

## **PBC INTERGROUP BUSINESS MEETING MINUTES**

**Date:** August 8, 2018

**Start time:** 6:15 p.m.

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

### **Number of attendees:**

**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:**

Pia K -Representative – Free Spirited Women  
Erica – Alternative Representative – Free Spirited Women  
Ed G. – Group Representative – Lantana Group  
Michael H. – Group Representative - Comfort Zone  
Beth D. – Group Representative – Keystone Group  
Joey C. – Alternative Representative – Days End  
Maryann – Group Representative – Tea Time

**Chairperson:** Deb M. Good evening everyone, my name is Deb and I am an alcoholic. My apologies for not being here last month; I was on my annual vacation in SW Pa. Had a great time and am sad to be back. Roger chaired in my place last month and did a great job. Thank you Roger!

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 August 22, 2018 – the deadline to be placed on the September Agenda.

The Motion to incorporate Palm Beach County Intergroup Association will be formally presented tonight with discussion to ensue and the representatives to take it back to their groups for the vote. The vote will take place at next month's business meeting. I have been made aware of some questions that arose last month and hopefully I will be able to answer any you have tonight.

The legal aid attorney who has advised us about incorporation has also referred us to a CPA who assists non-profits with tax issues and will be looking into assistance with our tax return this year.

The By-Laws have been amended to eliminate the Where and When committee chair position and shift those responsibilities to the office manager. Billy has put them on the website. Tracy has made several hard copies available should you wish them in hard copy.

Our finances are continuing to recover and Roger will be addressing that in his report. The next advisor Committee Meeting will be September 10<sup>th</sup>. If you wish to have an issue brought before the Advisory Committee, please e-mail me and it will be taken under advisement. Love & service, Deb M.

**Co-Chairperson:** Maria S. – As we announced last meeting we were looking to determine a venue for the 2018 Picnic after an extensive research conducted by the alt chair On August 8th Chairwomen Debbie and I held a meeting at 5:00pm at the triangle club We have arrived to a decision it will be Held at the beautiful Gardens of the “Triangle Club “

- The ticket cost is tentative \$8:00 We will set the cost as we see an official proposal from the venue.

Please bring the your groups the great news

- The Intergroup reps will have first serve in obtaining tickets Kindly bring this great news to your groups Please Ask your groups how many tickets would they like to contribute and Are they ok to pay at Front? And to get a feeling how many tickets to Print .
- Feel free to call Maria to give feedback or bring it to the next meeting 561 762 7007
- The picnic committee organizer is open for registration Call Maria to register we need 10 volunteers.
- We are looking forward to a great 2018 PBC Intergroup Picnic
- With everyone support will be a great success.
- Thank you for the opportunity to serve
- Maria.

**Treasurer:** Roger B. Revenues for July 2018 were \$6,693.22 and Expenses were \$5,905.42, resulting in a net surplus of \$787.80. The opening checking balance for July was \$5,810.37 and the closing was \$7,686.60. The Prudent Reserve balance for July was \$13, 545.77 including the 23 cents we made in interest. We would like to thank the Groups for their generous contributions. Breaking even or having a surplus in the middle of the summer is fantastic and it is all due to the generosity of the Groups. Thanks for allowing me to be of service, Roger B.

***Basket passed in accordance with our 7<sup>th</sup> 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 - Welcome and Greetings from PBC Intergroup!  
Our office activity for July was at 566. Keeping myself and our volunteers working hard for you. We submitted a new printing of our Where and When at a cost of \$910.00. Please keep in mind it is imperative you're Intergroup Rep, keep us informed of any changes needed to your groups information.  
The total number of changes since last month was at 14 to the Where and When.  
Palm Beach County Intergroup is also seeking volunteers wishing to do service work 1 day a week in a 4 hour shift

Please see me after the meeting or contact our office.  
Love and Service, Tracy D.

