

PBC INTERGROUP
Date: April 13, 2016

BUSINESS MEETING MINUTES
Start time: 6:15 p.m.

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

Number of attendees: 44

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:

- Emily S new rep for Good Morning Group
- Michael J new rep for Love, Faith, Life
- Bill P alternate rep for Sunrise Sobriety
- Tim B new rep for Cardinal Lane
- Jeff L new rep for The Ebony Group
- Kevin R new General Service Liaison
- Shawn H new group contact Serenity Group

Chairperson: Mark H - If anyone wishes to place a motion on the May Agenda it should be received by me by next Wednesday, April 20, 2016, by 12 o'clock noon. We have continued using the Square account to accept credit cards. For the month of March, we accepted payments of \$456.51 in 22 separate transactions. I think we will have to consider buying a tablet for the office in the future. The advisory committee met April 4th and we conducted our evaluation of the performance of the office manager. The evaluations were unanimously outstanding. Our recommendations concerning salary and benefits will be presented by Deb in the Treasurers report. Tonight we will elect all committee chair positions and liaisons. Committee Chairperson's and Liaison's serve a 1-year term. We will use the Third Legacy Process, which I will explain before we begin the elections.

In service,
Mark H

Alternate Chair: Jasine H - PBC Intergroup held the Old Timer's Meeting on April 9, 2016 at the Triangle Club. People wishing for a chance to participate as a speaker registered with us, and a permanent list was created that we can draw upon in the future. We had 35 possible speakers with a combined total of approx. 2205 years of sobriety to work with. All names were put into a "hat" and picked at the Old Timer's meeting. We limited the number of people who could share, in order to offer some

extra time to each speaker (approx. 10 minutes). Coffee & cake service began between 5:00 and 5:30. We had some great volunteers to help with dessert service as well as clean-up. We had two people to handle speaker sign-in, a coffee maker and we also had a person to keep time, so that no one went over their allotted limit. The meeting moved along with very few lapses. The GSR Grapevine committee donated two books. We had a mini time countdown starting at a month sober (31 days), and the two gentlemen with the least time each won a book. Thank you everyone for your participation. We at Intergroup look forward to hosting another Old Timer Speaker's meeting. If you have any questions or concerns, please feel free to contact me.

In Love & Service,
Jasine H

Treasurer: Deb M - Thanks to all of you for allowing me to serve as your Treasurer. As usual, the reports are attached to the minutes and published in the Today and on the website. For April, the opening balance in the checking account is \$17,630.82 with revenues of \$8,163.65 and expenses of \$9,166.48 for this month's deficit of \$1,002.83 leaving a closing balance of \$16,627.99. The prudent reserve is also strong at \$17,358.53. Overall the Intergroup finances remain strong. Recommendations of the Advisory Committee involving Intergroup finances to be discussed.

Re: Officer Manager – 2 items

1st – it's time for Ed's salary increase. The Advisory Committee met according to the bylaws and reviewed the performance reviews and it was unanimous that Ed is deserving of a raise. It is the Advisory Committee's recommendation that Ed is entitled to a 5% salary increase which would bring his salary from \$37,485.24 and increase it by \$1,874.26 (corrected number) to \$39,359.50. We are putting it out to the body of the group to recommend. Are we in agreement? (Wait for response) Are there any comments or discussions? ACCEPTED

2nd - Re Ed's health insurance. Right now he pays about \$56 per month out of his own pocket to supplement the \$208.33 that Intergroup covers. It has been suggested that at least for the next year - Intergroup covers the entire cost of Ed's health insurance. Are we in agreement? Are there any comments or discussions? ACCEPTED

Re: Contribution to GSO. It has been suggested that since our finances are strong that we make a contribution to GSO in New York. Last year we contributed \$5,000 (largely because we had a bequeath from an estate that brought extra

monies into the coffers). This time last year our opening balance in the checking account was \$20,148.69; this year, the Feb closing balance was \$17,630.82. (March is \$16,627.99) We currently have a prudent reserve of \$17,538.53. Open it to the committee meeting to suggest if and how much of a contribution to GSO we should make. (Advisory committee is thinking \$3,000 but we'll see how the wind blows at the meeting.) Will go back to the advisory board to look for mathematical formula.

Love & service, Deb M

Basket passed in accordance with our 7th Tradition

Secretary: Scott M - Thank you to all who have turned in your reports; if you have not please get it to me by early Thursday afternoon so I have time to put the minutes into final form for submission to the Chair and the Registrar. It is suggested that all new representatives and alternate representatives go to the Palm Beach County Intergroup (aa-palmbeachcounty.org) and view the Home page, tab "About Intergroup" and read the by-laws – all of which are on the website. Additionally, we have a hard copy packet that contains much useful information on your role as an Intergroup Representative.

