

PBC Intergroup Business Meeting Agenda

May 9, 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 7th Tradition*

Secretary: Kate D.

Registrar: Scott M.

Office Manager: Tracy D.

General Service/Intergroup Liaison: Rhonda B

South Palm Beach County Intergroup Liaison: Vacant (Maria S.)

Archives Committee Liaison: Ilia E.

Committee Chairs:

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

Old Business: Continue Elections – attached are the position that remain open

New Business: Motion to Modify the ByLaws to Eliminate the Where and When Committee

Upcoming Events: None

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.

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.

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.

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.

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.

Ladies Step Forward / Cindy Unger

Motion Making Name/Group

Melissa Whidden/Saturday Noon
Beninners

Second Name/Group

Young People in the Solution/ Kate Robertson

Third Name/Group

Cynthia H Unger

Motion Maker Signature

Mel Wh

Second Signature

Kate Robertson

Third Signature

For Intergroup office use only

Vote Results:

For: _____

Against: _____

Abstained: _____

Passed / Failed