

# PBC Intergroup Business Meeting Agenda

April 11 , 2018

**Open Meeting.....Serenity Prayer.....Read 12 Traditions**

**Declaration of Unity:** This we owe A.A.'s future: To place our common welfare first; To keep our fellowship united. For on A.A. unity depend our lives; and the lives of those to come.

**\*Introduce new Rep's**

**Chairperson:** Deb M.

**Alternate Chair:** Vacant

**Treasurer:** Roger B. .... *\*Pass the baskets according to our 7<sup>th</sup> Tradition*

**Secretary:** Kate D.

**Registrar:** Scott M.

**Office Manager:** Tracy D.

**General Service/Intergroup Liaison:** Lea A.

**South Palm Beach County Intergroup Liaison:** Maria S.

**Archives Committee Liaison:** Ilia E.

**Committee Chairs:**

1. Public Information: Vacant
2. 12 Step List: Sam B
3. Phone Volunteer: Annette K.
4. Today: Cary M/Randy B
5. B-day Club/Today Subscription: Rhonda B.
6. Website Committee: Billy J.
7. Group Contact Committee: Kevin R.
8. Bridging the Gap: Vacant
9. Where and When Committee: Alina P.
10. Institutions: Bill W.

**Old Business:** Continue Elections

**New Business:**

Motion to Modify the ByLaws to Eliminate the Where and When Committee

**Upcoming Events:** Oldtimer's Coffee Social – April 21, 2018

**Officers** - 2 year Commitment; 3 years of continuous sobriety; 1 year as a Committee Chair in Palm Beach County Intergroup; 1 year as Intergroup Representative in Palm Beach County Intergroup

**Intergroup Alt–Chairperson**

1. Attend Intergroup meetings.
2. Attend Advisory Committee meetings.
3. Attend and participate in all Intergroup events.
4. Chair monthly Intergroup meeting and/or Advisory committee meeting in absence of Chairperson.
5. Serve as acting Chair in event of vacancy in this position.
6. Serve as de–facto “events chairperson” for all Intergroup events.

**Advisory Committee – 1 vacancy**

1. Meet four times a year to review operations of in Palm Beach County Intergroup.
2. Interview and hire Office Manager.
3. Conduct annual performance review of Office Manager and makes recommendations for salary increase.
4. Serves as Grievance Committee to review and evaluate complaints concerning Officers, Committee Chairpersons and Office Manager.

**Committee Chairperson** - 1 year Commitment; 2 years of continuous sobriety; 1 year as Intergroup Representative in Palm Beach County Intergroup.

**Bridge the Gap (BTG)**

1. This is a transitional program directed towards people who want to continue their sobriety after leaving a treatment or correctional facility.
2. Suggested attendance at Institutions Committee meeting quarterly.
3. Suggested reading – A.A. pamphlet – “Bridging the Gap”.
4. The Chair of this committee (and its members) are “temporary contacts”.
5. Attend Intergroup meetings.

**Public Information**

1. Committee (and its Chair) informs the public about our A.A. program.
2. Coordinate committee volunteers to supply information to local schools, businesses, civic groups and arrange to staff health fair booths.
3. Suggested reading – A.A. pamphlet – “Public Information”.
4. Attend Intergroup meetings.

**Phone List**

1. Maintain a system of answering after-hours calls to Intergroup by local A.A. members.
2. Attend Intergroup meetings.

### **12-Step Committee – SAM WILL STAY ON**

1. Maintain 12-Step volunteer list with ongoing updates.
2. Attend Intergroup meetings.

### **“TODAY” Editor – CARY TO STAY ON ???? RANDY IN INTERIM**

1. Committee (and its Chair) assembles, edits and prints our monthly newsletter.
2. The suggested content will be: H&I and Intergroup financials, group changes, group events, Intergroup activities, Intergroup Minutes, General Service events and other A.A. events.
3. 250 copies ordered from printing company, to be delivered by next Intergroup meeting.
4. Attend monthly meetings with rough draft of newsletter.
5. Give monthly report to Intergroup Secretary.

### **Intergroup Website – BILLY WILL STAY ON**

1. Knowledge of html code and/or website design software program[s]. Computer background.
2. Update website on monthly basis.
3. Give monthly report to Intergroup.

### **Where & When**

1. Collaborate with the Office Manager and Website Committee to ensure that all updates to the Where & When and Website are accurate.
2. Certify the accuracy of the Where & When prior to sending the meeting list to the printer.
3. Ensure that the most efficient printing format is utilized to ensure prudent use of Intergroup resources.
4. Report monthly at the Intergroup Business Meeting the status of the Where & When and supply all Where & When changes to the Editor of “The Today” for inclusion in the monthly newsletter.

### **Institutions (they have their own election)**

1. Compile listing of meetings for jails, detox centers and treatment facilities committee verifies as qualified for meeting coverage.
2. Organize listing of volunteers to cover such meetings.
3. Prepare monthly financial statement to be included with all other Intergroup financial activity. Copy of bank statement(s) to be included with report for Intergroup permanent records.
4. Prepare annual financial report on or before January 31 to cover prior year reporting period January 1- December 31 to be integrated with all other Intergroup financial activity for Form 5500 reporting.
5. Attend Intergroup meetings.

### **Birthday Club/TODAY Subscriptions – RHONDA WILL STAY UNTIL SOMEONE SIGNS ON**

1. Maintain Birthday Club database.
2. Provide “Today” newsletter with posting of monthly birthday celebrants.
3. Coordinate with Office Manager receipts of new “Today” subscriptions and new Birthday Club Members.
4. Provide ideas and new themes to keep AA members informed of the benefits of becoming Birthday Club members or of subscribing to the “Today” newsletter.
5. Mail Birthday Club recipients card and medallion.
6. Maintain “Today” newsletter subscription list.
7. Mail “TODAY” to all subscribers.
8. Mail out renewals.

## **12 General Service / Intergroup Liaison – RHONDA**

1. The Liaison is our direct link to General Service, District 8 of A.A.
2. Attend District 8 Business meetings and bring back information.
3. Give reports at monthly Intergroup meeting.

### **Group Contact Committee**

1. Attend AA meetings in the North Palm Beach County, as listed in our Where & When.
2. Obtain a group contact name, phone # and e-mail address.
3. Forward the contacts to the registrar so that the contacts can be added to the database. South County Intergroup Liaison
4. Attend South County Intergroup Association Business meetings.
5. Report back to Palm Beach County Intergroup the results of the meeting. E

### **Archives Committee Liaison**

1. Available to assist the General Service Archive Chair at AA functions with display set-up and removal.
2. Attend monthly Intergroup meeting and provide any information.
3. A passion for history

### **South County Intergroup Liaison**

1. Attend South County Intergroup Association Business meetings.
2. Report back to Palm Beach County Intergroup the results of the meeting.