Registrar: Roger B - 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.

Office Manager: Ed B - Would like to echo Jasine's report and thank all who volunteered to set-up, serve, and clean-up. I had very little to do, except point. All is well in the Intergroup Office. Many of the "snowbirds" are leaving and things are starting to get quiet. Our office activity for March was 729. This was 52 more than last month and 2 less last years. We seem to be getting a lot more requests for meeting information via email. Intergroup Office hours are Monday through Friday from 9 to 5, and on Saturday from 9:30 to 1:30. In love & service, Ed B

General Service/Intergroup Liaison: Ed W - I wasn't able to attend last month's meeting but from what I was able to gather from those present and the minutes committee reports were forgone so the discussion could focus on the upcoming GSO Conference and the agenda items that will be on the table this year. They were many

and, once again as I wasn't there if you would like any info on those items please see me after the meeting and I can get your info so as to forward you the minutes. It has been a pleasure to serve Intergroup the last year as your District 8 Liaison and I look forward to serving you for the next year as the South County Intergroup Liaison.

Thanks for letting me be of Service,
Ed W

South County Intergroup Liaison: Ed W - I did make it to the South County Intergroup meeting but didn't get the Minutes so I will have to give this report from my notes and my memory and boy do I need to take better notes! So, I was impressed by their turnout, they had about twice as many participants as we do and I think it is because they have a lot of Home group responsibility for their operations. The Hotline is a single phone which is passed from group to group whose members take the responsibility on for different periods of time and is good right now through August. The events that they hold are also Chaired by a Home-group, and the Vice Chair let the body know that the Gratitude dinner is coming up and needs to have a group step up before June or they won't be able to have the event. They discussed the upcoming Picnic on April 24th at John Prince Park and the need to get a tally on sold tickets, as of March 30th they have 420 tickets out, with 200 accounted for as sold, as well they discussed printing no smoking signs for the pavilions where people are eating. The south county where and when's were just printed, they only print them twice a year. H&I is taking 52 meetings into 87 facilities and all volunteer positions are full. Public Information is starting a new cmte and needs volunteers. Archives has old tapes that they are turning into MP3s and welcomes any volunteers and the Treasurer let it be known that the funds are excellent with an operating account of \$34,480.88, prudent reserve of \$28,000.00, petty cash at \$150.00 giving them a total cash balance of \$62,630.82, and My counterpart Laura K gave us glowing reviews. Next month I should be getting the minutes and I'll be able to give you all a more detailed report. Any questions? Thanks for letting me be of service,
Ed W

Archives Committee Liaison: Howard C – No Report Submitted

COMMITTEE REPORTS

Public Information: Vacant

12 Step List: Luiz C - Hi, my name is Luiz C and have the privilege to service as this committee's chair. There is a couple of changes on both lists, I have send the updated lists to Jennifer and the office. I still wanted to ask all present to announce at meetings that you attend that we are always in need of volunteers. Let them know that they define their own availability, they do not need to be available 24/7. And also that there are two different positions, one dependent on transportation, where the volunteer is contacted to take someone to a facility or a meeting, and the other just to be available to talk with alcoholics on the phone. And that their information is not given to the caller, the caller's information is taken and then the volunteer is contacted, given the caller information, and they contact the caller, if they are available. Anyone interested can contact me at #5618275168, or scimitar2127@hotmail.com (please put "12th step list" on subject of e-mail) I thank you all for the help.

In L&S

Luiz C

Phone Volunteer Committee: Jen T - "Gratefully remain powerless over Alcohol." Hello everyone thanks for entrusting me to serve on the Phone Committee. Things are running smoothly and I thank all the volunteers for their commitments. Through the many conversations I have had with the volunteers I really feel this is one of the most important commitments. Some people on the other end of the line are just looking for some hope. I personally know two people that are on a new journey in life as a direct result of the phone lines. So if you would like to get involved in service we could use someone for the following spot:

Monday AM 5-9

Wednesday AM 6-10

Again thanks so much in peace, love and service,
Jennifer T.

