**NEFL Intergroup CPC/PI Committee Minutes: July 2019**

1. Meeting opened at 1:05pm with the Serenity Prayer.
2. Sign in sheet passed:
	1. In attendance: Mike S., Linda G., Carl G., Steve W., Betsey D., Christopher G. Barbra L-T., Stephanie S.
	2. Previous month’s minutes are read and accepted with minor corrections.
3. Participation from those interested, but cannot be present:
	1. Conference call is available for those that cannot make it to the Intergroup office for the Committee meeting. Marty suggest that this information is shared in meetings during announcements. The call-in number is 605-475-4871 and the access code is 490294 with a pin of 8981. All are welcome to participate, and we need help carrying the word of this valuable resource.
4. Chairperson’s comments:
	1. Mike apologized that to the group for not making the agenda for July and thanked Christopher for doing it. He spends time discussing in detail the funding conversation that took place at the Intergroup business meeting. Committee members discuss it for about 20 minutes. Committee agrees that going to the Steering Committee was a mistake, that the request should have went to the Finance Committee. The funds were approved but the Intergroup meeting was a challenge and the statement was made at Intergroup that this committee has been doing a bad job for years.
5. Budget/Expenses:
	1. Additional funding of $4500.00 is approved after the second vote. First vote failed, but minority opinion prevailed, and the second vote passed.
		1. Committee will need to allocate funds for:
			1. Masquerade Ball (10/26/19), need approximately $1000.00 to cover food and food items for event.
			2. BB & 12X12 for Libraries.
			3. Literature racks for Libraries.
			4. Possibility of billboard skins, JTA bus signs or prime-time PSA.
6. Literature Update:
	1. Steve asked about packets assembly/distribution for Jaba Club and is provided information.
	2. Barbra requests pamphlets to be placed at Baptist Primary Care (University and Beach).
	3. Christopher shares on literature placement and assembly as has happened in recent months. Informs Committee that he will be distributing remaining literature in his possession and return the remainder to Mike.
	4. Barbra expresses interest in D25 buying literature to be distributed.
	5. Six 4x2 racks are stocked and left at Intergroup office for placement in Libraries/Doctor Offices when opportunity arises.
7. Library Update:
	1. Betsey get clarity during review of the current volunteer/literature list for libraries and updates it accordingly. Committee spends about 15 minutes updating it and reviewing current volunteers.
	2. Betsey requests Tim Rogers get the Committee some type of letter stating what Duval County agreed to, so as to ease the placement and minimize resistance from individual Branch Managers.
	3. Steve updates on what libraries Jaba members will handle.
	4. Experience sharing of visits since last Committee Meeting.
8. Committee member sharing time on progress in carrying the message to the community & public:
	1. Steve shares on his meeting with Dr. Galani of Baptist Hospital that he, Linda G. and Carl G. attended, which took place on June 27, 2019. He showed the doctored the PSA’s and then the Dr. took over the meeting and began sharing ideas. He wants four different items from the committee. 1. Racks to display literature, 2. Literature to stock the racks, 3. PSA’s that can be used on the Hospital message boards, 4. Educational presentations to be given by the Committee to Hospital staff. Steve sends a follow-up email and will wait 2 weeks to hear back, then will call. Dr. Galani, who is a board member of Baptist at Beaches location, and was very enthusiastic about what AA can offer and had a bunch of ideas.
	2. Christopher G., Gary R. and Kevin G. had a meeting at Baptist Primary Care on San Jose on June 18th. They provided a presentation to the Physicians and administrative staff at this facility. They reached out and asked for the fellowship to come in and explain how we can better help their patients, asked for literature and also contact information to continue the relationship going. We used SMF-94, gave a synopsis of the Program and presented info regarding the different types of literature racks we could provide. They accepted a 2x4 rack stocked with pamphlets and 60 bundles of pamphlets for the potential alcoholic, as well as 25 bundles of pamphlets for their faculty.
	3. Barbra shares about D25 taking care of its libraries.
	4. Linda shares about pamphlets acquired from previous chair, Marty C. Linda counts them and is ready to distribute them.
	5. Stephanie requests P-51 - A.A. for the Black and African American Alcoholic to be distributed at libraries, specifically the Dunn Ave. branch. Tom at the Intergroup office is asked to collect 90% of what was in the office, deduct them from the Committee budget and give them to her for placement.
	6. Grace emails Mike and provides the following information regarding PSA’s:
		1. I will not be attending today's meeting as I am in class for another three weeks. However, I do have information regarding PSAs. TV and Radio stations do not charge to run a PSA, but there is no guarantee that the PSA will ever air. They randomly fit PSAs between (PAID) commercials with no particular time frame in mind. And even then, they cannot guarantee air-time. There is an option to announce events for free in each of the station's "Community Calendar" website section.
		2. There is also an Interview Opportunity for Action News Jax Sunday. Here's a link to some of the shows they have aired -- notice the one on Daniel's Kids: <https://www.actionnewsjax.com/news/actionnewssunday>
			1. Here's a link for WJXT's Community Calendar: <https://www.news4jax.com/community-calendar#/>
		3. Another option is to run a PSA as a commercial, meaning we would have to pay for air time just like for-profit organizations. If I can give them an actual dollar amount as to our budget, along with the Demographic target audience, number of days to air (frequency day/week/month/year), times of the day or night, length of PSA (in seconds, 0:15 0:30, 0:60), we can get an exact quote. Pricing varies greatly. For example, if we were to air on Radio WAPE-FM for one day, then:
			1. 6a-10a @ 1 spot = $ 95
			2. 10a-3p @ 1 spot = $ 70
			3. 3p-7p @ 3 spots = $270
			4. 7p-10p @ 2 spots = $30
			5. 12m-12m @ 5 spots = $0
			6. 1 week @ 12 spots = $465
			7. 52 Weeks @ 624 spots = $24,180
				1. TV rate is more expensive, but there are also Digital and Cable options as well.

