

INTERGROUP STEERING COMMITTEE MEETING MINUTES December 22, 2015

Michael H. chaired the meeting. The meeting opened at 5:31 PM with a moment of silence followed by the Serenity Prayer.

Members present: IG Chair – Carl G., IG V. Chair – Rick T., IG Office Administrator – Amy C., Dist. 1 – Walter S., Dist. 3 – Victor “Ski” V., Dist. 4 – Paul C., Dist. 6 – Michael H.

Members not in attendance: , Dist. 25 – Cherie J., Dist. 24 - Amy W., Dist. 30 – Jack G.

Visitors: Linda G.

Previous month’s minutes: Emailed: Minutes were approved.

Treasurers Report – Rick T. presented the October & November 2015 financial reports. The office is, for the most part, back on track with it's book keeping. There was a question raised about our insurance payments. Amy was advised to contact our insurance Co. and make sure we are up to date.

Office Update - Amy C.

COMMITTEE REPORTS:

Finance – Requested that we change line item #4060 from “Income – Fundraisers” to “Income – Special Events” in keeping with GSO guidelines.

OLD BUSINESS:

Banquet – 2016 Spring Banquet Venues – Linda G. reports that a representative with the city parks and recreation Dept. got back to us on hosting the spring picnic at Fretwell park on May 7th.

Quickbooks Desktop conversion – Completed.

NEW BUSINESS :

Holiday Intergroup office closing dates – The calendar of dates was reviewed and holiday closing dates discussed. Dates will be approved at the January meeting.

Intergroup Business Meeting Schedule for 2016 – Pending change - May meeting will be moved to April 30th.

Consideration for new Steering Committee Chair and Recording Secretary – New Chair and Recording Secretary will be decided at the January 2016 Steering Committee Meeting.

Ideas for managing any potential year-end Financial Surplus – Possible solutions: office upgrades, possible office moving expenses, CPC/PI ads. A 90 day evaluation period was decided to allow the incoming Steering Committee Members to add their input.

Meeting closed with The Responsibility Statement at 7:05 PM.

A short Executive session was held to discuss a personnel issue

Submitted: Paul C., Northeast Florida Intergroup Steering Committee Recording Secretary