

Alcoholics Anonymous Josephine County Intergroup

March 16, 2023 - Meeting Minutes

Present: Kelly G., Suzanne, Alvin, Catherine, John F, David V, Dallas

Suzanne opened the meeting at 7 p.m. with a moment of silence followed by the Serenity Prayer.

Kelly G – Secretary’s Report:

Kelly distributed the minutes for February 16, 2023 business meeting via email for review on 3/16, and read them aloud in the meeting. Catherine made a motion to approve. Dallas Seconded. Passed unanimously.

Suzanne – Intergroup Chair Report:

Texted all of the volunteers to let them know to coordinate with her.

David – Treasure Report:

David shared the most recent financials that have been posted to the [webpage](#) and he reviewed them with the group. Rent is eventually going up to \$350/month. John made a motion to pass the Treasurer’s report as presented, Catherine seconded, passed unanimously.

11:02 AM
03/07/23
Cash Basis

Josephine County Intergroup Balance Sheet As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Contributions Account 5649	6,442.52
Total Checking/Savings	<u>6,442.52</u>
Total Current Assets	6,442.52
Fixed Assets	
Fixed Assets (orig.furn.&fix.)	500.00
Total Fixed Assets	<u>500.00</u>
TOTAL ASSETS	<u><u>6,942.52</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	1,615.33
Retained Earnings	6,312.49
Net Income	-985.30
Total Equity	<u>6,942.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,942.52</u></u>

11:00 AM
03/07/23

**Josephine County Intergroup
Monthly Income
February 2023**

<u>Name</u>	<u>Amount</u>
Contributions	
Launeen M.	80.00
Total Contributions	80.00
TOTAL	80.00

11:03 AM
03/07/23
Cash Basis

**Josephine County Intergroup
Profit & Loss YTD Comparison
February 2023**

	<u>Feb 23</u>	<u>Jan - Feb 23</u>
Ordinary Income/Expense		
Income		
Contributions	80.00	784.00
Total Income	80.00	784.00
Cost of Goods Sold		
Bright Star Press	0.00	131.50
Total COGS	0.00	131.50
Gross Profit	80.00	652.50
Expense		
Office Rent	310.00	620.00
Postage	11.01	11.01
Telepage	571.35	964.49
Telephone	35.85	71.70
Total Expense	928.21	1,667.20
Net Ordinary Income	-848.21	-1,014.70
Other Income/Expense		
Other Income		
Literature income	263.09	966.60
Total Other Income	263.09	966.60
Other Expense		
Literature expense	937.20	937.20
Total Other Expense	937.20	937.20
Net Other Income	-674.11	29.40
Net Income	-1,522.32	-985.30

Catherine – Web Servant Report:

Added some events to the Events page for the Easy Does It group (Chili Cookoff and upcoming Corned Beef and Cribbage on March 18th.

Updated the Inventory information to indicate it was postponed.

This past month the PHP was updated for our website. This helps our site be more secure and functional. I was lucky enough to have Alvin to go through the process alongside me and this helped me finally get the nerve to get it done. It was complex but I feel I can hand off the web servant position with confidence. A new servant will be in a great position of having a clean slate and an up-to-date backbone for our site. You will have noticed that the website looks a little different as during this process I needed to update the theme as well. Let gpaaweb@gmail.com know if anything needs to be changed or use the form to reach us via the website.

John F. – Office Manager’s Report:

1. Sent the updated meeting guide and 12 step list information to the answering service. Hadn’t received an update since 2018.
2. Purging files and financial records prior to 2015 and strategizing security for sensitive documents. Need a full size locking file cabinet. Advice from an Accountant is to retain everything from 2015 and up, keeping 7 years of documents on file. Cost of locking file cabinet is roughly \$170.00
3. Organized shelves and file cabinets finding a sobriety medallion stash on the shelves. Value \$672.00. 361 Bronze, 434 Aluminum = 795 chips. Need more information.
4. Coordinating with the Literature Chair for an inventory of stock of books, literature, medallions and price increases.
5. Coordinating with other Central Offices for strategies of implementing price increases for literature to avoid price conflicts.
6. Researching the warrantees and insurances quotes for the inventory, office computer, back-up, Seagate and Central Office inventory. Seagate is maxed out for additional back-ups, Need an external hard drive. Motion to purchase
7. Meeting for jail volunteers will begin on Sunday April 16th, 2023 tentatively, at the Central Office at 4:00 P.M. 3rd Sunday of the month for orientations, guidelines, and comments. Rocky and Officers will be attending. I have formulated a Jails Guidelines Pamphlet for approval by Rocky and yourselves.
8. Stocking entry applications at the Central Office for Jail access for Josephine, Jackson Counties, and the Youth Facility in Grants Pass. Developed cover sheets for do’s and don’ts at the facilities.
9. Represented the weekly closed National Intergroup Central Office Manager meeting at 1:00 EST, 37 Central Offices were represented from the East to West Coast and Canada. Topic discussions were Intergroup Inventories, literature price increases and prudent reserves.
10. Attending all meetings on the meeting guide to announce service opportunities for intergroup on the 12 Step list (added 15 names in GP and Cave Junction, revised meeting information and added meetings where found. Obtained contact information to rekindle Central Office relationships and promote involvement with Intergroup.
11. Secured the Harry and David facility at Reinhart All Sports Park for the annual Fellowship Appreciation Day July 4, 2023

