

PBC INTERGROUP BUSINESS MEETING MINUTES

Date: June 13, 2018

Start time: 6:15 p.m.

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

Number of attendees: 49

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;

Vicky R. – Sober on Sunday	Brianna T. – Another Miracle
Randy B. – Serenity on the Beach	Cris C. – Central Group
James N. – Men's 5 th Tradition	Nancy S. – Good Housekeeping
Maryann M. – Free Spirited Women	Clif N. – Steps We Took
Chad – Basic Text Study Group	Stacey J. Women's 4 th Dimensions
Thorson R. – Sobriety First Group	John L – Hope in the Acreage
Frank R. Hump Day	
Mark S. – Happy Joyous and Free - (Correction from May 2018 Minutes)	

Alternate Representatives

Larry Z. – Day Openers	Pet – Basic Text Study Group
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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 June 27, 2018 – the deadline to be placed on the Agenda.

The Advisory Committee met June 4th. The minutes of that will be read later on. The highlight of the meeting was the annual review for our office manager Tracy. Though her one year anniversary with us is not until August, the next opportunity for review would not be until September so we went ahead and did it. In short – Tracy was given glowing reviews and we elected to grant her a raise beginning August 1, 2018.

We will also be looking into possibly providing her with further assistance with health insurance.

Tonight we will continue with elections for the remaining Advisory Committee position, and all of the remaining committee chair positions (Public Information, Phone List, Where & When, Group Contact Committee and So County Liaison). During elections we will be electing by way of the Third Legacy process – the format for which I will go through before we start.

We have continued to have a problem with too many keys out there in the community to this room. It's not a problem if the person remembers to lock up tightly and set the alarm – but unfortunately that has not been consistent and the office has been left unlocked and the alarm not engaged. The only solution we can see is to change the locks, change the code and access to both will only be to a select few. So please pass the word: In the future, if you do not have a key or know a person who has access to one and need to use the room for AA associated items, you will have to make arrangements through the office manager to

gain access to this room. Please call to give plenty of advance notice. Unfortunately that will limit weekend access. So we will see how it goes and further address the situation if need be.

The Motion to Modify the By-Laws to remove the Where & When committee chair position has been presented by representatives for 3 groups. Discussion occurred last month on the motion, it has been taken back to the groups and they have voted. We will vote after elections. Love & service, Deb Morgan

Co-Chairperson: Maria S. - My Fellow Intergroup members and friends. First and foremost, thank you for your trust in me in electing me Co-Chair, it is an honor and privilege to serve. I have attended my first Advisory Committee meeting and it was very impressive. I am looking forward to organizing the Intergroup Picnic in conjunction with the Intergroup Manager. I have no doubt that with the help of our Chairperson, the rest of the board and all of you it will be a success. In service, Maria S.

Treasurer: Roger B. Revenues for May 2018 were \$6,296.15 and Expenses were \$5,468.01, resulting in a net surplus of \$828.14. The opening checking balance for May was \$6,753.19 and the closing was \$7,611.86. The Prudent Reserve balance for May was \$13,545.32 including the 22 cents we made in interest and \$1500.00 that we moved from the Operating account.

The Institutions Committee has moved their money into the same bank that we use, BBT. We are also in the process of integrating their Finances into our QuickBooks system as well. Their funds will remain separate from Intergroup, but having their money in the same accounting software will make it much easier come tax time next year.

We would like to thank the Groups for their generous contributions. If it were not for you, we would not have been able to make such quick progress on our financial recovery over the past year. Thanks for allowing me to be of service, Roger B.

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

Advisory Committee: Minutes from June 4th, 2018 minutes read. (See attached)

Office Manager: Tracy D - May was a little on the slow side with 226 visitors to the Intergroup Office and 201 Sales Receipts. Intergroup is in need of new flooring in the main office as we understand it is the original carpet and in the spirit of rotation, needs to be changed out! ALONG with a new coat of interior paint, anyone willing to do some service work, please call the office manager.

I need to Welcome Jack Daniels and Lori Williams to the Intergroup Family and with much appreciation, I want to thank our intergroup volunteers starting with Sam for taking the 12-Step Committee, Howie for

taking on the Bridging the Gap and Jeanine for stepping up tonight to be our Group Contact Chair. I feel with their qualifications and experience they will all do an amazing job!
With Love and Service, Tracy

General Service/Intergroup Liaison: Rhonda B. - I have no report for June's district 8 meeting as I was out of town that day. I will summarize the notes when they arrive and share in July. Rhonda B.

