

SUBJECT: NE FLORIDA INTERGROUP BUSINESS ZOOM MEETING MINUTES OF APRIL 3, 2021

Chair called the meeting to order at 10 am with a moment of silence followed by the long version of the Serenity Prayer and the AA Responsibility Statement.

Chair read the Third Step, Third Tradition and Third Concept.

Chair provided a corny joke from the Grapevine.

Housekeeping - Chair requested participants sign in to every zoom business meeting with first name, last initial, position if voting, non-voting or visitor. Parliamentarian and Chair would count voting members. There were 28 voting participants and 11 non-voting participants.

Kevin JR, IG Chair (non-voting) Beth E, Sun Morn Palatka Mike M, IG Office (non-voting)
Regina A, Secretary (non-voting) Bryant G, DCM D30 (non-voting) Monique H, MWIR
Carl G, Treatment Dexter B, Nocatee Paul P, Salisbury Rd
Dan B, Finance Frank M 12&12 Renee B, LoveNAction
Linda G, Parliamentarian (non-voting) Hal, Beaches Unity Shiela D, Visitor (non-voting)
Lon L, Parliamentarian (non-voting) Jeanne, Sober Sisters Shelly, 7am coffee & reading
Maggie R, Steering (non-voting) Joel, Early Sobriety Tami G, Fernandina Beach
Rita H, Treasurer John C, Jax Men's Thomas D Visitor (non-voting)
Stephanie S, CPC/PI Keith L, Arlington Trish L, James Gang
Steve C, Corrections (non-voting) Lisa F, Serenity at Noon Valerie C, Fiesta
Kathy D, Corrections Loretta T, AlexisVanessa R, Women of VPG
Charles S, I am Responsible Mary D, This Too Shall Pass Walter S, Clean & Free
 Mayra V, St Nicholas Brian A, Zoom Host (non-voting)
 Mike A, Central

Participants were asked to keep their mike on mute unless called upon by Chair after raising their hand in Participants box. If not already sent Committee chairs were requested to send their reports today. The meeting was recorded for administrative purposes only and will be deleted when the minutes are approved at the May business meeting.

Secretary's Report – March Meeting Minutes were sent via email to be read prior to the meeting. Minutes were approved without corrections.

Chair Report

Our Vision: To improve our service, support and participation to the Groups and Districts.

This month the Chair and Zoom Host supported the first DCM zoom committee meeting for Districts 1, 3, 4, 6, 24, 25 and 30. The DCM for District 1 chaired a very productive meeting. The DCM shared their upcoming picnics and founders day activities which will be promoted in May and June Add A Lines and the Intergroup website. The Founders Day event for District 24 is in April Add A Line. The DCM will host a joint Service Fair Picnic at a local park in early October replacing the Unity Roundup. The Fair will include service booths with Area, District, Group and Intergroup presenters, a picnic and fun activities such as a dunking booth with the DCM and Intergroup Chair. The DCM will hold joint workshops during the year. Intergroup will continue to host monthly meetings. The next one will be on Saturday April 10 during the Area Assembly.

The Chair has some great news about the Parliamentarian and Special Events Co Chairs to be discussed during new business.

Vice Chair's Report

Chair spoke on behalf of the Vice Chair. He is still investigating potential new location for the Intergroup Office with increased meeting space and parking. He is also coordinating with JABA Club regarding hybrid in-person / zoom Intergroup business meetings being held at the Club beginning in September. Breakfast would be available for \$4 to be eaten during the meeting. He will be interviewing candidates for the part-time Intergroup Administrative Assistant position this month.

Treasurer's Report

Account Balances as of Feb 28, 2021. Financial statement is also published on page 7 of the Add A Line

Cash	\$12,311.84
Cash in Drawer	\$ 128.98
Total Checking/Savings	\$12,440.82
Inventory	\$13,697.72
Prudent Reserve	\$30,674.83

Feb. 2021

Total Income	\$ 6,357.44
Less COGS	\$ 2,528.72
Gross Profit	\$ 3,828.72
Less Expenses	\$ 5,317.69
Plus, Other Income	\$ 5.14

Net Income \$ (1,483.83)

Steering Committee

The Finance Committee Chair and the Vice Chair are working on liability insurance for the Intergroup officers and office staff. He's also looking for comparable office properties in the area in case we have to move.

