

**PBC INTERGROUP**

Date: June 14, 2017

**BUSINESS MEETING MINUTES**

Start time: 6:15 p.m.

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

**Number of attendees:** 41

**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:**

Chris M. – Tiki Hut Beach Group  
Gary G. – Saturday Evening Recovery  
Tom G. – Smoke Free Sobriety (Alt)  
Richard M. – Friends of Bill W  
Matt S. – Day Openers  
Brian B. – Sobriety First  
Dan R. - Hope in the Acreage  
Ilia E. – Lake Worth Young People

**Chairperson:** Deb M – Chair's Report – Greetings everyone. Hope you're having a wonderful day so far today. We have lots going on tonight so hang onto your seats!

If anyone wishes to have a motion placed for discussion on the July agenda, it should be received by me no later than next Wednesday June 21st. My email address is: [bluecrest823@msn.com](mailto:bluecrest823@msn.com).

Let me first announce that our office manager, Ed B, has submitted his resignation as the Intergroup office manager. Ed has been a long-time trusted servant to AA, having served at both the District level and Intergroup, and most recently our office manager for the last 7 years. When he began his position, Intergroup was in trouble and he was instrumental in resurrecting it and making it function like a fine-tuned engine for most of those years. Although his illness last year threw us into a bit of turmoil, we are coming out of that one day at a time, but with a bit of a ways to go. Leslie, the part-time office assistant has stepped down as well.

The Advisory Committee met last week and the primary discussion was on the office personnel. It was felt that the office needs a full-time, full-charge office manager so we will be actively recruiting the position as an hourly job - 40 hours a week. The candidate must have a good background in accounting and experience with Quickbooks, be conscientious and good with people, and if a recovered alcoholic - have at least 5 years of sobriety. If you know of anyone who fits these criteria please urge them to send their resume to my e-mail ([bluecrest823@msn.com](mailto:bluecrest823@msn.com)) or the Intergroup office e-mail ([pbciaa@bellsouth.net](mailto:pbciaa@bellsouth.net)). We will be starting this process immediately. Ed has graciously agreed to stay on until the new manager has been hired and worked with

him to learn the ropes of operating the office.

The transfer of the accounting system from the former Excel/Quickbooks to a centralized Quickbooks format is progressing nicely. Our treasurer, Roger B, will be addressing that in more detail in his report. I want to again thank everyone involved (Terry C, Mark H, Ed B & Leslie R and Roger B with some assistance from the volunteers) for taking time out of their lives to assist us in getting the Intergroup office up to speed technically.

We are going into our fourth round of the elections for the committee chair positions. I urge you to stand for one of these positions – the need is there. If you meet the criteria and want to serve, please search your heart where you would be a good fit. You are here tonight because you recognize that service beyond the group is rewarding – so maybe it's time to take it to another level! We will again forego reading of the chair reports to allow time for the elections; however, the reports will be a part of the minutes so that you will receive the information to take to your groups. The elections will be conducted following the third legacy process as it is used by Intergroup. It will be explained before we start the process. I again urge you to stand where you see a need you can fill.

We also have a motion on the agenda tonight that involves the Palm Beach county meeting list app. We will read the motion and have a brief discussion and you can take it back to your groups for voting next month.

Special announcement: I have recently been diagnosed with breast cancer. Although my treatment regimen has not completely been decided by my medical team, I feel it will be such that I need to step down for a temporary leave of absence until I have recovered - I anticipate that to be 4 to 6 months. I will remain involved, just not as involved as the Chair. We need a sense of the meeting regarding the interim chair. Usually this would be performed by the Alternate Chair; John recognizes he does not have the experience to fill in as chair and is very active in his own position right now; however, Roger our current Treasurer, has agreed to step in temporarily until I am back. (Roger please stand and express your qualifications). God willing, I will be out no longer than December. Your prayers and good thoughts are appreciated. That's it for me tonight. Any questions or comments? Love and Service Deb M., Intergroup Chair

**Alternate Chair:** John F - As you now know this has been a busy time for us. Regarding my events duties, there is a 90-day window for pavilion rental and it is my intention to lease at the Carlin Park site we used previously for our October picnic.

