

**SUBJECT: NE FLORIDA INTERGROUP (IG) BUSINESS ZOOM MEETING MINUTES ON Jan 13, 2024**

The chair called the meeting to order with a moment of silence followed by the long version of the Serenity Prayer and the AA Responsibility Statement. The chair read the First Step, First Tradition and First Concept.

Housekeeping: In person participants signed in on attendance sheet and zoom participants signed in with first name, last initial, position, and voting/non-voting/visitor. The meeting was recorded for administrative purposes. The recording will be deleted when the minutes are approved at the next IG business meeting.

There were 36 participants: 28 voting members and 8 non-voting participants.

Holly C, Chair (non-voting)	Jill J, Fiesta
Dan B, Vice Chair, Finance	Joyce V, Orange Park Stepsisters
Doug S, Corrections, Treasurer	MALCOLM O, GRACE OVERCOMERS
Ashley R, Add A Line	Mary D, This Too Shall Pass
Gene M, Accessibilities	Melissa D, Grapevine
Kevin G, Archives	Naveed K, From The Heart, Mand Mon Nite BBS
Lil-lyn B, Chair CPC/PI, Women Enjoying Sobriety	Nuwo, Fernandina
Linda G, Special Events	Renee B, LoveNAction
Paul F, Phone Army	Richard P., Westside
Walter S, Clean & Free	Stephanie I, PPG
Anna I, Westconnett	Tony C, Orange Park
Barry U, Winners	Tricia R, Women of YPG
Brent L, Slow Down	Harley J., Visitor
Christopher G, Drop the Rock, Workshop Committee	Jake K., DCM 25
Bob F. KIS Group	Kevin S, Fernandina Group- guest
David F., Spiritual Knights	Lisa D, Central Group
Eddie, Beaches Unity Group	NORA M, DCM DIST 1
Janet L, Women in Recovery	Roxanne G, PPG, Alternate

**Secretary Report – Angie B**

The Secretary was not present for the meeting, but she will provide minutes from committee reports and from the meeting recording.

December Meeting minutes were not discussed nor accepted during the meeting.

**Chair Report – Holly C.**

The Chair opened the meeting.

Lisa D spoke about the 67<sup>th</sup> Florida State Convention and the need for Groups to host the Hospitality Suite.

## Vice-Chair/Office Report – Dan B

OFFICE STAFFING -The Intergroup office is fully staffed and running smoothly. The office is however, looking for a paid part time employee to fill a vacancy in that position.

VOLUNTEERS – The IG Office is still looking for volunteers who can be relied upon and are willing to work in the Intergroup office with the office staff. Volunteer slots are for shifts of 4 hours, but they will settle for 2 hours. Volunteers must have 6 months of sobriety. If anyone is interested, please contact Ashley at the Intergroup office to discuss available slots.

WHEN AND WHERE –Are being printed in the Intergroup office now. The IG office continues to review a more streamlined W&W, which would be less pages and therefore less balky.

The IG office continues to actively update Group meetings and updating the When & Where's. The Groups are asked to work with the IG office to ensure Group meetings are properly represented in the 2023/2024 When & Where.

INVENTORY CONTROL – An inventory control system has been installed with Shopify. With the conversion from Quickbooks POS system, we lost the QB's inventory control system. The estimated cost of the Shopify system is approximately \$1000, the final cost will be adjusted by Shopify after credits applied.

Our office procedure manual will be updated to fully address the new accounting and bookkeeping procedures regarding Shopify accounting procedures.

## Treasurer – Doug S.

Doug S. took over for Walter S. as of January. Dan B. gave the report for Doug S. The cash position is the result of a successful Fall Banquet. We made over \$10,000 from the Banquet.

Inventory is at a good level. Some inventory will be discounted.

Prudent Reserve is for emergencies like Covid. The Prudent reserve is \$30,630.

Dan explained the Financial Statements are comparable to prior year.

YTD Net Income is \$2900. Financially we are in good shape.