South County Intergroup Liaison: Vacant

Archives Committee Liaison: Ilia E. – No Report Submitted

COMMITTEE REPORTS

Public Information: Vacant

12 Step List: Sam B. – No Report Submitted

Phone Volunteer Committee: Vacant

TODAY: Cary M. – The June 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. All of the birthday club medallions and letters will be mailed out on June 14th. The Today subscriptions will be mailed tomorrow as well. I will obtain the email for the Today chair to send the birthdays for publication. - Love & Service Heather K.

Website Committee: Billy J – The following changes were made to the website; -Where and When updated as of 5/14/2018, June Today is posted, June Agenda Posted, Minutes for May posted and various meetings updated on the App. In service, Billy J.

Group Contact Committee: Vacant

Bridging the Gap Committee: Howie – No report submitted

Where & When Committee: Tracy D – With the purchase of 1,500 Where and When at a cost of \$650.00 on May 8th, to be paid June 8th, we still have 1,060 left. I feel the phone app has taken off and is contributing to the slower sales of this type of literature. We had 9 changes to the Where and When in the month of May.
With Love and Service, Tracy

Institutions Committee: JB - Please note that the institution's committee has orientation the first Sunday of every month at 4:30pm. The committee will no longer meet at the Triangle Club, we are now meeting here at the Intergroup Office. The criteria is 6 months continuous sobriety. The General meeting is at 5:00. General meeting is where you could pick up new commitments. We currently serve 39 facilities with 88 meetings a week. If you presently take meetings in to a facility please encourage your speakers to get orientated so they can cover for you if need be! Thank You, James.

Old Business: - Continued Elections

The following Committee Chairperson have been filled;

Advisory Committee: Maryann M.

Public Information: Stacey V.

Phone List: Deborah J.

Group Contact: Melissa

South County Liaison: Christine T.

Where and When: Eliminated (see below)

All positions are now filled. Thank you to everyone who has volunteered. We look forward to working together.

New Business: - Vote - Motion to modify the By-laws to Eliminate the Where and When Committee was voted on. 42 in favor, motion passed.

Upcoming Events: None

Meeting Adjourned: 7:10pm

See you next month!

PBC Intergroup Treasurer Report 06-13-2018

Revenues for May 2018 were \$6,296.15 and Expenses were \$5,468.01, resulting in a net surplus of \$828.14. The opening checking balance for May was \$6,753.19 and the closing was \$7,611.86. The Prudent Reserve balance for May was \$13,545.32 including the 22 cents we made in interest and \$1500.00 that we moved from the Operating account.

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Thanks for allowing me to be of service,