I would also like to set up a luncheon in August or September to recognize the amazing service that Ed had done for Intergroup - with permission from the chair and the group.

Regarding my motion to bring the "Meeting Guide" app to PB County I think the most amazing thing about this is the fact it is free. I also believe that this is a beneficial use of technology that will help newcomers and visitors immensely.

I need the help of the intergroup representatives to ensure that we put only accurate

and up to date information on this site. Please check your meetings, other meetings you attend, and any defunct meetings you are aware of and make sure that information jibes with the where and when / our website. This can also include meeting location, format, group contact and specifications.

If you know of changes my contact is (561) 370-5639 or [jg4ran22@gmail.com](mailto:jg4ran22@gmail.com)

If we are going to do this we should do it right.

I know that Deb has mentioned a hiring committee. If any rep has managerial or Human Resources experience and would like to provide myself or other committee members with guidance their voice would be appreciated.

In service but rocking to U2 right now in Tampa, John F

**Treasurer:** Roger B - The project to transition our financial management system to QuickBooks software is progressing nicely and we have hit just about all of our target dates. We went live on the new system on June 1<sup>st</sup> and will be running both systems in parallel for the next month or two. I would like to thank Ed, Leslie, Mark H, and Len G who all helped with the task of inventory, as well as contributed to data setup to start the system. I would like to especially thank Terry C for his work as Project Manager. He continues to work almost daily with our Office Manager. Terry could not be here tonight, but will be at the July meeting to provide input and give a report on how the first months' test went.

Opening checking balance for May 2017 was \$9,629.46. Revenues were \$6,736.58 and Expenses were \$10,429.32, resulting in a deficit of \$3,692.74. The closing checking balance for May was \$5,936.72. Do not be alarmed. While operating expenses for May were almost exactly the same as April when we enjoyed a \$936 surplus, the obvious culprit here is our revenues. Group contributions were almost \$2000 less and sales were lower than average. By contrast, the revenues for April included one of the best months we have ever had for sales, \$6109. Because of those great sales, we had to purchase additional inventory during May. Ed prepared a Gross Margin analysis for the past 2 months that makes it clear that both April and May were anomalies. The Gross Margin for Sales vs Purchases usually averages 30%. That number was 60% for April with the high sales and -23% for May. When those 2 months are averaged, they come out to 27% which is close to normal. Our current Prudent Reserve balance is \$14,042.63.

If anyone wants to take a closer look at the details of the reports, please see me after the meeting. As always, the financial reports are included in the Minutes. Thanks for allowing me to be of service, Roger B. – PBC Intergroup Treasurer

***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 early Thursday evening 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 website (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. Thank you all for letting me serve in this position, I am sober and grateful for this opportunity  
In love and service – Kate D.

**Registrar:** Scott M - I am an alcoholic and my name is Scott. It is a pleasure to be your registrar. I am still just ironing out my responsibilities. Roger did this job previously and did it very well, so I am in good shape. I am open to any feedback. Thanks for letting me be of service Best, Scott M.

**Office Manager:** Ed B - To elaborate on the Chair's announcement, over the past few months I have been fond of saying, I was dividing my time one third each to: AA recovery, post cancer treatment health recovery and work at the Office. I have come to realize that this assessment was extremely optimistic. Given my current health status, I have not been able to provide enough time to each area. At this point it is apparent that I need to step aside and allow the Advisory Committee to offer the Office Manager position to a new hire. I have submitted my resignation, but will stay employed until such time as determined by the Advisory Committee. I have always considered it an honor and privilege to serve as the PBC Intergroup Offer Manager. And it was in this spirit of service, that I performed my duties as manager. Our Office hours are 9 to 5 Monday to Friday and Saturday from 10 to 2. The Office will be closed Tuesday July 4<sup>th</sup> for Independence Day. In love and service. Ed B.

