

## Northeast Florida Intergroup Steering Committee Minutes August 23<sup>rd</sup>, 2016

Meeting opened at 5:35 pm with a moment of silence, followed by the Serenity Prayer.

**Voting Members Present:** Beth J., Walter S., Ski V., Dan B., Amy C., Marty C.

**Visitors:** Cheryl L. and Mike J. Mike M.

**Members Not In Attendance:** Monique S., June C., Amy W., Carl G.

**Previous Month's Minutes:** The minutes were E mailed out for approval prior to this meeting. Beth J. made a motion to accept, Amy C. seconded the motion. All were in favor. Previous Month's minutes were accepted.

**Treasurer's Report:** By Dan B. reviewed the Profit and Lost from page 7 of the September Add-A-Line. We are about \$3,000.00 down year to date from this time in July 2015. This month retail sales were down and we had a partial payment on the new Where and When's. Treasurer's Report was accepted by all attending.

**Office Update-** By Amy C. After negotiation with Comcast our new phone rate for the next year will be \$154.80 per month for two phone lines and internet. When and Wheres are free to groups for a reasonable supply or \$.47 charge to treatment facilities, counselors, and anyone not from a group/POS: Meeting with the QuickBooks advisor on Friday. August 26<sup>th</sup>. /12<sup>th</sup> Step call list has some new members but we could always use more. Ski V.: suggested that the Districts be given a strict time limit to review the next proof for the When and Where's. If the volunteers that had promised to help proof the last printing had showed up perhaps some of the errors would have been found.

**Visitors Input:** Cheryl L. had sent in a document for this Steering Committee Meeting regarding the cost of and distribution of the Where's and When's.

- **BACKGROUND:** Controversy arose over the charging of the Beaches Unity Group for a box of the meeting directories. The person in question wanted a box of W&W which contains 240 directories. IT was explained to this person we had never given out this many to a group at one time. In addition to this several packets have been given out to this group prior to this request for a box of directories. The rep from BUG verified with the chair of BUG that it was OK to buy a box of directories. Other groups were taking the copies that they had out it was explained by our office that we had a due diligence and responsibility to lightly monitor W&W as they are free to Groups as decided on by a vote by the IG body before this printing.
- The document submitted gave a historical history of votes on the decisions of whether to charge for the W&W or not. Also listed was Covering the Cost of W&W printing and the responsibility of the IG Steering Committee in daily office operation
- Much discussion followed from the committee and Cheryl on the groups' position. It was found out the group did not control how they gave out the W&W and at times were charging for the directory. The group is investigating in requesting a refund because they should be free. Once again the group has a responsibility to be diligent in how they distribute the W&W. A refund would be prudent and would involve reversing several transactions this is not in the best interest of the office. Some groups that have several meetings like BUG publish their own meeting list to give out to members and visitors.
- The group is now controlling how they give out the W&W.
- Cheryl will take back all that was discussed and come back to next month's Steering Committee Meeting and let us know what the group has decided about the request for a refund.

### **REPORTS:**

**ADD-A-LINE:** Mike M. Only four more issues to do. Listing is in the September AAL for all available committee positions open. Beth J. suggested we make the AAL position bigger to get more exposure for this position.

### **SUBCOMMITTEES REPORTS:**

**Policy & Procedures** - no report

**By-Laws** Tom not present, updates are being worked on

**Banquet** – no report. Ski is going to speak to Holly and Linda that the monies raised from the banquet are for the general operating funds and not solely for the When and Where's.

### **AD-HOC COMMITTEE REPORTS:**

- Office Space Search: By Ski V. Still looking for more space, good location within the rent limits set by the IG Body Vote:

**FINANCE COMMITTEE:** By Walter S. No report. All is looking good.

**IG WEBSITE:** No Report

### **OLD BUSINESS:**

- **New Web Page or Category for Service Opportunities:** Carl not present. Some discussion that other IG websites have this feature and would be a good way to get new volunteers. Clear Concise descriptions of the service opportunities should be of the maintained. Districts have a responsibility to make service opportunities available for their members. EX: Dist. 25 has a list of service opportunities to distribute when requested of them.
- **Employment Policies - Walter S.** In December the Office Manger position has to be moved to hourly pay because of new Federal guidelines. It is in our best interest to list duties and hours to be worked. This should be a flexible document and able to change as circumstance warrant. Rules should not be written in stone and could bind and not always be the exact condition encountered Much discussion ensued for about 30 minutes. Walter made notes of concern and changes on his document.
- **Printer Repair** - The new network card for the printer was \$450.00. Printer was damaged by lightning a few weeks ago.

### **NEW BUSINESS:**

- **When and Where:** Additional discussion. The steering committee will review the possibility of caps on giving away large quantities of W&W. Groups also have a responsibility in their distribution of When and Where's. The IG office must also be prudent on what is given away while staying in the guidelines of that they are free to groups. It would be a lot of work and very costly to have two printings of the When and Where's done. Further discussion is tabled until the September 2016 Steering Committee Meeting.

Motion to adjourn at 7:30 by Amy C., seconded by Beth J. All in favor.

No Non AA announcements. Closed with the Lord's Prayer. Respectfully submitted by Mike M. Volunteer Minutes Recorder