I was recently hired to be a radio co-host which streams live once a week. I know that the executive producer, who works for WOKV radio and is starting up his own radio show, The Robert Coffee Show, charges $100 for the organization's representative to come into the radio station and have a conversation with the hosts (2) and co-hosts (3), live on air, about the service(s) or event(s) they wish to announce.

* 1. Barbra shares about Al-Anon and will inquire about how they get PSA’s for free.
1. Old Business
	1. Action item update from June 2019 meeting:
		1. Stephanie: JTA and 501-C3 discount availability? = No information yet, carry over to old business for August.
		2. Linda: Any information regarding a billboard contact for billboard skins? IPN contact about PSA at doctor office? = No information yet, carry over to old business for August.
	2. Ad hoc Committee updates:
		1. C.O.R.E.:
			1. All set up and ready to exhibit, all slots filled to staff the booth.
		2. Masquerade Ball:
			1. Christopher ordered the flyer to be printed (500 copies). Review and distribution of event Flyers. Link will be made live on 6/29/19. Flyers were ordered and received. Invoice sent to the Intergroup office and treasurer was advised to send check to provider. Intergroup to mail out check for $879.05 to speaker.
			2. CPC/PI Committee Chairperson (Mike S.) for AA has been briefed on this event and has signed form to release fund to reimburse speaker’s expenses for hotel and airfare.
			3. Facility tour of FCC. Shelley was unable to attend and has requested that one of the committee members take pictures of the facility and send them to her so she can prepare for decorations. Facility is toured, with Kristen taking pictures and agreeing to send them to Shelley.
			4. Review and discussion of role descriptions that were outlined in June meeting takes place. Roles are read and discussed individually. Volunteers come forward to serve.
				1. Below are the roles filled and the roles remaining to be filled:

Ad Hoc Committee Chair: Christopher G.

