

**Northeast Florida Intergroup Steering Committee Minutes  
Tuesday, March 27, 2018**

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

**Voting Members Present:**

Dan B. – Treasurer	
Don P. – IG Chair	Donnes K – District 25
Maggie R. – District 3	Debbie C – District 4
Linda G. – IG Vice Chair	
Tom A. – District 6	

**Members not in Attendance:** District 24 (no rep), Donny B. – District 1, Preston W. – District 30

**Visitors:** Carl G., Bryan

**Visitors Input:** - None

**Previous Month's Minutes:** Debbie C. – minutes accepted

**Treasurer's Report:** Dan B. reporting. On track. See attached. Committee expenses reported quarterly now instead of monthly. Bill (comptroller) working out well. Report accepted.

**Office Update:** Linda G. – running smooth. New A/C unit is installed. Stephanie requested time off in April without using PTO. Approved by all. Dan B. said no upgrade necessary for POS. He will inform Stephanie of decision. It was decided that an AD-HOC committee be formed to work with Mike and Stefanie on the new office arrangement and purchase of office furniture. Linda, Debbie and Maggie agreed to meet with office staff to discuss and give report at next meeting.

**COMMITTEE REPORTS:**

**Add-A-Line** – Don P. reporting. Reviewed and suggested corrections to Jail meetings on pg 5. Take out Finance announcement on pg 3. Remove Gary L. last name. Accepted.

**Finance** – Bill R. reporting. New committee member Mark K. (CPA) Now meeting every other month. Suggested posting financials on website under the financial section per the 501C3 requirements of a nonprofit organization. will post December and June financials. Agreed upon by all.

**Subcommittees Report:**

**Policy & Procedures** – None

**Banquet** – Eric not present. Lack of communication between committee and intergroup was expressed. Linda G. reported that changes need to be made to previous Fall Banquet report. All Reserved tables have been sold and 20 tables have been donated to recovery houses. Linda to verify number of tickets sold.

**Old Business:**

**-Storage Unit** – Don't need. Tabled

**-When and Where** – May 31<sup>st</sup> deadline for changes. Amounts to be dispersed was tabled.

**-Employee Review** – Linda G. reported. Mike and Stephanie sent reports to Linda on Jennifer's performance as well as items that she has been trained on. Linda impressed. Said a few changes need to made. Was agreed by all that another review will be done in 90 days.

**-Banquet Funds** – no one from the committee attended so request was tabled.

**-Lease** – Don P. reported. Have lease. Rent will be \$1000.00 per month from Aril 1, 2018-April 1, 2019. Rent will be \$1100.00 per month from April 1, 2019-April 1, 2020. Motion to accept lease and pay new amount April 1, 2018 was made and passed. No more upgrades will be paid for by Landlord.

**New Business:**

Linda G. presented a motion from Chris G. (attached) at the Intergroup Business Meeting requesting a workshop be held to inform the body on the purpose and functions of an Intergroup. Motion was tabled.

Motion was made to adjourned and passed.

Closed with the Responsibility Statement

Debbie C. reporting.