Committee has been working on improvements to the By-Laws. The proposed change to Article X Finance was in the Add A Line and was voted on favorably by the Committee. Three changes to the By-Laws were discussed: : 1) Adding a literature chair to the Standing Committees, 2) Changing the name of the Accessibilities Committee to Special Needs Committee, and 3) Changing the composition of the steering committee. The Committee chair is elected by the committee members, which means that district loses the opinion portion of the discussion , since the Chair is the tie-breaker .

Old Business

1. Motion from the Treasurer to make changes to Article X Financial. No second was required because it came from the Treasurer. The motion was in the April Add A Line on Page 6 of 8 Since the motion was not in the February minutes . The motion will be in the April meeting minutes and the May Add A Line and then voted in the June Business Meeting.

Article X: Financial

Currently reads: The IG Chair, Vice Chair and Treasurer have signatory authority for checks written on the IG account. Two signatures will be required for authentication of any check and no expenditure over \$1,000, whether a one-time expense or cumulative, with the exception of literature purchases, rent, payroll, or banquet expenses will be made without prior approval from a majority present at a regularly scheduled or special meeting of the IG body.

Recommended change: The IG Chair, Vice Chair and Treasurer have signatory authority for checks written on the IG account. Only one signature will be required for authentication for any check and no expenditure over \$1,000, whether a one-time expense or cumulative, except for literature purchases, rent, payroll, or banquet expenses will be made without prior approval from a majority present at a regularly scheduled or special meeting of the IG body.

Currently reads: The fiduciary officers shall consist of the Chairperson, Vice Chairperson and Treasurer. Two of the three signatures are required on all banking transactions, with one signature preferably being the Treasurer's. These officers are also responsible for signing contracts for Northeast Florida IG Services, Inc. The IG office shall maintain a cashbox fund not to exceed \$100.00 for the POS system.

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New Business

1. Parliamentarian - Linda G resigned as Parliamentarian.. One of her final actions was to find her replacement.. The Chair appointed Lon L as Parliamentarian, subject to vote. Lon L introduced himself reviewing his service positions at the group, district and area level over 36 years.

Vote to appoint Lon L as Parliamentarian: 27 yes, 1 no

2. Special Events Chair – Monique H volunteered to be a co-chair. Kevin appointed them as the Chairs, subject to vote. Monique reviewed her past experience in service, as IG rep for her home group and with corrections committee. She has outside experience in the restaurant/catering business .

Vote to appoint Monique H as co-chair for Events – 31 yes, 0 no.

Committee Reports:

Accessibilities No report

Add A Line

Chair reported on behalf of the Add A Line Editor. The requirements for the Part-time Office Assistant are on page one of the newsletter. Read the article on the importance of the Pink Can and add your group's anniversary list to the newsletter.

Archives

Tom K. interview has been transcribed using the otter software and is being edited for publishing in the Add-A-Line. Development of procedures is continuing. Additional interviews are being scheduled.

Two articles have been submitted to the Add-A-Line. One on the early history of Intergroup in Northeast Florida (to 1998) and one on the visit of Tom W. to Bob's house in Akron. The history of Intergroup from 1998 to the present is being researched and will be published at a later date.

We plan to participate in the programs for the Florida state convention in August.

Our next meeting will be April 5th at noon. We are changing the location so we can have a face-to-face meeting. We will be meeting at 6:30 pm at 6457 Greenland Road in Orange Park. It's very easy to get to. Take I295S to exit 60, take a left on Rt. 1 and a right on Greenland Road. 6467 is on the right in .2 mile. Please wear a mask if you haven't had your shots.

Corrections

We have had very few letters from inmates for our Pen Pal program. The men have received four; the women have not received any. Steve C. messaged Sgt. Frazier at JSO, who says she hopes to get in-person meetings going again soon because the inmates are requesting programs to keep them busy.