**General Service/Intergroup Liaison:** Lea A - Although I was out of town and not able to attend the May 2017 District meeting, I was emailed the minutes and highlights of that meeting include:

A Motion passed that "the District 8's Agenda Page be scrubbed of personal addresses. The Trusted Servant information will include name, phone number and email address only."

The Area Grapevine Committee will be hosting a Grapevine Audio Project at the next Quarterly in July in Sarasota during the Grapevine's Saturday morning committee meeting at 9:00 AM. This is an opportunity for individuals to record 7 minutes of their story and submit to Grapevine to be used for audio recordings.

The upcoming Quarterly will be held July 21-23 in Sarasota at the Hyatt Regency (the room block is full; rooms are available at standard rate of \$450/night).

The FL State Convention is coming up, July 27-30, in Jacksonville at the Hyatt Regency Riverfront There are rooms still available from \$119 to \$269 per night.

I attended the June 2017 District meeting; I will receive the minutes next week and provide a more thorough report for July's Intergroup meeting, but highlights from

the June District meeting include:

There was a Motion passed to replace the 'dot-net/dot-uke' district8area15aa.org with the WordPress site district8area15aa.info on GoDaddy.com, the District's web services provider. GoDaddy will rename the .info site to district8area15.org and register the domain so that it can be found by Google search.

The Founders Day Fling was a great success. Although alcoholics are known to "shy away" from change (to put it nicely ☺), the more casual setting of this Founder's Day event hosted by our District worked very well and attendees for the most part were quite pleased.

Does anyone have any questions? In love and service and with much gratitude for allowing me to serve, Lea A., your General Service / Intergroup Liaison

**South County Intergroup Liaison:** Maria S - I am honored to serve, however I need support getting to the location, the address given doesn't seem correct. I spoke with Roger (treasurer) and we agreed to figure this out in this upcoming meeting. Thank you, it is an honor to serve, Maria S.

**Archives Committee Liaison:** Howard C - Hello Everyone, thank you for being here, I am Howard, intergroup rep for the Jupiter Farms Group and your archives liaison, there have been no changes. Any questions, Thank you, Howard C,

## **COMMITTEE REPORTS**

**Public Information:** No report submitted.

**12 Step List:** No report submitted.

**Phone Volunteer Committee:** No report submitted.

**TODAY:** Randy B - The May issue of the Today is before you. All Groups are encouraged to submit group activities to the Today. This month has the monthly financial reports, Birthday Club celebrants and Coming Events. I suggest you take the Today back to your group and pass them out. Please remember that all group activity submissions ought to be at least 2 months in advance of the event. With Smiles & Somersaults, Randy B,

**Birthday Club:** Rhonda B. - May birthday medallions were mailed out as were the May TODAY newsletters. June medallions and TODAY newsletters will be mailed out this weekend. Thanks, Rhonda B.

**Website Committee:** Kimberlee Y - Sorry for the delay. Website has been updated with June Today and May minutes as of today. My computer has a virus and I started a new full time job so I did not have time to keep up with the website like should have this

past month and a half so I apologize. I do not have the stats at this time. I am just waiting on the PDF version of where and when to update the website. Once I have this I can update promptly. Thank you. Kimberlee Y.

Group Contact Committee: No report submitted.

Bridging the Gap Committee: No report submitted.

Where & When Committee: Kate D. – The latest printed version of the Where and When was published on May 22, 2017. After more changes were received after the latest publication, the latest version of the Where and When was sent to the website on June 2, 2017. In love and service, Kate D.

Institutions Committee: Bill W - Institutions Committee would like to remind everybody that we meet the first Sunday of every month at the Triangle Club, 1369 Okeechobee Road, W.P.B., 5 p.m. for our regular meeting to make changes, get books or pick up a new meeting, 4:30p.m. is orientation for anybody who wants to get involved. If you already take meetings into a facility, encourage your speakers to get orientated so they can cover for you if need be. It's a great way to get involved & do service! Currently we have 51 facility's that hold 114 meetings a week with 14 vacancies. Thanks for the privilege of service! Bill W

Unfinished Business: The continued business of filling the vacant chairperson positions for following committees were presented to the group; Archives Committee Liaison, Public Information, 12 Step List, Phone Volunteer, Today Newsletter, and The Where and When.

