

Northeast Florida Intergroup Steering Committee Minutes
Tuesday, December 20, 2017

Open the meeting at 5:30 PM with a moment of silence, followed by the Serenity Prayer

Voting Members Present:

Don P. – IG Chair	Maggie R. – District 3
Linda G. – IG Vice Chair	
Dan B. – Treasurer	Marty C. – District 6
Preston W. – IGSC Chair District 30	Donnes K – District 25
Donnie B. – District 1	

Members not in Attendance: Debbie C - District 4, District 24 (no Representative at this time)

Visitors: Bill R., Finance Chair

Visitors Input: None

Previous Month's Minutes: One correction for spelling. The minutes were approved as corrected.

Treasurer's Report: Dan B. reporting. There is a \$6,300 increase this month in revenue, mainly due to Fall Banquet. Monthly contributions were good this month. Year to date there is still a \$2,700 deficit. Salaries and expenses were significantly reduced this year.

Office Update: Dan B. reporting. New office lease is being procured. IG office is waiting on reply from landlord at this time concerning length of lease and the request for installation of new carpet. Office remodel is on hold until new lease is signed.

Safe Touch Security for IG office contact forms has been updated. Training for IG office key holders is forthcoming and will be administered by Dan B.

There is a part time office position opening available. Anyone interested may submit their resume to IG office for consideration. Office volunteers are always needed.

Salaries for IG office workers will be reviewed at the end of March.

IG Prudent Reserve will be reviewed in the next couple of months.

Finance Committee – Bill R. reporting. The Committee reviewed all the financial statements and found no irregularities. The Finance Committee has made three recommendations

1. Bill D. a CPA from St Augustine be hired as Comptroller – Motion made and approved by IGSC.
2. Due to the Vy-Star Bank restrictions, the current Certificate of Deposits have been cashed in and new Certificate of Deposits for a \$20,000 – 2 year, \$10,000 – 1 year and a remainder of balance – 6 month shall be obtained at Regions Bank – Motion made and approved by IGSC
3. Christmas Bonus for the 2 permanent IG office staff – Motion made and approved by IGSC.

Old Business: Donnie B. has volunteered for IG Business Meeting Coordinator for a period of one year.

New Business:

Motion made and approved for Preston W. - IGSC representative for District 30, as IGSC Chair for a 2 year period.

Motion made and approved for Dan B. to continue as IG Treasurer until a suitable replacement can be found.

IGSC Business meeting times and locations will remain the same. Those dates are the 4th Tuesday of each month at 5:30 PM, at the IG office.

IG Office Holiday schedule for 2018 will be New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, the day before Thanksgiving Day and Thanksgiving Day, 1 ½ days at Christmas depending on which day of the week Christmas actually falls on. These holidays days are not paid holidays for IG office staff but are non-working days for IG office staff. See IG office Policy and Procedures Manual for further clarification.

Permanent office staff will receive 5 days of personal time off (PTO) after one year of employment. This PTO must be used during the current fiscal year or forfeited at the end of the current fiscal year. See IG office Policy and Procedures Manual for further clarification.

There is a 2020 Florida State Convention group consisting of Doug J – Chair, Jim P – Vice Chair and Steve C – Treasurer. This group will present their bid to Area Conference for approval at the next Area Assembly.

There was a discussion of an IG office staff request to place information in the upcoming Add-A-Line concerning the next When and Where publication. Carl G. volunteered to co-ordinate the transfer of information between the IG office staff and the new webpage editor. This effort may make the co-ordination of revisions for the When and Where publication easier. More information will be forthcoming. The request will not be placed in the January Add-A-Line.

There was a roundtable discussion of electronic reporting by committee chairs for their monthly reports to IG for the monthly IG Business meeting. Electronic format is preferred, but a texted picture of a handwritten report may be acceptable. Various opinions and discussion followed.

Motion made and approved to adjourn at 7:30 PM.

Closed with the Lord's Prayer.

Submitted by Don P.