

**Northeast Florida Intergroup Steering Committee  
Minutes Tuesday, November 28, 2017**

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

**Voting Members Present:**

Dan B. – Treasurer	Preston W. – District 30
Don P. – IG Chair	Donnes K – District 25
Donny B. - District 1	
Linda G. – IG Vice Chair	
Marty C. – District 6	

**Members not in Attendance:** District 3, District 24, Bob C. District 4

**Visitors:** Bill R., Debbie C. District 4, Ron E. Wesconnett, Freddie S. Corrections Chair, Gayle E. Corrections Co-Chair, Maggie R. District 3

**Visitors Input:** Freddie S. provided a detailed accounting for the corrections materials distributed for the last quarter of 2017 (attached). Gayle and Freddie discussed the way the materials were distributed including verification that every person that received materials is in fact attending a meeting. Gayle and Freddie personally distribute all of the materials. It was suggested by Don P. and Linda G. that any person having difficulties receiving materials or communicating with Freddie and Gayle that they should attend the monthly Steering Committee meeting and voice their concerns. Freddie will provide the Steering Committee with a quarterly accounting for materials distributed in 2018.

**Previous Month's Minutes:** Debbie C. read minutes. Several spelling mistakes were pointed out and corrections were made. The minutes were accepted.

**Treasurer's Report:** Dan B. reporting. Gave financial report (attached). Report was accepted.

**Office Update:** Dan B. reporting. Office is running smooth. New layout details are in progress. Storage unit for banquet supplies and Archives has been obtained and banquet supplies have been stored already. Dan B. will request a \$3,000.00-dollar allowance for the purchase of new office furniture.

**COMMITTEE REPORTS:**

**Add-A-Line** – Don P. reporting. District 25 meeting info will be corrected. Add-A-Line was already sent to print.

**Finance** – Bill R. reporting. The Committee reviewed all the financials and no discrepancies were found.

Insurance policy was given to Finance from Treasurer.

**Subcommittees Report:**

**Policy & Procedures** – Dan B. reporting. He is working on manual for staff to refer to. Security issues, keys and cameras are being addressed.

**Banquet** – Linda G. reporting. Banquet Committee will give final report at next Steering Group Committee meeting.

**Ad-Hoc Committee Reports**

**IG Website** – Preston reporting. Kevin G. has received contract.

**Old Business:**

Storage unit has been obtained.

Corrections provided a detailed accounting for material distribution.

**New Business:**

A new Chairperson for the IG Breakfast meeting is needed. Donny B. volunteered for the position and will confirm with Randy that the position is still open. Randy to chair thru end of year. Donny to begin chairing in Jan 2018. Motion was made to accept Donny B. as chair. Motion was seconded and passed.

Districts 3 and 6 will present the suggested incoming Steering Committee members to the Intergroup Body at the January business meeting. Maggie R. will be replacing current member from District 3 for the remaining balance of the 2-year term. Marti C. is working on replacement for new 2-year term for District 6. Debbie C. to be presented at the December IG Business meeting to replace Bob C. from District 4 for the new 2-year term.

Motion was made to adjourned and passed. Closed with the Responsibility Statement. Debbie C. reporting.