Many members of our committee received their vaccination shots for COVID 19 in preparation for returning to in-person meetings. Our last meeting was March 20. Our speaker, Don Renaud, was unable to participate so we discussed the Third Tradition. Our next meeting will be April 17, 2021 at 11 am via zoom. Mike M. reported that he and David H. have taken 16 Big Books, 8 12 x 12s and 12 little red books to the Raiford Federal prisons. They report 50-60 inmates attending A. A. in the Raiford area prisons on an alternating dorm basis.

CPC/PI

CPC/PI is struggling for participation. Please get the word out to your groups to encourage participation. Committee meeting was on Saturday 1:00pm March 6, 2021, but no one showed up for meeting.

Connected with Women's Center and provided pamphlets. The center is in need of gender neutral pamphlets and information. Connected with 2 new potential members. Attended workshops to get ideas on connecting and reaching professionals and public during these times.

Next meeting scheduled for Saturday April 3rd @1pm

Finance

Finance Committee met on March 17:

1. QuickBooks to the cloud – version is not compatible with QB's POS software, so no conversion to the Cloud.

Review of IG insurance policy – Directors & Officers insurance coverage quote to be provided by Harden & Associates. Discussed with agent on March 15.

2. IG Budget process – monthly vs annual – Best to be Internal Use Only initially due to the new aspect of the process.

3. Reviewed February bank reconciliation, statement and financials. Nothing unusual noted.

4. Direct Deposit of employee paychecks – work in progress.
5. Discussed the necessity of having workers compensation for part-time employees. Chair to discuss coverage with Harden & Associates agent and get a quote on coverage.

Grapevine

Yulee Group is highlighted on page 9 of the April Grapevine magazine.

There are several new books coming in April – Best of the Grapevine, volumes 1,2 & 3.

Phone Army

Quarterly schedule update for April- June is complete. The schedule update was sent to Intergroup. It is attached to the minutes MAKE SCHEDULE AN ATTACHMENT

During the update we had 3 volunteers left this quarter. None the less our entire schedule covered at this time. Thanks to our wonderful back up volunteers who stepped up to fill in those vacant time slots. We are again seeking back-up volunteers so that we have our bases loaded in anticipation of future changes.

Question: Is there a specific time for training? Answer: Call the office to sign up.

Question: what is the phone army? Answer: It is to answer the IG office phone after hours.

Special Events Committee

New chair, will report next month.

Treatment

No meeting this month. Moving forward with community resource list. Working with contacts on polling facilities to help recovering alcoholics. Bridging the Gap is to bring someone to their first meeting. Ask your home group if anyone is interested in getting involved to contact the Treatment Chair.

Website

The Webmaster added a new tab for Special Events. Building some subcategories. Also working with the meeting guide team in NY. In order for us to link to it, we need to get permission. Please use the form for updating group information. Please copy your District on the change form

The JAX Men's IGR stated that the website was difficult to navigate to find zoom meetings. In Virginia, they were able to use the meeting guide to see zoom meeting information..

Motion referred to the Committee: Integrate zoom meetings into the meeting guide, improve the user interface. Will revisit next month.

Chair: Upcoming Events, Meetings

- April Area Assembly April 9-11 Zoom
- August Florida State Convention August 5-8 In person
- Florida State Convention Hospitality Room 10-12 Saturday August 7 Jacksonville Hyatt Sign up with the office to be one of the NE Florida Intergroup Services servers and you can purchase one of the first NE Florida Intergroup Services T Shirts for only \$5 to wear as you serve. The shirts will be yellow with a black logo

Since the State Convention is on the first Saturday of the month and many of us will be in the Hospitality Room we are moving the Intergroup business meeting to Saturday August 14.

Registrations from last year's drive have rolled over.

- District 30 will have a picnic on May 29, at Mandarin Park, from 10 – 3. Would like families to come a be a part of it. Flyer to come out soon.

CHAIR: ANNOUNCEMENTS

Special thanks to Linda G for her great service as our Parliamentarian and continued service as the steering committee member for District 4 and Angie B for her great service as our Office Assistant and her continued service as our Add A Line editor and Grapevine Committee Chair.

Next Business Meeting will be at 9:45am on May 1. Zoom opens at 9:30am.

ZOOM ID: 8977 440 1312

PWD: nefl3128

The meeting adjourned at 11:43 with the Lord's Prayer.