TODAY: Rosemary T - Is your sponsor nagging you about getting more involved? Want to do service without doing much work? Then you should be the editor of the Today newsletter! Being the Today editor is pretty much the easiest and most fun job in Intergroup. It entails compiling information provided by other committee officers and putting it into the newsletter, and it only takes about an hour per month. To make the newsletter, I use a template in Microsoft Word that is very easy to navigate. You don't have to know anything about graphic design, although a very basic knowledge of Photoshop is beneficial, as I sometimes use it to create flyers. (Although, usually the groups or event representatives usually generate their own

flyers.) Once the newsletter is finished and has been approved, you simply have to email it to the printer and tell him when you want it delivered. Easy enough. I am also willing to help train the new editor, but not much training is required. Anyway, that's it. Have a great meeting!
Rosemary T

Birthday Club: Amy C –

- March Today's mailed 3/11/16
- March medallions mailed 3/15/16
- 4/4/16 printed April Birthday Club Celebrants, picked up medallions
- 4/5/16 E Mailed April Birthday Club celebrants to Today Chair
- 4/9/16 Birthday Club table at Old Timer's Meeting
6 new Birthday Club members
Several people took form home and said they would mail in
4/11/16 updated Birthday Club Data Base
- 4/11/16 E-Mailed April Birthday Club Report to Intergroup Secretary

Website Committee: Randy B - Since the last business meeting I have made the following updates and changes:

- Updated Announcement & Events page
- Posted the Today
- Posted Intergroup Business Meeting minutes
- Posted Agenda for April meeting

Web Stats for the month of March:

Unique total visits 9,174

First Time Visits 7,347

Returning Visits 1,827

A 16% increase over March 2015. Keep up the good work.

With Smiles & Somersaults,

Randy B

Group Contact Committee: Maria S – No report submitted

Bridging the Gap Committee: Vacant

Where & When Committee: Kate D – No report submitted

Institutions Committee: Jonathon – No report submitted

Unfinished Business: Elections:

Bridging The Gap – Remains Vacant
Public Information – Remains Vacant
Phone Volunteer List – Jen T
Today Editor – Remains Vacant
Intergroup Website – Remains Vacant
(Randy Temp)
General Service Liaison – Kevin
Group Contact Committee – Maria S

New Business: None

Upcoming Events: None

Meeting Adjourned: 7:03

See you next month!
Scott

ADVISORY COMMITTEE – MEETING MINUTES – April 4, 2016

Attendees: Mark, Jasine, Scott, Roger, Deb, Bob, Ginny

Not in attendance: Connie

Opened at 6:00 p.m.

Chair's remarks: There has been a trial with our square account and it has gone very well so far. We are going to go into Ed's review. There are very positive things that the committee has to say about Ed.

Alternate Chair's remarks: Old timer's speaker meeting is this Saturday. There will be rows of chairs and tables on the side of the room. There have been over 30 old timers who signed up to speak and to go into the hat to have their name drawn to speak. Jasine and Ed are working together to smooth out the details.

Treasurer's remarks: Ed's review—We recommend that Ed gets the full 5% raise. We recommend that we cover all of Ed's health care benefits, which is an extra \$56 a month. Health care benefits get reevaluated yearly. We are going to recommend to the body that we make a contribution to GSO of \$3,000.

Registrar remarks: No remarks

Secretary's remarks: No remarks

Next meeting: June 27, 2016 at 6 pm

Adjourned at 6:55 pm

**Palm Beach County Intergroup
Operating Report
3/01/2016 -3/31/2016**

Opening Balance Checking: **\$ 17,630.82**

Revenues:

Literature Sales	\$ 4,936.52
Sales Tax	296.90
Tax Exempt Sales	161.75
Group Contributions	2,513.48
"Today" Subscriptions	6.00
Birthday Club Memberships	161.00
Meeting Baskets	88.00

Total Revenues: **\$ 8,163.65**

Expenses:

Literature Purchases	\$ 4,010.36
Sales Tax	331.90
Credit Card Fees	12.07
Office Salary	2,883.48
FICA & Unemployment Tax	221.90
Paychex(monthly fee)	80.00
Health Insurance	208.33
Rent & Water	475.00
AT&T (Internet, Phone, Website)	313.59
FP&L	105.73
Exterminating	37.00
Printing	231.00
Office Supplies / Postage	256.12

Total Expenses **\$ 9,166.48**

Monthly Surplus / (Deficit) **\$ (1,002.83)**

Closing Balance Checking: **\$ 16,627.99**

Opening Balance Prudent Reserve: **\$ 17,538.12**

Prudent Reserve Interest **0.41**

Closing Balance Prudent Reserve: **\$ 17,538.53**

January 1, 2016 to December 31, 2016

REVENUE

Literature Sales	\$	15,630.93
Sales Tax	\$	940.34
Tax Exempt Sales	\$	261.75
Group Contributions	\$	10,849.14
Unity Breakfast	\$	-
Christmas Alcothon	\$	-
New Year's Alcothon	\$	490.70
Potluck Revenue	\$	-
Picnic Revenue	\$	-
Jupiter/Tequesta Groups Christmas Party	\$	-
Bake Sale	\$	-
Birthday Club Membership	\$	299.00
Today Subscriptions	\$	6.00
Meeting Basket	\$	201.00
Memorial Contribution	\$	-
Florida Roundup	\$	-
WPB FCYPAA Bid Contribution	\$	-
Memorial Contribution	\$	-
Old Timers' Meeting	\$	-
SE Woman to Woman Seminar	\$	-
Total Revenue	\$	28,678.86

