

**Northeast Florida Intergroup Steering Committee Minutes
Tuesday, November 22, 2016**

Open the meeting with a moment of silence, followed by the Serenity Prayer

Voting Members Present:

Dan B. – Treasurer	Carl G. – Intergroup Chair
Amy C. – Office Manager	Bob C. – District 4
Walter S District 1	Marty C. – District 6
Ski V. – District 3	Beth J. – District 25

Members not in Attendance: Amy W.- District 24

Visitors: Don P., Tom K., Mike J., Linda G., Mike M., and Holly C.

COMMITTEE REPORTS:

Add-A-Line

Mike M. reporting. Mike reminded the committee that he has two more Add-A-Line issues to edit. Looking for a new editor. No changes to the current issue.

Subcommittees Report:

Policy & Procedures – No Report

By-Laws – Tom K. reporting. Nothing new to report, however, a full draft will be presented to the Steering Committee next meeting. A discussion took place concerning the new position of Co-Chair. The motion was passed at the last business meeting however was not published in the Add-A-Line and as a result the vote will have to wait until the motion is published.

Banquet – Holly C. reporting. The fall banquet was a success. The tickets sold out which gave a total income of \$13,579.00 and the Intergroup net proceeds totaled to approximately \$6904.19 (look at financials). However, there was not enough food; 40-45 people had no meat but had desert, salad, and other dishes. An offer was made to give those people a free ticket for the Spring Banquet. The cause of the food shortage was due to controlling portions. Some solutions to that problem were discussed. The caterer worked out real well; however, need to understand their portion policy. A letter was sent to the intergroup office complaining about the lack of food and the long wait. The e-mail was discussed and it was decided that a letter of apology will be sent to the sender of the letter. The committee thanked Holly and Linda for their efforts running the banquet.

Ad-Hoc Committee Reports

Office Space Search - Ski V. reporting. There has been no progress in the search. New committee members were appointed:

Beth – Chair	Gavin
Amy	Carl
Mike	

Finance – Walter reporting. Nothing new. Reviewed the appendix to the “Guidelines for employees of Northeast Florida Intergroup”. A motion will be made in new business. Prudent Reverse went to the Body last business meeting and will have to be published in the next Add-A-Line.

New Business:

Teri H. is resigning. A search for a new part-time employee is starting. A statement will be made at the next business meeting and published in the Add-A-Line.

A motion was made - “Accept the Guidelines for employees of Northeast Florida Intergroup with the following changes: Page 3 under question “How do I account for meals and rest period?” change sentence “Employees may take up to one 10 minute rest period within each 4 hour work period that is part of hours worked.” to “15 minute rest period”. On page 4 under the question “What about 12 step calls?” change sentence “During regular office hours office volunteers can do 12 step calls.” “ to should do 12 step calls.” The motion was second and passed.

Motion was made to adjourn

Closed with the Responsibility Statement.

Submitted by Bob C. – District 4