**General Service/Intergroup Liaison:** Rhonda B. - General Service assembly area 15 is Oct 5-7 is in Boca @ Marriott @Boca Center. The Language of the Heart is the theme.

Assembly coordinator report -the event will have multiple Spanish speaking meetings.

8/12 @ 2pm at Intergroup office is the next planning meeting. All are welcome to come and serve.

Treasurer Report - beginning checking: \$3150.35 - Ending: \$5313.93 -Savings beginning: \$3000.12 - Ending: \$3000.15

DCM Coordinator: If you need committee supplies, see me so we can bundle purchases and get better prices.

1-Accessibility: have ASL for quarterly. Let Sameer know if you need ASL or have other accessibility needs.

2-Archives: we are traveling to state convention and sharing archives traveling display.

3-Corrections: new secretary and treasurer introduced. Meet @ 3pm before monthly GS meeting. Will be doing workshop @ quarterly

4-Grapevine: meet @3pm before every GS meeting. Working on upcoming workshop. AA IN THE MILITARY is newest book

5-Literature: attended literature workshop @ Tampa. Attended service manual musical and it will be done again at state convention.

6-PI/CPC: meet monthly @ 330 before GS. Come join us. We will be asking groups to consider visiting some places -libraries, etc. and distributing pamphlets. We are distributing big books to all area high schools media centers.

7-Remote Communities: met @ quarterly and is working on being a standing committee at conference level.

8-Treatment: got back issues of Grapevine to hand out at treatment center meetings.

9- South county Intergroup: reviewed the May info.

10 -Room & Ride: thanks to all for helping getting rooms and rides to Tampa.

11-Traditions & Concepts: no requests for tradition skit. Happy to form group and go thru traditions, concepts or service manual.

Elections: -No open DCM spot was taken. No open ACM spot was taken.

Motion: - A. Elect trusted servants thru 3rd legacy as outlined in service manual. Motion PASSED

B. Pay upcoming year archives storage bill in December. This is to clarify and make this a current practice. Meeting closed. In service Rhonda B.

**South County Intergroup Liaison:** Christine T. - Attended my first meeting of the South County AA Intergroup on July 25 at 7pm, at Delray Central. They were most welcoming. They reported there was a great attendance at the picnic earlier in the month. Elections for all offices and chairs were held **AND ALL** positions were filled that night. I was very impressed! There is now a new North County Intergroup Liaison, Anthony. The meeting wrapped at 8pm. I have brought copies of their intergroup newsletter, SCAAN for anyone who might like a copy. Thank you for the opportunity to be of service, Christine

**Archives Committee Liaison:** Ilia E. – No Report Submitted

## **COMMITTEE REPORTS**

**Public Information:** Stacy - No Report Submitted.

**12 Step List:** Sam B. – No Report Submitted.

**Phone Volunteer Committee:** Deborah J. -This past month we lost two of our volunteers: one to a move out of state, and one to a schedule conflict. I am in the process of trying to match the two open shifts to the availability of new recruits. In the interim, I am covering the open shifts to ensure round-the-clock coverage. Efforts to recruit additional volunteers will continue. All Phone Committee volunteers have been invited to a Meet & Greet/ Pizza Party following the Intergroup Business Meeting. Thank you for the opportunity to be of Service, Debbie J.

**TODAY:** Cary M. – Kudos, once again, to the contributors to the monthly TODAY newsletter. These sisters and brothers come through in the clutch, making possible the Tightest Printing Deadline Ever. Thank you. The resulting August issue of TODAY is on the front table. Please take some to your group. Hugs, Cary M.

**Birthday Club:** Heather K. - had to work late tonight so I ran in earlier to stuff the Today's and medallions for mailing. They will be mailed out tomorrow. Love & Service, Heather K

**Website Committee:** Billy J – -Bylaws updated, Where and When updated as of 7/13/2018, August Today is posted, August Agenda Posted, Minutes for July posted and various meetings updated on the App. In service, Billy J.