January 1, 2016 to December 31, 2016

EXPENSES

Literature Purchases	\$	9,858.46
Sales Tax	\$	953.84
Old Timers' Meeting	\$	-
Alcothon Expenses	\$	-
Picnic Expenses	\$	-
Potluck Dinner Expenses	\$	-
Credit Card Fees	\$	24.00
Office Salary	\$	9,619.84
FICA & Unemployment Tax	\$	1,059.48
Paychex (monthly fee)	\$	240.00
Health Insurance	\$	624.99
Form 990EZ Tax Preparation	\$	250.00
Liability & Property Insurance	\$	1,451.21
Rent & Water	\$	1,425.00
AT&T (Internet, Phone, Website)	\$	922.83
East Coast Fire Equipment	\$	-
FP&L	\$	283.11
FP&L Deposit Refund	\$	-
Quickbooks 2012 Software	\$	-
Exterminating	\$	111.00
Repairs & Maintenance	\$	119.99
Master Monitoring (annual charge)	\$	-
Printing	\$	693.00
AT&T U-verse Upgrade	\$	-
Picnic Table	\$	-
Costco Membership	\$	55.00
Grapevine Subscription	\$	52.15
Sam's Club Renewal	\$	-
New Coffee Urn	\$	-
Office Supplies / Postage	\$	546.48
Alarm Permit	\$	-
Total Expenses:	\$	28,290.38

Monthly Surplus / Deficit: \$ 388.48

Previous Month Checking Balance: \$ 15,418.34

Previous Month Prudent Reserve: \$ 17,358.52

Monthly Surplus / Deficit: \$ 388.48

Prudent Reserve Transfer: \$ 178.72

Contribution to AA World Services \$ -

Ending Balance Checking: \$ 15,628.10

Bank Interest Prudent Reserve: \$ 1.29

Ending Prudent Reserve Balance: \$ 17,538.53

**Palm Beach County Intergroup
Operating Report
March 31, 2015**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 4,936.52	\$ 4,464.47	\$ 472.05
Sales Tax	296.90	267.83	29.07
Tax Exempt Sales	161.75	50.00	111.75
Group Contributions	2,513.48	5,615.08	(3,101.60)
Old Timers' Meeting	-	451.47	(451.47)
"Today" Subscriptions	6.00	6.00	-
Birthday Club Memberships	161.00	100.00	61.00
Meeting Baskets	88.00	129.00	(41.00)
Total Revenues:	\$ 8,163.65	\$ 11,083.85	\$ (2,920.20)
Expenses:			
Literature Purchases	\$ 4,010.36	\$ 3,923.19	\$ 87.17
Sales Tax	331.90	291.18	40.72
Old Timers' Meeting	-	485.47	(485.47) #
Credit Card Fees	12.07	-	12.07 #
Office Salary	2,883.48	2,746.16	137.32 #
FICA & Unemployment Tax	221.79	212.05	9.74 #
Paychex (Monthly Fee)	80.00	77.00	3.00 #
Health Insurance	208.33	208.33	- #
Rent & Water	475.00	475.00	- #
AT&T (Internet, Phone, Website)	313.59	288.76	24.83 #
FP&L	105.73	107.10	(1.37) #
Exterminating	37.00	37.00	- #
Printing	231.00	231.00	- #
Costco Membership Renewal	-	-	- #
Office Supplies / Postage	256.12	335.63	(79.51) #
Total Expenses	\$ 9,166.37	\$ 9,417.87	\$ (251.50)
Monthly Surplus/(Deficit)	\$ (1,002.72)	\$ 1,665.98	\$ (2,668.70)
Checking Account Balance	\$ 16,628.10	\$ 15,037.93	\$ 1,590.17
Prudent Reserve Balance	\$ 17,538.53	\$ 17,354.59	\$ 183.94

Office Activity for March, 2016

Requests for meetings info:	144
12th Step requests:	-
BTG:	-
Other information:	61
Public Information requests:	-
Institutions Meeting requests:	2
Visitors:	278
Emails:	<u>244</u>
Total Activity:	729