Program Coordinator: Renee Bu.

Program Skit Liaison: Carolyn H.

Housekeeping Coordinator: TBD

Housekeeping Assistant: 5 total needed, 1 volunteer so far

Registrar/Treasurer: Kristen M.

Registrar Assistant: TBD

Security Coordinator: Keith M.

Security Assistant: 5 total needed, 1 volunteer so far

Decoration Coordinator: Shelley H.

Decoration Assistant: 2 total needed, 1 volunteer so far

Music/Entertainment: TBD

Food Coordinator: Allen B.

Food Assistant: 6 total needed, 3 volunteers so far

Host: Steve W.

* + - 1. Committee member sharing time on progress since last meeting: Steve W. shares his letter he intends to send to speaker. Committee members read it and suggest minor corrections. Steve will adjust and send off to refund the speaker for his travel and lodging expenses that he put up out of his own pocket.
			2. It was mentioned at May meeting about what Al-Anon can participate with financially and that decorations would be taken care of by Al-Anon, if approved by fellowship. No update yet.
			3. We have circuit speaker Bob D. coming this year and are limiting the seating to the first 200, as that is all the facility will hold.
			4. CPC/PI parent Committee approves a budget of $1,500 for the event. Not sure this is enough though, as the speaker will need $879.05 for travel and lodging expenses. 500 copies of flyer are $125.00. Intergroup Steering Committee approached for more funding by CPC/PI Committee. We anticipate need roughly $1000.00 more for food, tableware and decorations.
			5. Flyer is distributed.
			6. Eventbrite website link discussion. Link is live, but the flyer will not be released until July in AA. It has been sent to those who have agreed to participate in the committee and for those that may have an interest. Please do not release this link to anyone else unless they want to join the committee. If you want to participate in the Committee, confirming your willingness to participate, go ahead and register now to reserve your space. Committee members will be able to attend at no cost.
				1. The Eventbrite website charges fees to register. Do we want to pass the fee of $2.24 on? Or do we want to absorb those fees? When the funds are received, a check will be cut with the total amount minus the fees. This money will then be turned over to the Intergroup office. Vote taken and it unanimous to have fees absorbed.
				2. A donation button is available on the Eventbrite website. Do we want to add it in? Vote taken and it unanimous to have a donation button.
	1. Update on “Future of Healthcare” exhibitor opportunity in October.
		1. They do not offer complimentary tables and the fee would be $1500.00 to exhibit. Committee decides to pass.
	2. Any update going to DUI court to present recovery info to those recently arrested? (Debra F. agreed to reach out Judge Sadler at the November 2018 meeting, but she moved and no one has taken this on yet). = Barbra will connect with Debra and get the information. Carry over to old business for August.
	3. Update on PSA for doctor's office and the Media Group contact that develops the message boards for the healthcare facilities. = No information yet, carry over to old business for August.
	4. (November 2019) Pamphlet P-11 Workshop would be titled the “Only Requirement Is…”. Do we want to do this? If so, will this Committee handle it, or should an ad hoc be formed? Committee agreed to postpone this idea in June 2019.
1. New Business
	1. Committee votes to purchase 7p-10p @ 2 spots = $30 on Radio WAPE-FM for one day
	2. Committee agrees to place Radio PSA’s back on old business for future and it should remain there for Until at least February 2020.
	3. Finance Committee is requesting an inventory of all literature this Committee has in stock for the August meeting.
2. Service Opportunities
	1. CPC/PI Committee Members for Districts 1/3/6/24 are needed. We only have members from D4 (Linda G.), D25 (Barbra L-T.) and D30 (Christopher G). Is anyone participating at these District meetings or know anyone who is?
3. Meeting closed at 3:05pm with the Responsibility Statement

*“I am responsible, when anyone, anywhere reaches out for help, I want the hand of AA always to be there. And for that I am responsible”*