Roger B – PBC Intergroup Treasurer

PBC Intergroup Association
Profit & Loss
May 2018

11:38 AM
06/03/2018
Accrual Basis

	<u>May 18</u>	<u>Apr 18</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Direct Public Support				
Group Contributions	4,439.53	6,604.35	-2,164.82	-32.78%
Direct Public Support - Other	101.02	306.53	-205.51	-67.04%
Total Direct Public Support	4,540.55	6,910.88	-2,370.33	-34.3%
Investments				
Interest-Savings, Short-term CD	0.00	0.20	-0.20	-100.0%
Total Investments	0.00	0.20	-0.20	-100.0%
Sales				
Books	4,113.32	2,840.60	1,272.72	44.81%
Literature	833.80	916.70	-82.90	-9.04%
Medallions	1,271.00	1,164.50	106.50	9.15%
Total Sales	6,218.12	4,921.80	1,296.32	26.34%
Special Events Income				
"Today" Subscriptions	6.00	0.00	6.00	100.0%
Birthday Club	128.00	131.00	-3.00	-2.29%
Total Special Events Income	134.00	131.00	3.00	2.29%
Total Income	10,892.67	11,963.88	-1,071.21	-8.95%
Cost of Goods Sold				
Cost of Goods Sold				
COGS - Books	3,595.75	2,402.74	1,193.01	49.65%
COGS - Literature	379.38	282.96	96.42	34.08%
COGS - Medallions	546.84	459.45	87.39	19.02%
Purchase Cost & Discounts	44.55	53.78	-9.23	-17.16%
Cost of Goods Sold - Other	30.00	36.96	-6.96	-18.83%
Total Cost of Goods Sold	4,596.52	3,235.89	1,360.63	42.05%
Total COGS	4,596.52	3,235.89	1,360.63	42.05%
Gross Profit	6,296.15	8,727.99	-2,431.84	-27.86%
Expense				
Facilities and Equipment				
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	53.54	-53.54	-100.0%
Total Facilities and Equipment	512.00	565.54	-53.54	-9.47%
Operations				
AT&T Internet	279.63	274.42	5.21	1.9%
FPL	276.84	0.00	276.84	100.0%
Office Supplies	105.88	28.56	77.32	270.73%
Postage, Mailing Service	35.34	20.00	15.34	76.7%
Printing and Copying	881.00	311.79	569.21	182.56%
Total Operations	1,578.69	634.77	943.92	148.7%
Other Types of Expenses				
Employee Health Insurance	150.00	150.00	0.00	0.0%
Other Types of Expenses - Other	40.00	0.00	40.00	100.0%
Total Other Types of Expenses	190.00	150.00	40.00	26.67%
Payroll Expenses				
FICA and Unemployment Tax	220.32	220.32	0.00	0.0%
Office Manager Salary	2,880.00	2,880.00	0.00	0.0%
Paychex	87.00	87.00	0.00	0.0%
Total Payroll Expenses	3,187.32	3,187.32	0.00	0.0%
Special Events	0.00	507.96	-507.96	-100.0%
Total Expense	5,468.01	5,045.59	422.42	8.37%
Net Ordinary Income	828.14	3,682.40	-2,854.26	-77.51%
Net Income	<u>828.14</u>	<u>3,682.40</u>	<u>-2,854.26</u>	<u>-77.51%</u>
Bank Account Balances				
Checking	5/1/2018	\$6,753.95		
	5/31/2018	\$7,611.86		
Prudent Reserve	5/1/2018	\$12,045.10		
	5/31/2018	\$13,545.32		

PBC Intergroup Association
Group Contributions
May 2018

06/03/18

Accrual Basis

Date	Memo	Name	Amount	Balance
Parts				
Group Contribution (Contributions from groups)				
05/01/2018	Contributions from groups	After Hours Group	267.30	267.30
05/16/2018	Contributions from groups	Comfort Zone (Mens)	50.00	317.30
05/22/2018	Contributions from groups	District 8 / General Service	28.00	345.30
05/15/2018	Contributions from groups	Don't Quit Before the Miracle	74.35	419.65
05/22/2018	Contributions from groups	FCYPAA	32.39	452.04
05/10/2018	Contributions from groups	High Noon Group	1.33	453.37
05/10/2018	Contributions from groups	Intergroup Business Meeting	55.00	508.37
05/16/2018	Contributions from groups	Island Group Big Book Study	150.00	658.37
05/10/2018	Contributions from groups, dated...	Jupiter Farms Group	437.00	1,095.37
05/07/2018	Contributions from groups	Jupiter Inlet Men's	313.00	1,408.37
05/22/2018	Contributions from groups	Jupiter Sunrise Group	1,036.35	2,444.72
05/24/2018	Contributions from groups	Lantana Group	37.68	2,482.40
05/24/2018	Contributions from groups	Longest Day of the Year	79.63	2,562.03
05/10/2018	Contributions from groups	Look To This Day - Wellington	350.00	2,912.03
05/04/2018	Contributions from groups	Love, Faith & Life	20.00	2,932.03
05/07/2018	Contributions from groups	Lunch Bunch Group	1,000.00	3,932.03
05/23/2018	Contributions from groups	Saturday Morning 9 am Men's Group	87.50	4,019.53
05/10/2018	Contributions from groups	Serenity On The Beach	300.00	4,319.53
05/04/2018	Contributions from groups, mone...	Sober Solutions	110.00	4,429.53
05/10/2018	Contributions from groups	Woman in Sobriety, Lantana	10.00	4,439.53
Total Group Contribution (Contributions from groups)			4,439.53	4,439.53
Total Parts			4,439.53	4,439.53
TOTAL			4,439.53	4,439.53

