

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: September 12, 2018

Start time: 6:15 p.m.

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

Number of attendees: 45

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:

Group Representatives;

Jonathan T. –River Bottom Group -
Lea A. North County Intergroup Liaison
Chris G Good Morning Group
George L – Love, Faith and Life
Angel – End of the Road
Cindy – Step Forward Women's Group
Lisa S – Lantana Women in Sobriety

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 presented next month, please e-mail it to me no later than September 26, 2018 – the deadline to be placed on the October Agenda.

The Motion to incorporate Palm Beach County Intergroup Association will be voted on tonight. The motion was presented last month with discussion ensuing and instruction for the motion to be brought to your groups for the vote and we will do that later in the meeting.

We met with a CPA a couple of weeks ago who assists non-profits in their operations, for him to assist us in tweaking the QuickBooks accounting system and set us up for he and his people to assist us with our tax return this year. In the past this was done by Ed – the previous office manager – but since we no longer have that available to us, the CPA will help us this time. Roger will talk to that more in his report.

The Advisory Committee met this past Monday, September 10th and our primary focus was on the CPA visit and the fall incurred by Tracy during business hours. The minutes of that meeting will be read later on in in the meeting.

One of the members of the Advisory Committee has resigned so the Agenda has been amended to elect the fill in for that position.

Otherwise, it's been pretty quiet, so that is it for me this evening. Love & service, Deb Morgan

Co-Chairperson: Maria S. – No Report Submitted

Treasurer: Roger B. Revenues for August 2018 were \$3,987.74 and Expenses were \$5,528.42, resulting in a net deficit of \$1,540.68. The opening checking balance for August was \$7,686.60 and the closing was \$7,388.62. The Prudent Reserve balance for August was \$13, 545.93 including the 16 cents we made in interest. A deficit at this time of year is common. Expenses were actually \$377 less than July, but the biggest contributing factor is that Group Contributions were down \$2,712.54 from July.

I was encouraged by the meeting we had with the CPA that we found through legal aid regarding our annual tax return. He has asked us to do some homework, mainly doing retroactive entries into QuickBooks for the period of May 2017 and gathering some more documentation from the Institutions Committee. Both of these tasks are in progress. As you recall, we were unable to go live on QuickBooks until June of 2017. He did not note any major issues with our record keeping and I anticipate no issues with the return. 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 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. If any information needs updating, please reach out. Thanks, Scott M

Office Manager: Tracy D Greetings to all our Intergroup Reps... My name is Tracy and I am an alcoholic, August was less than a stellar month with our office activity at 615. I need to thank my co-workers for their service and commitment to helping those still sick and suffering.

Our groups contributed a total of \$2,256.09 for the month of August. With over 200 named groups in the north end of PB County, 24 of them helped support their Intergroup Office this past month.

I would like to Thank Deb, Roger, Kate and Scott for giving me a chance and opportunity to be a Trusted Servant for Palm Beach County Intergroup this past year. Not only did the year fly but the in-site I have gained working for Palm Beach County Intergroup has been invaluable to me. It has been a blessing with a little frustration sprinkled in to keep on my toes! We alcoholics can be difficult to work with some days. But, I am truly grateful and blessed to have such an Amazing opportunity to be of service.

We did receive our 2,000 Where and Whens, at a cost of \$910.00 due 9/8/2018 and had 11 changes in the month of August and Several on the App. I need to thank Web Master Billy for staying on top of the changes in the app and web-site along with Heather, Deb, Cary and Sam for stepping up to volunteer their time and efforts for our cause. In Love and Service, Tracy Lee Davis

General Service/Intergroup Liaison: Rhonda B. Meeting 8/12/18

Alt chair: working with literature chair on new service position to orient new GSRs.
District 8 is cohosting quarterly in October.

Quarterly chair: 8/25, 9/30, 9/16 Planning meeting in triangle club serenity room @ 2pm, all are welcome help is needed

Treasurer: account is balanced. Lots of contributions from groups. Ending balance: \$7597.75, this includes quarterly tickets monies

DCM COORDINATOR: November will have tradition skit.

Accessibility chair: ASL interpreters at many meetings of quarterly

Archives: travelling displays will be at quarterly

Institutions: got some meeting started at correctional facility.

Grapevine: table at quarterly 10/27/2018, will be a writing workshop for the grapevine place to be determined

Literature: Table at quarterly. Reviewed how all pamphlets with "R" are recovery and "S" is service

Committee on reallocation of DCM: Created map overlay to see how sub-districts may be done.