Prior committee chairperson's shared details about what duties each committee entails. The positions for chairperson of the Public Information, 12 Step List, Phone Volunteer and the Today Newsletter remain vacant.

After the prerequisite of 1 year Intergroup Representative was unanimously waived, the position of Archives Committee Liaison was graciously filled by Ilia E. As well as after the prerequisite of 1 year Intergroup Representative was unanimously waived, the position of the Where and When Committee Chairperson was fulfilled by Alina P.

New Business: John F (Alternate Chair) brought a motion to bring the "Meeting Guide" app to Palm Beach County. The "Meeting Guide" app will provide meeting times and locations at your finger tip. To make the application available for Palm Beach County it will take coordination between the Where and When and the application.

It was discussed that the application is easy to use and more efficient than the Where and When because you can not only search the application by location, you can also search by meeting time. The 'Meeting Guide' app will be voted on at the next Intergroup meeting in July.

Upcoming Events:

Meeting Adjourned: 7:15 p.m.

See you next month!

## NOW HIRING

The Palm Beach County Intergroup office is in need of a full-time office manager to maintain the business of the office, coordinate the office volunteers and assist with Intergroup events. Must be conscientious and dependable and good with all kinds of people. Knowledge of Quickbooks is a must. Salary and benefits based on experience. Immediate opening. Send resume & salary expectation to Deb M, Intergroup Chair - [bluecrest823@msn.com](mailto:bluecrest823@msn.com) or Ed B at [pbciaa@bellsouth.net](mailto:pbciaa@bellsouth.net).

## Advisory Committee Minutes – June 5, 2017

The advisory committee met to discuss the progress of transferring current accounting system of the Intergroup office over to Quickbooks and future skills needed to manage the office. It was decided that the office can no longer afford to employ a part time employee.

## Advisory Committee June 14, 2017

Due to Ed resigning as the Intergroup Office manager the committee met to discuss the skills needed for the next manager. It was discussed that the candidate must have Quickbooks experience, flexibility, and be able to work full time, including Saturdays. Deb M requested resume be sent to her and John F will assist in the hiring process.

**Palm Beach County Intergroup  
Operating Report  
5/01/2017 - 5/31/2017**

**Opening Balance Checking:** \$ 9,629.46

**Revenues:**

Literature Sales	\$ 3,968.82
Sales Tax	265.28
Group Contributions	2,319.48
"Today" Subscriptions	6.00
Birthday Club Memberships	124.00
Meeting Baskets	53.00
Florida Roundup (meeting basket)	-
	-

**Total Revenues:** \$ 6,736.58

**Expenses:**

Literature Purchases	\$ 4,886.61
Sales Tax	297.09
Credit Card Fees	46.54
Office Salary	2,882.48
FICA & Unemployment Tax	220.56
Paychex(monthly fee)	83.00
Health Insurance	264.33
Rent & Water	475.00
AT&T (Internet, Phone, Website)	349.71
FP&L	159.06
Repairs & Maintenance	100.00
Pye-Barker Fire & Safety (annual charge)	50.50
Exterminating	37.00
Printing	231.00
Office Supplies / Postage	346.44
	346.44

**Total Expenses** \$ 10,429.32

**Monthly Surplus / (Deficit)** \$ (3,692.74)

**Closing Balance Checking:** \$ 5,936.72

**Opening Balance Prudent Reserve:** \$ 14,042.40

Prudent Reserve Interest	0.23
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**Closing Balance Prudent Reserve:** \$ 14,042.63