ACCOUNT BALANCES November 30, 2023	
<b>Checking/Savings</b>	
1021 · Cash - Regions Bank	\$15,513.67
1024 · Cash in Drawer	\$107.00
<b>Total Checking/Savings</b>	<b>\$15,620.67</b>
1360 · Inventory	\$10,107.20
1400 · Prudent Reserve	
1476 · Regions Bank 5982- CD #001	\$10,000.00
1481 · Regions Bank 6794- CD #002	\$10,540.62
1486 · Regions Bank - CD #003	\$10,090.29
<b>Total 1400 · Prudent Reserve</b>	<b>\$30,630.91</b>

	Nov 23	Jan - Nov 23	Nov 22	Jan - Nov 22
Ordinary Income/Expense				
Income				
4000 - Contribution Income				
4002 - Groups	2,808.29	59,323.66	\$3,758.04	\$58,603.44
4003 - Pink Can Contribution		392.92		\$394.77
4005 - Faithful Five	420.00	2,745.00	\$215.00	\$1,896.10
4006 - Birthdays	100.00	208.00		\$121.00
4007 - Other Contributions	380.00	4,018.07	\$34.00	\$1,703.45
Total 4000 - Contribution Income	3,708.29	66,687.65	\$4,007.04	\$62,940.26
4020 - Retail Income	4,100.23	51,182.36	\$2,496.84	\$42,804.72
4060 - Income - Special Events				
4062 - Banquet	1,240.00	10,000.00		\$9,000.00
4065 - Cake Auction	8,900.00	8,900.00		\$6,775.00
4067 - Raffle Tickets	880.00	880.00		\$952.00
Total 4060 - Income - Special Events	11,020.00	19,780.00		\$16,727.00
<b>Total Income</b>	<b>18,828.52</b>	<b>137,650.01</b>	<b>\$6,503.88</b>	<b>\$122,539.98</b>
Cost of Goods Sold				
4510 - Cost of Retail Sales	3,300.97	38,104.33	\$1,659.42	\$30,636.30
5001 - Cost of Revenues - Other				
4550 - Cost of Event - Spring Picnic		1,118.69		
4540 - Cost of Event - Banquet Expense	1,497.34	9,525.72		\$8,812.72
5215 - IG Business Meeting Expense		195.29	\$36.59	\$294.99
5195 - CC Fees	373.19	2,111.60	\$248.68	\$1,816.35
5290 - IG Breakfast Expense		29.36		\$61.00
59900 - POS Inventory Adjustments		-560.40	\$31.42	\$740.09
Total 5001 - Cost of Revenues - Other	1,870.53	12,420.26	\$376.66	\$11,725.15
Total COGS	5,171.50	50,524.59	\$2,036.08	\$42,361.45
<b>Gross Profit</b>	<b>13,657.02</b>	<b>87,125.42</b>	<b>\$4,467.80</b>	<b>\$80,178.53</b>
Expense				
60000 - Salaries and Benefits				
Total 60000 - Salaries and Benefits	3,247.69	37,156.99	\$2,301.62	\$26,544.80
61000 - Office Expense				
Total 61000 - Office Expense	2,246.00	13,927.30	\$881.29	\$14,180.49
62000 - Facilities and maintenance				
Total 62000 - Facilities and maintenance	1,289.91	17,620.47	\$1,298.78	\$16,635.74
5300 - When & Where Cost	1,244.28	1,244.28		
55000 - Committees Expense				
Total 55000 - Committees Expense	805.38	10,607.75	\$505.56	\$11,193.77
70900 - Business Expenses				
Total 70900 - Business Expenses	15.13	267.12	\$15.13	\$227.25
62100 - Contract Services				
Total 62100 - Contract Services	300.00	3,300.00	\$300.00	\$3,300.00
65100 - Other Expenses				
Total 65100 - Other Expenses	20.00	226.89	\$8.00	\$99.77
<b>Total Expense</b>	<b>9,168.39</b>	<b>84,350.80</b>	<b>\$5,310.38</b>	<b>\$79,216.02</b>
<b>Net Ordinary Income</b>	<b>4,488.63</b>	<b>2,774.62</b>	<b>\$842.58</b>	<b>\$962.51</b>
Other Income/Expense				
Other Income				
73000 - Miscellaneous Income				
73050 - Interest Income		3.35	\$0.77	\$9.84
6310 - Sales Tax Collection Allowance	5.56	78.07	\$4.13	\$69.20
Total 73000 - Miscellaneous Income	5.56	81.42	\$4.90	\$79.04
Total Other Income	5.56	81.42	\$4.90	\$79.04
Net Other Income	5.56	81.42	\$4.90	\$79.04
<b>Net Income</b>	<b>4,494.19</b>	<b>2,856.04</b>	<b>\$837.68</b>	<b>\$1,041.55</b>

## **Steering Committee – Vacant**

There was no Steering Committee report. The Steering Committee Chair is Paul C and they will be meeting next month.