Room & ride: not too much as quarterly is in Boca

Traditions: no requests last month. Tradition skit in November at GSR sharing 4pm @ Triangle club Concepts 3 PM before district meeting at triangle club
Tradition meeting at chairpersons home on Monday evenings

Elections: NO DCM/ACM POSITUON FILLED.
NEW NORTH COUNTY INTERGROUP LIAISON SELECTED

New Business: motion to change legacy of service for alternate chairperson
Attend district chair and quarterly chair meetings as district pays for 1 night at quarterly.
Discussion on concerns of changing compensation and needed attendance at quarterly.
Motion passed
Minority opinion: are we spending district \$ appropriately? Discretion is removed when required
In service, Rhonda

South County Intergroup Liaison: Christine No report submitted

Archives Committee Liaison: Ilia E. – Vacated

COMMITTEE REPORTS

Public Information: Stacy

12 Step List: Sam B. – No Report Submitted

Phone Volunteer Committee: Debbie J. Good evening, all, it remains my distinct honor to serve as the Chair of the Phone Committee. I am happy to report that the shifts are again fully staffed with both veteran and new volunteers. I was able to share the current schedule with all volunteers in order to promote a sense of service solidarity, and also to enable them to contact one another in the event of last-minute emergencies.

We were able to staff the phones all day on September 3, when the Intergroup Office was closed for Labor Day. Dedicated volunteers gave up part of their holiday to provide extra service. We members of the Phone Committee continue to appreciate the ability to provide this valuable service. Grateful for the opportunity to serve, Debbie

TODAY: Cary M. – The September edition of the Today is on the Table. Please pick up and bring back to your groups. – In service Cary M

Birthday Club: Heather K Hi! The Today subscriptions have been updates as well as those who have paid for Birthday Club. September will be mailed out on the 13th. Thanks! Heather

Website Committee: Billy J – -Where and When updated as of 8/21/2018, September Today is posted, September Agenda Posted, Minutes for August posted and various meetings updated on the App. Thanks! Billy J

Group Contact Committee: Melissa, No report submitted

Bridging the Gap Committee: Howie – No report submitted

Institutions Committee: JB -. Howdy y'all! I hope you're seated for this thrilling Institutions report!!! It may knock your socks off. In any event, the steering committee has voted to have 2 group conscious meetings after the October Intergroup meeting and the October GSO meeting. These group conscious meetings are to get an idea of where and how we should be distributing big books (treatment, detox, jail, and so on). It's also to see how we can serve you better. We serve the AA groups from Lantana to Tequesta and want to hear about any improvements AA's think would be beneficial in carrying the message to the alcoholic still suffering. Please, please, please pass this information along to your home groups. All AA's are welcome to attend!

If you'd like to get involved in m with institutions, and help carry this life changing message our business meetings are the first Sunday of the month right here at the Intergroup office, 4:30pm for orientation. Having the privilege of bringing a meeting every week is one of the main highlights in my program and I'd love to share the amazing feeling I get by doing so with every AA. In love James B

Old Business: - None

New Business: - Vote was taken on the motion to Incorporate Palm Beach County Intergroup. The vote came out to be 30-3 in favor of the motion; Concept 5 – Minority opinion was requested and no one stood to give a minority opinion. The motion was passed.

Ilia E. has stepped down as Archives Committee Liaison, so position is now vacant.

James B is now on the Advisory Committee

Upcoming Events: Picnic in November.

Meeting Adjourned: 7:10pm

See you next month!

PBC Intergroup Treasurer Report 09-12-2018

Revenues for August 2018 were \$3,987.74 and Expenses were \$5,528.42, resulting in a net deficit of \$1,540.68. The opening checking balance for August was \$7,686.60 and the closing was \$7,388.62. The Prudent Reserve balance for August was \$13, 545.93 including the 16 cents we made in interest. A deficit at this time of year is common. Expenses were actually \$377 less than July, but the biggest contributing factor is that Group Contributions were down \$2,712.54 from July.

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Thanks for allowing me to be of service,

