify the By-laws to remove the Where & When Committee Chair position, specifically:

- Page 7 – Remove Item IX under Agenda
- Page 11 – Remove the “Where & When” job description

PURPOSE:

This motion is to eliminate the redundancy of duties that exists in the By-laws and to increase accountability with regards to the Palm Beach County Meeting List. In the By-laws, Page 13, under Office Manger Duties & Responsibilities, the third bullet point down states “Maintain and publish area-wide meeting directory”. It is believed that having the Office Manager responsible for the Meeting List it would avoid redundancy and result in less errors in the publication, and would eliminate issues of running out of inventory.

HISTORY:

In the past several years, this Association has had difficulties filling the Where & When Chair position. Many times a member standing for the position has failed to finish out their commitment. This has caused the Meeting List responsibilities to fall on the Office Manager or other Officers several times and has resulted in errors in the publication and being out of stock due to not ordering new ones promptly.

Roger Brand / Intergroup Treasurer

Motion Making Name/Group

Motion Maker Signature

Second Name/Group

Second Signature

Second Name/Group (For By-law Changes Only)

Second Signature

For Intergroup office use only

Vote Results:

For: _____ **Against:** _____ **Abstained:** _____ **Passed / Failed**

PBC Intergroup Association
Profit & Loss
December 2017

	<u>Dec 17</u>	<u>Nov 17</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Direct Public Support				
Group Contributions	3,659.00	4,877.23	-1,218.23	-24.98%
Direct Public Support - Other	1.93	139.30	-137.37	-98.62%
Total Direct Public Support	<u>3,660.93</u>	<u>5,016.53</u>	<u>-1,355.60</u>	<u>-27.02%</u>
Sales				
Books	1,819.35	2,719.06	-899.71	-33.09%
Literature	576.05	904.67	-328.62	-36.33%
Medallions	864.30	1,167.30	-303.00	-25.96%
Total Sales	<u>3,259.70</u>	<u>4,791.03</u>	<u>-1,531.33</u>	<u>-31.96%</u>
Special Events Income				
"Today" Subscriptions	6.00	18.00	-12.00	-66.67%
Annual Picnic	224.00	0.00	224.00	100.0%
Birthday Club	40.00	119.50	-79.50	-66.53%
Total Special Events Income	<u>270.00</u>	<u>137.50</u>	<u>132.50</u>	<u>96.36%</u>
Total Income	<u>7,190.63</u>	<u>9,945.06</u>	<u>-2,754.43</u>	<u>-27.7%</u>
Cost of Goods Sold				
Cost of Goods Sold				
COGS - Books	1,681.27	2,635.37	-954.10	-36.2%
COGS - Literature	445.31	621.80	-176.49	-28.38%
COGS - Medallions	362.80	468.54	-105.74	-22.57%
Purchase Cost & Discounts	33.68	9.25	24.43	264.11%
Cost of Goods Sold - Other	12.48	0.00	12.48	100.0%
Total Cost of Goods Sold	<u>2,535.54</u>	<u>3,734.96</u>	<u>-1,199.42</u>	<u>-32.11%</u>
Total COGS	<u>2,535.54</u>	<u>3,734.96</u>	<u>-1,199.42</u>	<u>-32.11%</u>
Gross Profit	<u>4,655.09</u>	<u>6,210.10</u>	<u>-1,555.01</u>	<u>-25.04%</u>
Expense				
Contract Services				
Credit Card Fees	45.61	0.00	45.61	100.0%
Total Contract Services	<u>45.61</u>	<u>0.00</u>	<u>45.61</u>	<u>100.0%</u>
Facilities and Equipment				
Equip Rental and Maintenance	25.00	0.00	25.00	100.0%
Exterminating	37.00	37.00	0.00	0.0%
Rent Water	475.00	475.00	0.00	0.0%
Total Facilities and Equipment	<u>537.00</u>	<u>512.00</u>	<u>25.00</u>	<u>4.88%</u>
Operations				
AT&T Internet	208.22	194.31	13.91	7.16%
FPL	0.00	103.12	-103.12	-100.0%
Office Supplies	57.70	125.63	-67.93	-54.07%
Postage, Mailing Service	0.00	29.40	-29.40	-100.0%
Printing and Copying	881.00	231.00	650.00	281.39%
Total Operations	<u>1,146.92</u>	<u>683.46</u>	<u>463.46</u>	<u>67.81%</u>
Other Types of Expenses				
Employee Health Insurance	150.00	150.00	0.00	0.0%
Other Costs	100.00	0.00	100.00	100.0%
Total Other Types of Expenses	<u>250.00</u>	<u>150.00</u>	<u>100.00</u>	<u>66.67%</u>
Payroll Expenses				
FICA and Unemployment Tax	275.40	220.73	54.67	24.77%
Office Manager Salary	3,600.00	2,880.00	720.00	25.0%
Paychex	87.00	87.00	0.00	0.0%
Total Payroll Expenses	<u>3,962.40</u>	<u>3,187.73</u>	<u>774.67</u>	<u>24.3%</u>
Special Events	538.81	0.00	538.81	100.0%
Travel and Meetings	0.00	324.80	-324.80	-100.0%
Total Expense	<u>6,480.74</u>	<u>4,857.99</u>	<u>1,622.75</u>	<u>33.4%</u>
Net Ordinary Income	<u>-1,825.65</u>	<u>1,352.11</u>	<u>-3,177.76</u>	<u>-235.02%</u>
Net Income	<u><u>-1,825.65</u></u>	<u><u>1,352.11</u></u>	<u><u>-3,177.76</u></u>	<u><u>-235.02%</u></u>