**Group Contact Committee:** Melissa - No Report Submitted.

**Bridging the Gap Committee:** Howie – No report submitted

**Institutions Committee:** James B. - Holla y'all. Institutions is lit! Come join us, first Sunday of the month, 430pm for orientation here at the Intergroup office. The general meeting is at 5. We have commitments available. 6 month sobriety and 2 prior meetings are the requirements. Thanks for letting me be of service. James B

**Old Business:** - None

**New Business:** - Present the Motion to Incorporate Palm Beach County Intergroup as a Non-Profit Corporation. After making sure there was no objection for the chair to proceed with the motion, discussion and questions ensued and were answered and concerns addressed. The group representatives are to take the motion back to their groups for vote next month.

**Upcoming Events:** October Picnic – Maria is planning and will update as appropriate.

**Meeting Adjourned** 7:00pm

See you next month!

PBC Intergroup Treasurer Report 08-08-2018

Revenues for July 2018 were \$6,693.22 and Expenses were \$5,905.42, resulting in a net surplus of \$787.80. The opening checking balance for July was \$5,810.37 and the closing was \$7,686.60. The Prudent Reserve balance for July was \$13, 545.77 including the 23 cents we made in interest.

We would like to thank the Groups for their generous contributions. Breaking even or having a surplus in the middle of the summer is fantastic and it is all due to the generosity of the Groups.

