

Northeast Florida Intergroup Steering Committee Minutes
Tuesday July 24, 2018

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

Voting Members Present:

Dan B. – Treasurer	Preston W. – District 30
Don Poor IG Chair	Donnes T – District 25
	Debbie C – District 4
Linda G. – IG Vice Chair	Donny B. – District 1

Members not in Attendance: District 24 (no rep), Maggie – District 3, Tom – District 6

Visitors: Bill R., Carl G., Kevin G.

Visitors Input: None

Previous Month's Minutes: Debbie C. reporting – minutes accepted. Corrections noted.

Treasurer's Report: Dan B. reporting. June income even with last year. Expenses up \$800 due to new employee training and payment of printing When and Where. June profit is (\$3880) Year to date profit is (\$621). Collapsed line items 6100 and 6200 in the Add-A-Line Financials.

Office Update: Linda G. reporting – running smooth. New part time/part time employees have completed training. They trained 4 hours each on office procedures. It was decided that records will be kept for a total of 7 years, 2 of which will be kept at the office and 5 will be kept in storage unit. Dan B. to update Office Procedure Manual. It was decided that the Braille Big Books will be donated to the Deaf and Blind School in St. Augustine. It was decided that the Spanish Big Books will be donated to District 33.

Add-A-Line: Print needs to be enlarged. Fall Banquet co-chairs information needs to be updated. Linda/Don to send corrections.

Finance: Bill R. reporting – All good. Next meeting is scheduled for 8/14/18.

Subcommittees Report:

Banquet – Debbie and Donnes were approved at the IG Business meeting to co-chair the Fall Banquet.

Linda G. presented notebooks from prior banquets updated April 2017. Preston, Donnes and Debbie had first committee meeting to get ball rolling. Received the Banquet folder for the 2018 Spring Banquet to make copies and return to IG office.

Intergroup Workshop – Donnes T. reporting. Flyer is being handed out. Don P., Linda G., Preston W., and Paula (Area Service Coordinator) are scheduled to speak and answer questions from the ASK-IT-BASKET.

Office Ad-Hoc Committee – ok to move metal shelves from kitchen to storage closet and remove wooden shelves. Donny B. to attach metal shelves to wall.

Website – Kevin G. reporting. Event Calendar Pro was purchased. Need to make modifications in appendix H of website manual. Presented handouts on online contributions for website. Contributions will be made thru Pay-Pal. Was approved to add to new website. All going well.

Old Business:

When and Where – We have received them and they are being distributed.

Old Business:

ICOAA – Motion passed at Intergroup Business meeting to send Mike to conference.

CPC/PI – was approved by IG Body to have committee meeting at IG office 1st Sat of each month at 1:00.

POS Upgrade – Motion passed at Intergroup Business meeting to upgrade system

New Business:

Archives Storage – was discussed to get additional storage for banquet stuff. Banquet storage to be non-climate controlled and Archives to take over climate controlled unit. Dan B. to research cost and present at next meeting.

CPC/PI – Carl G. requested \$400 for CPC/PI to do a workshop on “Service Work and Anonymity”. Workshop to be held at the end of October. Theme and date to be determined later. Request for \$400 was approved.

Motion was made to adjourned and passed.
Closed with the Lord's Prayer
Debbie C. reporting.