Bank Account Balances

Checking	12/1/2017	5143.82
	12/31/2017	<u>5425.37</u>
Prudent Reserve	12/1/2017	11044.13
	12/31/2017	11044.32

PBC Intergroup Association
Group Contributions
 December 2017

<u>Date</u>	<u>Memo</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
12/05/2017	Contributions from groups	After Hours Group	157.31	157.31
12/11/2017	Contributions from groups	After Hours Group	368.81	526.12
12/28/2017	Contributions from groups, ALCOTHON 2017 - CHI	ALCOTHON	341.95	868.07
12/28/2017	Contributions from groups	Design For Living	95.00	963.07
12/07/2017	Contributions from groups	Good Morning Group	180.00	1,143.07
12/22/2017	Contributions from groups, EDI	Happy Hour Group, WPB	120.00	1,263.07
12/12/2017	Contributions from groups	Higher Power	195.50	1,458.57
12/14/2017	Contributions from groups	Intergroup Business Meeting	108.00	1,566.57
12/14/2017	Contributions from groups	Jupiter Farms Group	95.00	1,661.57
12/14/2017	Contributions from groups	Jupiter Farms Group	0.30	1,661.87
12/21/2017	Contributions from groups	Lantana Group	41.38	1,703.25
12/29/2017	Contributions from groups	Love, Faith & Life	10.00	1,713.25
12/05/2017	Contributions from groups	New Downtown Group	150.00	1,863.25
12/11/2017	Contributions from groups	New Downtown Group	150.00	2,013.25
12/26/2017	Contributions from groups	Owl's Nest	75.00	2,088.25
12/14/2017	Contributions from groups	Riverbottom Friday Night Group	650.75	2,739.00
12/18/2017	Contributions from groups	Riverbottom Friday Night Group	100.00	2,839.00
12/19/2017	Contributions from groups	Serenity On The Beach	300.00	3,139.00
12/26/2017	Contributions from groups	Tiki Hut Beach Group	520.00	3,659.00
			<u>3,659.00</u>	<u>3,659.00</u>

**Palm Beach County Intergroup
Operating Report
December 31, 2016**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 4,633.32	\$ 4,635.18	\$ (1.86)
Sales Tax	278.14	277.70	0.44
Tax Exempt Sales	100.00	-	100.00
Annual Picnic	-	349.00	(349.00)
Christmas Alcothon	742.04	911.82	(169.78)
Group Contributions	3,850.76	4,285.63	(434.87)
Riverbottom Christmas Party	274.50	-	274.50
Birthday Club Memberships	41.00	121.00	(80.00)
Meeting Baskets	83.00	97.05	(14.05)
Total Revenues:	<u>\$ 10,002.76</u>	<u>\$ 10,677.38</u>	<u>\$ (674.62)</u>
Expenses:			
Literature Purchases	\$ 2,521.26	\$ 4,251.98	\$ (1,730.72)
Sales Tax	282.50	245.94	36.56
Credit Card Fees	41.88	-	41.88
Alcothon Expenses	684.70	671.33	13.37
Office Salary	3,848.55	4,104.55	(256.00)
FICA & Unemployment Tax	519.90	275.70	244.20
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	208.33	56.00
Repairs & Maintenance	100.00	-	100.00
Rent & Water	475.00	475.00	-
AT&T (Internet, Phone, Website)	340.71	314.97	25.74
FP&L	113.31	134.86	(21.55)
Exterminating	37.00	37.00	-
Printing	-	231.00	(231.00)
Office Supplies / Postage	223.76	244.53	(20.77)
Total Expenses	<u>\$ 9,535.90</u>	<u>\$ 11,275.19</u>	<u>\$ (1,739.29)</u>
Monthly Surplus/(Deficit)	<u>\$ 466.86</u>	<u>\$ (597.81)</u>	<u>\$ 1,064.67</u>
Checking Account Balance	\$ 7,034.77	\$ 17,195.08	\$ (10,160.31)
Prudent Reserve Balance	\$ 13,541.50	\$ 17,358.52	\$ (3,817.02)