

INTERGROUP STEERING COMMITTEE MEETING MINUTES

January 26, 2016

Michael H. opened at 5:30PM with a moment of silence followed by the Serenity Prayer.

Voting Members present: IG Chair- Carl G, Office Administrator-Amy C., Dist.1-Walter S., Dist. 6-Marty C., Dist.30-Jack G., Dist 4-Sue R., Vice Chair/Treasure Dan B., Dist24- Amy W., Dist. 3-Ski. V

Members not in attendance: Dist.25- Cherie J.

Visitors: Mike M., Linda G., Deb B., Fred H., Ron E.

Treasurer's Report – Dan B. reported year to date balance of approximately \$6,000. That our Insurance had been paid for the year 2016. Statement was approved.

Office Update – Amy C.

Visitor Input –

COMMITTEE REPORTS

Add-A-Line – Mike M. requested a \$200 yearly budget for the Add-A-Line and a license renewal for adobe. . Item was tabled.

Subcommittee Reports

Policy & Procedures – No updates

By-Laws- Next meeting set for February 3rd or the 10th.

Banquet-Linda G. reported the date change from April 9th to April 2nd. Tickets will be available at the next intergroup meeting. Menu to include pulled pork and barbequed chicken. Still need volunteers.

Add-Hoc Committee Reports

Office Space Search- Michael H. reported more definition on office space search. Hoping to bring something before the body at the May intergroup meeting. Next planning meeting is on February 29th.

Finance- Walter S.- Next meeting is on February 16th.

IG Website- Amy reported that Jim is coming in to discuss the new website.

Old Business:

Consideration for SC Chair and Recording Secretary- Ski V. voted new SC Chair, Jack G. voted new Recording Secretary

Holiday Schedule for 2016- to approve handout- Amy made a motion to add President's Day to the holiday schedule. Motion passed

Workshops- Michael H. reported that there would be a Tri- County workshop on February 27th

Ideas for managing any potential year-end financial surplus-It was determined that saving it for future expenses would be the best course of action.

Received 1T hard drive for \$59.99 from BuyDig for CPU back-up

Budget spending on QB conversion attached- Came in under budget

Motion to look into cloud back-up for intergroup data- Motion tabled

Motion to buy a new office chair budgeted at \$200—Motion passed

New Business:

QuickBooks account holder-Bill Rochford-adding authorized users-Amy, Carl, and Dan added

Adopt Conflict of Interest for Certification of Contribution for the State of Florida-Dept. of Agriculture- Motion made to adopt IRS Conflict of Interest policy. Motion passed

2016 Annual Report/Divisions of Corporations-Fred Hayne- Registered Agent- Reaffirmed Fred Hayne is willing to continue in his current position.

Temporary Office Assistant decision-Committee reaffirmed the temporary solution of using Mike M. as a fill in until Terry's condition improves enough to return to work. Plus if she is unable to return the new job would be posted for new applicants. The Steering Committee request the by-laws committee look into creating an addendum that would give guidance for future similar situations.

Motion to Adjourn-Passed

Meeting closed with The Responsibility Statement @ 7:30pm

Submitted by Jack G. NEFL Steering Committee recording Secretary