Thanks for allowing me to be of service,

Roger B – PBC Intergroup Treasurer

**PBC Intergroup Association**  
**Profit & Loss**  
July 2018

	<u>Jul 18</u>	<u>Jun 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Direct Public Support</b>				
Group Contributions	4,862.63	3,615.35	1,247.28	34.5%
Direct Public Support - Other	149.03	194.60	-45.57	-23.42%
<b>Total Direct Public Support</b>	<u>5,011.66</u>	<u>3,809.95</u>	<u>1,201.71</u>	<u>31.54%</u>
<b>Investments</b>				
Interest-Savings, Short-term CD	0.00	0.22	-0.22	-100.0%
<b>Total Investments</b>	<u>0.00</u>	<u>0.22</u>	<u>-0.22</u>	<u>-100.0%</u>
<b>Sales</b>				
Books	2,162.60	2,897.86	-735.26	-25.37%
Literature	678.56	1,121.05	-442.49	-39.47%
Medallions	1,337.50	1,445.00	-107.50	-7.44%
<b>Total Sales</b>	<u>4,178.66</u>	<u>5,463.91</u>	<u>-1,285.25</u>	<u>-23.52%</u>
<b>Special Events Income</b>				
"Today" Subscriptions	12.00	0.00	12.00	100.0%
Birthday Club	209.00	60.00	149.00	248.33%
<b>Total Special Events Income</b>	<u>221.00</u>	<u>60.00</u>	<u>161.00</u>	<u>268.33%</u>
<b>Total Income</b>	<u>9,411.32</u>	<u>9,334.08</u>	<u>77.24</u>	<u>0.83%</u>
<b>Cost of Goods Sold</b>				
<b>Cost of Goods Sold</b>				
COGS - Books	1,839.92	2,374.78	-534.86	-22.52%
COGS - Literature	278.97	650.72	-371.75	-57.13%
COGS - Medallions	529.43	587.88	-58.45	-9.94%
Purchase Cost & Discounts	31.80	90.41	-58.61	-64.83%
Cost of Goods Sold - Other	37.98	54.50	-16.52	-30.31%
<b>Total Cost of Goods Sold</b>	<u>2,718.10</u>	<u>3,758.29</u>	<u>-1,040.19</u>	<u>-27.68%</u>
<b>Total COGS</b>	<u>2,718.10</u>	<u>3,758.29</u>	<u>-1,040.19</u>	<u>-27.68%</u>
<b>Gross Profit</b>	<u>6,693.22</u>	<u>5,575.79</u>	<u>1,117.43</u>	<u>20.04%</u>
<b>Expense</b>				
<b>Contract Services</b>				
Costco Membership	0.00	60.00	-60.00	-100.0%
<b>Total Contract Services</b>	<u>0.00</u>	<u>60.00</u>	<u>-60.00</u>	<u>-100.0%</u>
<b>Facilities and Equipment</b>				
Exterminating	37.00	37.00	0.00	0.0%
Rent Water	475.00	475.00	0.00	0.0%
Facilities and Equipment - Other	0.00	92.32	-92.32	-100.0%
<b>Total Facilities and Equipment</b>	<u>512.00</u>	<u>604.32</u>	<u>-92.32</u>	<u>-15.28%</u>
<b>Operations</b>				
AT&T Internet	482.50	268.01	214.49	80.03%
FPL	178.48	186.35	-7.87	-4.22%
Office Supplies	27.37	180.97	-153.60	-84.88%
Postage, Mailing Service	62.20	39.99	22.21	55.54%
Printing and Copying	274.31	231.00	43.31	18.75%
Operations - Other	0.00	15.99	-15.99	-100.0%
<b>Total Operations</b>	<u>1,024.86</u>	<u>922.31</u>	<u>102.55</u>	<u>11.12%</u>
<b>Other Types of Expenses</b>				
Employee Health Insurance	150.00	150.00	0.00	0.0%
<b>Total Other Types of Expenses</b>	<u>150.00</u>	<u>150.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Payroll Expenses</b>				
FICA and Unemployment Tax	275.40	275.40	0.00	0.0%
Office Manager Salary	3,600.00	3,600.00	0.00	0.0%
Paychex	87.00	87.00	0.00	0.0%
<b>Total Payroll Expenses</b>	<u>3,962.40</u>	<u>3,962.40</u>	<u>0.00</u>	<u>0.0%</u>
<b>Travel and Meetings</b>				
Conference, Convention, Meeting	256.16	0.00	256.16	100.0%
<b>Total Travel and Meetings</b>	<u>256.16</u>	<u>0.00</u>	<u>256.16</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>5,905.42</u>	<u>5,699.03</u>	<u>206.39</u>	<u>3.62%</u>
<b>Net Ordinary Income</b>	<u>787.80</u>	<u>-123.24</u>	<u>911.04</u>	<u>739.24%</u>
<b>Net Income</b>	<u>787.80</u>	<u>-123.24</u>	<u>911.04</u>	<u>739.24%</u>
<b>Bank Account Balances</b>				
<b>Checking</b>	7/1/2018	\$5,810.37		
	7/31/2018	\$7,686.60		
<b>Prudent Reserve</b>	7/1/2018	\$13,545.54		
	7/31/2018	\$13,545.77		