## **Committee Reports:**

### **Accessibilities – Gene M**

Gene introduced the Accessibilities Liason, Harley J.

### **Add-A-Line – Ashley R**

The Timuquana Ladies of Grace Group history was added in this month's AAL.

Requesting groups to share any events that they would like to be posted in the AAL. Please submit AA birthdays by the 15<sup>th</sup> of every month.

### **Archives – Kevin Jr.**

\* **Old Timer Interviews:** Interview with Sue G is in the January AAL.

Chris G to interview Erica X 50 years sobriety District 30. Charlie M to interview Tom W, 39 years Sobriety, District 1.

Interview Process and Equipment: Christopher G and Kevin Junior purchased a new microphone and speaker for the interview process as well as a longer USB cable for laptop. Christopher G expanding the interview process procedures to include what to do after the interview with the transcription.

\* **Group Histories:** Timuquana Ladies of Grace Group history is in the January AAL. First meeting was in 1973. Group has closed so it is very important to preserve its history. Please check the history book at the business meeting and on the Intergroup website under the Intergroup/Committees/Archives tabs.

\* **Southern States AA Service Assembly (SSAASA) December 17-19.** Christopher G and Kevin Junior participated in the assembly with representatives from the southeast United States. Topics included What to Keep in Area, District Group and Intergroup Archives, document protection, group histories and old-timer interviews. Kevin Junior requested a copy of the Area 14 history, which includes early boundary maps showing the beginnings at the seven districts in Northeast Florida for posting on the Intergroup website and in the AAL Kevin Junior shared our experience with the otter transcription system used for old timer interviews and publishing group histories on the Intergroup website. No one else at the Assembly is publishing their group histories or old timer interviews. The next SSAASA will be held in December 2025 in Northern Virginia near the Dulles international airport outside Washington DC.

\* **Archives Display Cases** in Intergroup office will be updated.

\* Archives material in IG office cabinets will be reviewed and scanned during workday meeting from 12 to 4 on Thursday January 18. Pizza and refreshments will be served. The Committee requested a permanent small workstation in the back corner of the IG office conference room for scanning Archives files.

\* Florida AA Archives workshop in Winter Park north of Orlando on 17 February 2024. All are invited to join us. The Archivists for Stepping Stones and Dr Bob's House will be presenters.

\* 67th Florida AA State Convention in Jacksonville to August 2024. The Archives Committee will co-chair the Archives Room with Area 14 at the Convention

\* Christopher G will participate in Founders Day in Akron, Ohio June 10, 2024

\* Charley M will participate in the National AA Archives Workshop in Iowa September 2024

\* Committee 2024 Budget: Based on 2023 budget of \$2000 which included participation in the National AA Archives Workshop which no one attended, and the Founders Day and State Convention costs the Committee requested a budget of \$2500 for 2024.

Next committee hybrid meeting will be combined with the working meeting at noon on Thursday January 18 at IG office.

#### **CPC/PI – Lillyn B.**

It literally "feels like starting over" after losing, now 9 out of 10 of the original volunteers... But in the past 3 weeks, 4 more have offered and want to focus on, and have been given pamphlets to take to Dr's offices. And the chair's spotlight is now shining on UNF campus.

Another new development is getting a new temporary Service Sponsor after going to the CPC/PI workshop @ SSAASA (Southern States AA Service Assembly) in mid-November. Then 2 weeks later had the opportunity to attend the 2<sup>nd</sup> Annual International CPC/PI ZOOM Conference.