**Palm Beach County Intergroup  
Operating Report  
5/01/2017 - 5/31/2017**

	<u>Current Month</u>	<u>Calendar YTD</u>
<b>Revenues:</b>		
Literature Sales	\$ 3,968.82	\$ 24,768.47
Sales Tax	265.28	1,686.14
Tax Exempt Sates	-	202.50
Group Contributions	2,319.48	22,028.80
Old Timers' Meeting (meeting basket)	-	498.02
New Year's Alcothon	-	461.00
"Today" Subscriptions	6.00	24.00
Birthday Club Memberships	124.00	272.00
Meeting Baskets	53.00	215.67
Florida Roungup (meeting basket)	-	281.00
<b>Total Revenues:</b>	<b>\$ 6,736.58</b>	<b>\$ 50,437.60</b>
<b>Expenses:</b>		
Literature Purchases	\$ 4,886.63	\$ 17,266.15
Sales Tax	297.09	1,751.22
Old Timers' Meeting	-	378.45
Alcothon Expenses	-	138.93
Credit Card Fees	46.54	246.70
Office Salary	2,882.48	18,521.46
FICA & Unemployment Tax	220.56	1,491.11
Paychex(monthly fee)	83.00	415.00
Health Insurance	264.33	1,321.65
Liability & Property Insurance	-	1,450.86
Rent & Water	475.00	2,375.00
AT&T (Internet, Phone, Website)	349.71	1,717.06
FP&L	159.06	593.39
Pye-Barker Fire & Saftey (annual charge)	50.50	50.50
Exterminating	37.00	185.00
Repairs & Maintenance	100.00	495.99
Printing	231.00	1,325.00
Costco Membership Annual Renewal	-	55.00
Grapevine Subscription Annual Renewal	-	52.15
Office Supplies / Postage	346.44	1,205.03
<b>Total Expenses</b>	<b>\$ 10,429.34</b>	<b>\$ 51,035.65</b>
<b>Monthly Surplus / (Deficit)</b>	<b>\$ (3,692.76)</b>	<b>\$ (598.05)</b>

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

	<u>This Year</u>	<u>Last Year</u>	<u>Difference</u>
<b>Revenues:</b>			
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)
<b>Total Revenues:</b>	<b>\$ 6,737.58</b>	<b>\$ 8,081.63</b>	<b>\$ (1,344.05)</b>
<b>Expenses:</b>			
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
<b>Total Expenses</b>	<b>\$ 10,430.32</b>	<b>\$ 7,907.14</b>	<b>\$ 2,523.18</b>
<b>Monthly Surplus/(Deficit)</b>	<b>\$ (3,692.74)</b>	<b>\$ 174.49</b>	<b>\$ (3,867.23)</b>
<b>Checking Account Balance</b>	<b>\$ 5,936.72</b>	<b>\$ 17,392.52</b>	<b>\$ (11,455.80)</b>
<b>Prudent Reserve Balance</b>	<b>\$ 14,042.63</b>	<b>\$ 17,539.31</b>	<b>\$ (3,496.68)</b>

**Sales & Purchases YTD: May 31, 2017**

<b>YTD Sales:</b>	<b>24,768.47</b>
<b>YTD Purchases:</b>	<b>17,266.15</b>
<b>Gross Margin:</b>	<b>7,502.32</b>
<b>% Gross Margin</b>	<b>30.29%</b>

	<b>April</b>	<b>May</b>	<b>Combined</b>
<b>Sales:</b>	<b>6,109.34</b>	<b>3,969.82</b>	<b>10,079.16</b>
<b>Purchases:</b>	<b>2,420.80</b>	<b>4,886.61</b>	<b>7,307.41</b>
<b>Gross Margin:</b>	<b>3,688.54</b>	<b>- 916.79</b>	<b>2,771.75</b>
<b>% Gross Margin</b>	<b>60.38%</b>	<b>-23.09%</b>	<b>27.50%</b>

**Office Activity for May, 2017**

	<u><i>This Year</i></u>	<u><i>Last Year</i></u>	<u><i>Difference</i></u>
<i>Requests for meetings info:</i>	79	123	(44)
<i>12th Step requests:</i>	6	1	5
<i>BTG</i>	-	-	-
<i>Other information:</i>	39	56	(17)
<i>Public Information requests:</i>	2	-	2
<i>Institutions Meeting requests:</i>	2	-	2
<i>Visitors:</i>	194	264	(70)
<i>Emails:</i>	239	244	(5)
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<i>Total Activity:</i>	561	688	(127)