Roger B – PBC Intergroup Treasurer

PBC Intergroup Association
Profit & Loss
August 2018

Palm Beach County Intergroup

| | <u>Aug 18</u> | <u>Jul 18</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------|------------------|---------------|------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Direct Public Support | | | | |
| Group Contributions | 2,150.09 | 4,862.63 | -2,712.54 | -55.78% |
| Direct Public Support - Other | 106.00 | 149.03 | -43.03 | -28.87% |
| Total Direct Public Support | 2,256.09 | 5,011.66 | -2,755.57 | -54.98% |
| Sales | | | | |
| Books | 3,556.59 | 2,173.75 | 1,382.84 | 63.62% |
| Literature | 730.75 | 690.56 | 40.19 | 5.82% |
| Medallions | 1,296.50 | 1,342.50 | -46.00 | -3.43% |
| Total Sales | 5,583.84 | 4,206.81 | 1,377.03 | 32.73% |
| Special Events Income | | | | |
| "Today" Subscriptions | 0.00 | 12.00 | -12.00 | -100.0% |
| Birthday Club | 128.00 | 209.00 | -81.00 | -38.76% |
| Total Special Events Income | 128.00 | 221.00 | -93.00 | -42.08% |
| Total Income | 7,967.93 | 9,439.47 | -1,471.54 | -15.59% |
| Cost of Goods Sold | | | | |
| Cost of Goods Sold | | | | |
| COGS - Books | 3,065.66 | 1,799.42 | 1,266.24 | 70.37% |
| COGS - Literature | 284.80 | 286.81 | -2.01 | -0.7% |
| COGS - Medallions | 557.68 | 530.79 | 26.89 | 5.07% |
| Purchase Cost & Discounts | 60.05 | 30.20 | 29.85 | 98.84% |
| Cost of Goods Sold - Other | 12.00 | 37.98 | -25.98 | -68.4% |
| Total Cost of Goods Sold | 3,980.19 | 2,685.20 | 1,294.99 | 48.23% |
| Total COGS | 3,980.19 | 2,685.20 | 1,294.99 | 48.23% |
| Gross Profit | 3,987.74 | 6,754.27 | -2,766.53 | -40.96% |
| Expense | | | | |
| Contract Services | | | | |
| Credit Card Fees | 73.79 | 0.00 | 73.79 | 100.0% |
| Total Contract Services | 73.79 | 0.00 | 73.79 | 100.0% |
| Facilities and Equipment | | | | |
| Exterminating | 37.00 | 37.00 | 0.00 | 0.0% |
| Rent Water | 475.00 | 475.00 | 0.00 | 0.0% |
| Total Facilities and Equipment | 512.00 | 512.00 | 0.00 | 0.0% |
| Operations | | | | |
| AT&T Internet | 76.73 | 482.50 | -405.77 | -84.1% |
| FPL | 199.79 | 178.48 | 21.31 | 11.94% |
| Office Supplies | 154.52 | 27.37 | 127.15 | 464.56% |
| Postage, Mailing Service | 6.70 | 62.20 | -55.50 | -89.23% |
| Printing and Copying | 231.00 | 274.31 | -43.31 | -15.79% |
| Total Operations | 668.74 | 1,024.86 | -356.12 | -34.75% |
| Other Types of Expenses | | | | |
| Employee Health Insurance | 150.00 | 150.00 | 0.00 | 0.0% |
| Total Other Types of Expenses | 150.00 | 150.00 | 0.00 | 0.0% |
| Payroll Expenses | | | | |
| FICA and Unemployment Tax | 286.89 | 275.40 | 11.49 | 4.17% |
| Office Manager Salary | 3,750.00 | 3,600.00 | 150.00 | 4.17% |
| Paychex | 87.00 | 87.00 | 0.00 | 0.0% |
| Total Payroll Expenses | 4,123.89 | 3,962.40 | 161.49 | 4.08% |
| Travel and Meetings | | | | |
| Conference, Convention, Meeting | 0.00 | 256.16 | -256.16 | -100.0% |
| Total Travel and Meetings | 0.00 | 256.16 | -256.16 | -100.0% |
| Total Expense | 5,528.42 | 5,905.42 | -377.00 | -6.38% |
| Net Ordinary Income | -1,540.68 | 848.85 | -2,389.53 | -281.5% |
| Net Income | <u>-1,540.68</u> | <u>848.85</u> | <u>-2,389.53</u> | <u>-281.5%</u> |

Bank Account Balances

| | | |
|-----------------|-----------|-------------|
| Checking | 8/1/2018 | \$7,686.60 |
| | 8/31/2018 | \$7,388.62 |
| Prudent Reserve | 8/1/2018 | \$13,545.77 |
| | 8/31/2018 | \$13,545.93 |