The Chair's son has asked if he could have some pamphlets to leave in the side pockets of his car if HP sends him a "sick & suffering" Uber rider.

Still looking for more volunteers as well as more ideas to carry the message!

#### **Corrections – Doug S., Rosie M.**

Corrections is doing the best they can with limited resources. A book order is needed. (The rest of the verbal report on the recording is inaudible.)

## **Finance – Dan B.**

The Finance Committee did not meet in December. The November bank statement and reconciliation was emailed to the Committee members. The November financial statements were emailed to the Committee for their review and comments. There were no unusual items noted in the bank statement or financials by Committee members.

Old Business/Finance Committee Comments:

Group contributions - The November Group contributions were comparable to the prior year. Year to Date (YTD), Group contributions were \$3500 greater as compared to the prior year. Cash balance as of 11/30/23 was \$15,323.70. This cash balance is the result of a very successful Fall Banquet.

New Business:

2024 – The Committee has received and is reviewing the following:

1. Prudent Reserve
2. Committee Budgets

These proposed documents will be presented to the Steering Committee meeting for January for their review and acceptance.

## **Grapevine – Melissa**

Tune in to the Grapevine podcast. There is a new episode every Monday. You can sign up for daily quotes(free), and there are a bunch of fun activities like entering a caption and the winner will be featured next month. There is also a photo contest.... Check out the website [aagrapevine .org](http://aagrapevine.org).

## **Phone Army – Paul F**

Phone Army has 29 members who answer the phone when the Intergroup Office is closed (Weekdays 5 p.m. to 9 a.m. the following day and weekends 24 hours).

There are also 21 members who are ready to back up any of the members who are not able to fulfill their commitments.

The members appreciated the notices of Holiday activities so that they could give callers the appropriate information!

## **Special Events – Holly**

The new banquet chairs, Kim S. and Andrea H., will do a good job. There was good feedback about the food from the Fall Banquet.

Looking for dates for a Spring picnic. More information with a date will follow.

## **Treatment – Rick D.**

Rick was not present, and no report was submitted.

## **Website Committee – Ashley R.**

The Website is being maintained daily. Ashley is creating an easier way for users to navigate the webpage and find updated meetings, volunteer opportunities, and find contact information.

## **Workshop Committee – Christopher G.**

This is a brand-new committee to NEFL Intergroup. We are trying to bring new activities.

Save The Date

Feb 10<sup>th</sup>- I heard at a meeting Big Book truths vs. meeting rhetoric. JABA 2 pm

April 27<sup>th</sup> - Workshop on the home group. Speaker Billy M. JABA 2 pm

Next meeting will be this coming Wednesday via zoom.

The committee has 6 volunteers but needs 6 more.

A budget request has been submitted for \$1200.00.

A motion will be prepared to go to the Steering Committee regarding adding this committee to the Bylaws.

## **Old Business**

When and Where – Walter presented his new prototype. A new prototype will be presented next month.

Still in need of an Archivist.

## **New Business**

Motion to publish IG meetings that have changed to the 2<sup>nd</sup> Saturday of the month (March 9th, April 13th, July 13<sup>th</sup>, and August 10<sup>th</sup>) in the Agenda. Motion was carried.

Speaker Exchange – Holly appointed Barry as an Ad Hoc Committee Chair for Speaker Exchange

Motion to update the Intergroup Business Card with a QR code was carried.

Plain Language Big Book- discussion

## **Upcoming Events - Please See Flyers**

1/26/24- Southern States Women's Conf. (Jax 1/26 – 1/28)

2-8-24 – 60<sup>th</sup> International Women's Conference (Zoom)

2-17-24 – 6<sup>th</sup> Florida AA Archives Workshop (Winter Park, FL)

3/1/24 – Big Book Comes Alive (Jax 3/1 – 3/2)

**Chair: NON-AA ANNOUNCEMENTS**

The meeting adjourned with the Lord's Prayer.

**Next Business meeting:**

**Saturday, Feb 3, 2023, at 9:00am in person and on Zoom**

Fellowship at 8:30 with refreshments.

**ZOOM ID: 870 4750 2345, PWD: 314187**

**Joining in person is highly encouraged.**

**Respectfully submitted by Angie B.**