**Palm Beach County Intergroup
Operating Report
May 31, 2017**

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
Revenues:			
Literature Sales	\$ 3,969.82	\$ 4,435.36	\$ (465.54)
Sales Tax	265.28	268.21	(2.93)
Group Contributions	2,319.48	3,128.06	(808.58)
"Today" Subscriptions	6.00	12.00	(6.00)
Birthday Club Memberships	124.00	177.00	(53.00)
Meeting Baskets	53.00	61.00	(8.00)
Total Revenues:	\$ 6,737.58	\$ 8,081.63	\$ (1,344.05)
Expenses:			
Literature Purchases	\$ 4,886.61	\$ 2,754.76	\$ 2,131.85
Sales Tax	297.09	288.24	8.85
Credit Card Fees	46.54	19.74	26.80
Office Salary	2,883.48	2,883.48	-
FICA & Unemployment Tax	220.56	220.56	-
Paychex (Monthly Fee)	83.00	80.00	3.00
Health Insurance	264.33	264.33	-
Rent & Water	475.00	475.00	-
Repairs & Maintenance	100.00	-	100.00
AT&T (Internet, Phone, Website)	349.71	331.93	17.78
FP&L	159.06	136.08	22.98
Pye-Barker Fire & Safety, Inc	50.50	50.50	-
Exterminating	37.00	37.00	-
Printing	231.00	231.00	-
Office Supplies / Postage	346.44	134.52	211.92
Total Expenses	\$ 10,430.32	\$ 7,907.14	\$ 2,523.18
Monthly Surplus/(Deficit)	\$ (3,692.74)	\$ 174.49	\$ (3,867.23)
Checking Account Balance	\$ 5,936.72	\$ 17,392.52	\$ (11,455.80)
Prudent Reserve Balance	\$ 14,042.63	\$ 17,539.31	\$ (3,496.68)

Advisory Committee Minutes – June 4, 2018, start 6:09pm

Members present, Deb, Maria, Roger, Scott, Kate, Vickie and Troy

1. Chair – Deb M.

The advisory committee met June 4th. The primary item on the agenda was to discuss the Annual Review of the Office Manager, Tracy. Tracy will be in her position for a year in August, but it was decided to do a preliminary review now since the Advisory Committee will not meet again until September 10, 2018.

Tracy received extremely positive reviews by all of the committee members. The review was based on her attendance, punctuality and organizational skills. Her ability to manage and be proactive. She exhibits great skill and ability to perform her job at a highly satisfactory level and follows our policies and procedures. She manages and works very well with the volunteers.

Tracy contributes to team efforts and responds positively to suggestions, instruction or criticism. She keeps supervisors informed of important details and adapts well to changing circumstances. It is the total consensus of the committee that Tracy has successfully completed her probationary period, and first year of service and employ to Intergroup, and it was recommended that she receive a salary increase to begin August 1, 2018. We will also be looking at options to improve the insurance benefit that is presently being provided.

There was continued discussion on incorporating Intergroup. The majority of the Advisory Committee members are in favor of organizing incorporation or some similar entity. Deb will be meeting with a lawyer recommended to her at Palm Beach County Legal Aid to discuss our options and what may be in the best interest of Intergroup.

It was also discussed that representatives of an informal group organizing a women's recovery non-AA event, as well as the organizers of another non-AA recovery event have asked that their events be published in the TODAY. One of those reps suggested that other areas have an "Other Events" section in their publications and perhaps we should do the same. So this was discussed. After discussion and consideration, it was decided that events published in the TODAY should continue to remain strictly AA, that being events sponsored by Intergroup, District or Area events, and individual AA group events. If an event is not an AA sponsored event it will not be placed in our publication; however, we will encourage and guide to other venues where the event can be presented and the message passed along to the recovery community.

2. Alternate Chair – Maria S – no business, her first meeting.

3. Treasurer – Roger B.

Roger then discussed the status of our accounts. There was a surplus of \$828 in May. \$1500 has been transferred to the Prudent Reserve. Intergroup is steadily coming back.

4. Registrar – Scott M. – no business

5. Secretary – Kate D. – no business.

Meeting adjourned: 7:15pm