**PBC Intergroup Association
Group Contributions
August 2018**

09/04/18

Accrual Basis

| Date | Memo | Name | Amount | Balance |
|---|--------------------------------------|--------------------------------------|-----------------|-----------------|
| Parts | | | | |
| Group Contribution (Contributions from groups) | | | | |
| 08/22/2018 | Contributions from groups | 12 Steps & 12 Traditions, Wellington | 91.50 | 91.50 |
| 08/14/2018 | Contributions from groups | Back to the Basics Beachcomber | 250.00 | 341.50 |
| 08/28/2018 | Contributions from groups | Comfort Zone (Mens) | 50.00 | 391.50 |
| 08/08/2018 | Contributions from groups | Don't Quit Before the Miracle | 13.63 | 405.13 |
| 08/13/2018 | Contributions from groups | FCYPAA | 15.00 | 420.13 |
| 08/20/2018 | Contributions from groups | FCYPAA | 26.00 | 446.13 |
| 08/27/2018 | Contributions from groups | FCYPAA | 38.00 | 484.13 |
| 08/22/2018 | Contributions from groups | Free Spirited Women Group | 240.00 | 724.13 |
| 08/10/2018 | Contributions from groups | Friends of Bill W. Group | 50.00 | 774.13 |
| 08/08/2018 | Contributions from groups | Here & Now Group | 100.00 | 874.13 |
| 08/20/2018 | Contributions from groups, Billy ... | Higher Power | 137.00 | 1,011.13 |
| 08/01/2018 | Contributions from groups | Leaves of Gold Group | 50.00 | 1,061.13 |
| 08/20/2018 | Contributions from groups, July 2... | Longest Day of the Year | 146.76 | 1,207.89 |
| 08/03/2018 | Contributions from groups | Love, Faith & Life | 10.00 | 1,217.89 |
| 08/30/2018 | Contributions from groups | Love, Faith & Life | 20.00 | 1,237.89 |
| 08/01/2018 | Contributions from groups | Make Your Bed Group | 150.00 | 1,387.89 |
| 08/25/2018 | Contributions from groups | Men's Fifth Tradition Group | 10.00 | 1,397.89 |
| 08/04/2018 | Contributions from groups | New Edition Group, Jupiter | 400.00 | 1,797.89 |
| 08/14/2018 | Contributions from groups, July 2... | Primetime Group | 96.20 | 1,894.09 |
| 08/14/2018 | Contributions from groups, Aug 2... | Primetime Group | 81.00 | 1,975.09 |
| 08/22/2018 | Contributions from groups | Rule 62 - Wednesday Big Book Meeting | 125.00 | 2,100.09 |
| 08/08/2018 | Contributions from groups | The Steps We Took | 50.00 | 2,150.09 |
| Total Group Contribution (Contributions from groups) | | | 2,150.09 | 2,150.09 |
| Total Parts | | | 2,150.09 | 2,150.09 |
| TOTAL | | | 2,150.09 | 2,150.09 |

PBC Intergroup Association
Profit & Loss
August 2017

| | Aug 17 |
|---------------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| Direct Public Support | |
| Group Contributions | 2,899.30 |
| Total Direct Public Support | 2,899.30 |
| Investments | |
| Interest-Savings, Short-term CD | 0.24 |
| Total Investments | 0.24 |
| Sales | |
| Books | 2,104.75 |
| Literature | 844.15 |
| Medallions | 1,152.50 |
| Total Sales | 4,101.40 |
| Special Events Income | |
| "Today" Subscriptions | 6.00 |
| Birthday Club | 78.00 |
| Total Special Events Income | 84.00 |
| Total Income | 7,084.94 |
| Cost of Goods Sold | |
| Cost of Goods Sold | |
| COGS - Books | 1,964.63 |
| COGS - Literature | 591.67 |
| COGS - Medallions | 482.40 |
| Purchase Cost & Discounts | 31.04 |
| Cost of Goods Sold - Other | 12.00 |
| Total Cost of Goods Sold | 3,081.74 |
| Total COGS | 3,081.74 |
| Gross Profit | 4,003.20 |
| Expense | |
| Contract Services | |
| Credit Card Fees | 48.70 |
| Total Contract Services | 48.70 |
| Facilities and Equipment | |
| Exterminating | 37.00 |
| Rent Water | 475.00 |
| Facilities and Equipment - Other | 75.00 |
| Total Facilities and Equipment | 587.00 |
| Operations | |
| AT&T Internet | 354.31 |
| FPL | 207.04 |
| Office Supplies | 310.65 |
| Printing and Copying | 231.00 |
| Total Operations | 1,103.00 |
| Other Types of Expenses | |
| Employee Health Insurance | 264.33 |
| Total Other Types of Expenses | 264.33 |
| Payroll Expenses | |
| FICA and Unemployment Tax | 382.03 |
| Office Manager Salary | 4,972.51 |
| Paychex | 87.00 |
| Total Payroll Expenses | 5,441.54 |
| Special Events | 165.85 |
| Total Expense | 7,610.42 |
| Net Ordinary Income | -3,607.22 |
| Net Income | -3,607.22 |