**PBC Intergroup Association**  
**Group Contributions**  
**July 2018**

08/04/18

Accrual Basis

Date	Memo	Name	Amount	Balance
<b>Parts</b>				
<b>Group Contribution (Contributions from groups)</b>				
07/02/2018	Contributions from groups	After Hours Group	199.18	199.18
07/30/2018	Contributions from groups	After Hours Group	161.52	360.70
07/11/2018	Contributions from groups	Central Group	100.00	460.70
07/02/2018	Contributions from groups	Days End	65.00	525.70
07/09/2018	Contributions from groups	Design For Living	75.00	600.70
07/16/2018	Contributions from groups	District 8 / General Service	38.57	639.27
07/16/2018	Contributions from groups	FCYPAA	22.00	661.27
07/12/2018	Contributions from groups	Good Orderly Direction Group	53.22	714.49
07/30/2018	Contributions from groups	Happy Hour Group, Palm Beach	100.00	814.49
07/25/2018	Contributions from groups	Happy Hour Group, WPB	300.00	1,114.49
07/12/2018	Contributions from groups	Happy, Joyous & Free (Gay/Lesbian)	215.00	1,329.49
07/03/2018	Contributions from groups	Hope on Haverhill	88.60	1,418.09
07/03/2018	Contributions from groups	Jupiter Inlet Men's	127.00	1,545.09
07/27/2018	Contributions from groups, May ...	Jupiter Sunrise Group	889.15	2,434.24
07/30/2018	Contributions from groups	Ladies Step Forward Group	346.16	2,780.40
07/19/2018	Contributions from groups	Lantana Group	91.80	2,872.20
07/05/2018	May 2018, Dated 6/20/18, receiv...	Longest Day of the Year	115.93	2,988.13
07/05/2018	Contributions from groups, June ...	Longest Day of the Year	146.40	3,134.53
07/05/2018	Contributions from groups	Mid Day Live	250.00	3,384.53
07/09/2018	Contributions from groups	Never Ending Story Hour	75.00	3,459.53
07/11/2018	Contributions from groups, Inter...	PBCIA Business Meeting	40.00	3,499.53
07/09/2018	Contributions from groups, EDI	Promises Promises	50.00	3,549.53
07/30/2018	Contributions from groups	SATURDAY 9AM Men's Group	65.00	3,614.53
07/25/2018	Contributions from groups	Sober Solutions	150.00	3,764.53
07/05/2018	Contributions from groups	Sobriety First Group	250.00	4,014.53
07/03/2018	Contributions from groups	Spirit of 76 men's	211.00	4,225.53
07/27/2018	Contributions from groups	Sunny Isles	142.00	4,367.53
07/23/2018	Contributions from groups	Sunrise Sobriety Group	37.58	4,405.11
07/05/2018	Contributions from groups	Tired of the Beating Meeting	365.82	4,770.93
07/11/2018	Contributions from groups	Woman in Sobriety, Lantana	10.00	4,780.93
07/25/2018	Contributions from groups	Young People In The Solution Group	81.70	4,862.63
Total Group Contribution (Contributions from groups)			4,862.63	4,862.63
Total Parts			4,862.63	4,862.63
<b>TOTAL</b>			<b>4,862.63</b>	<b>4,862.63</b>

**PBC Intergroup Association**  
**Profit & Loss**  
 July 2017

	Jul 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Group Contributions	5,458.40
<b>Total Direct Public Support</b>	5,458.40
<b>Investments</b>	
Interest-Savings, Short-term CD	0.24
<b>Total Investments</b>	0.24
<b>Sales</b>	
Books	2,398.85
Literature	842.35
Medallions	1,206.00
<b>Total Sales</b>	4,447.20
<b>Special Events Income</b>	
Birthday Club	70.00
<b>Total Special Events Income</b>	70.00
<b>Total Income</b>	9,975.84
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	
COGS - Books	2,175.95
COGS - Literature	598.27
COGS - Medallions	521.73
<b>Total Cost of Goods Sold</b>	3,295.95
<b>Total COGS</b>	3,295.95
<b>Gross Profit</b>	6,679.89
<b>Expense</b>	
<b>Facilities and Equipment</b>	
Equip Rental and Maintenance	275.00
Exterminating	37.00
Rent Water	480.00
<b>Total Facilities and Equipment</b>	792.00
<b>Operations</b>	
AT&T Internet	349.83
FPL	197.25
Office Supplies	142.89
Postage, Mailing Service	19.60
Printing and Copying	231.00
<b>Total Operations</b>	940.57
<b>Other Types of Expenses</b>	
Employee Health Insurance	528.66
<b>Total Other Types of Expenses</b>	528.66
<b>Payroll Expenses</b>	
FICA and Unemployment Tax	275.70
Office Manager Salary	3,604.34
Paychex	87.00
<b>Total Payroll Expenses</b>	3,967.04
<b>Total Expense</b>	6,228.27
<b>Net Ordinary Income</b>	451.62
<b>Net Income</b>	451.62