12. Need an ad hoc committee to aid with events at the picnic, Face & rock painting, cupcakes, decorations, food, beverages, microphone, stand and speaker, supplies. We have Face painter Melanie T, a 15-minute speaker Jillien S., a Grill Master and pa system with microphone.
13. Need a budget set aside for the July 4th Fellowship Appreciation pot-luck and Spring Fling Desert Social scheduled for April 9th from 2pm to 8pm in the Tap-Rock Evergreen room. Will begin planning for an August or September Fellowship banquet tentatively of roughly \$3000.00 dollars to be replenished by ticket sales.
14. Secured a large grill from the Dog on the Roof group for the event, Ron will tow it up from Medford the day of the event and assist.
15. Coordinating an Open House service workshop for Intergroup service positions, 12 step, sponsorship and phone volunteer and Jail opportunities for both Cave Junction, Grants Pass and Glendale in May and June.
16. We need table Volunteers for the Rogue Round-up May 4th thru the 7th. Please step up for a shift. Will keep a sign-up list in the Office. There are no registration fees to help and general meeting attendance.
17. Request Steering committee meetings every month to two months to discuss inter office concerns and expenditures and minimize the manager's reports on the 3rd Thursday at 6:30 P.M. in the office or by zoom.
18. Conversation on the Newsletter strategies. Open
19. Arrange a meeting at the bank with Suzanne, David, Steve or Myself for the signatory transfer.
20. Office door code change has been forwarded to workers.
21. Answering service incoming calls are:

Answer Page 62 total entries from Feb 13, 2023 to March 13, 2023.

16 information calls,
 1 twelve step call and
 24 turning the phones over calls.

22. Office activity:
- General Information: 11
 - Meeting Schedules: 90
 - Alanon Help: 2
 - Other 12 Step Help: 2
 - Referrals: 2
 - Literature Orders: 11
 - Chip Orders: 3
 - Donations: 1
 - Drop Ins: 58
 - Misc. Calls: 10
 - Other: 3

I've spoken with the treasurer Katie S. District 16 treasurer for the Jackson County answering service to compare expenditures with the answering service under plan E and investigate possibilities for cost reductions.

Joey – Literature Chair Report

Not present

Dallas – District Liaison Report

Attended District. Seven people will be at area at the end of the month.

Dallas – SORYPAA

April 15 205 event at Hi Lo Club. Tea and 4th Step panel. Additional panel for the 5th Step.

Group Reports:

Women's Safe Haven – Suzanne reported still 15-25 people. Staying strong. Bank account unchanged in three years.

Looking Forward Group – Christine reported same but new Zoom secretary for April. Annie.

Friday Night Speaker Meeting – Dallas reported confirmation of last Friday of the month potluck.

OLD BUSINESS:

Elections for open positions –

- Web Servant
- Secretary position
- Newsletter position

Web Servant –

Alvin is making himself available as the web servant position. Alvin did not have a service resume to present. Catherine made a motion to vote Alvin in. John seconded. Alvin was voted in unanimously.

Secretary

No one made themselves available. This position stays open. Kelly will continue to serve for until someone steps up, within reason.

Newsletter Chair

It is time for that position to rotate. Winslow currently holds the position. No one made themselves available.

Intergroup and District inventory – Unknown status. Suzanne will contact Chase to get it rescheduled.

4th of July Picnic – Location secured, Reinhardt Park – John needs to add a budget. Need a main speaker. Young people's group will step up to help. Don't believe we will go over \$700.

Dallas made a motion to provide up to \$900 for the Fellowship Appreciation Day. Catherine second. Passed unanimously. Suggestion to get there early as another event will be going on at the same location.

NEW BUSINESS:

External hard drive for the office that is full and inaccessible due to lack of administrative password. Motion to buy a new external hard drive with a budget of \$100. Seconded. Passed unanimously.

April 9 Easter Sunday gathering, Spring Fling, needs support. Needs volunteers. \$300 worth of desserts and coffee. Dallas has suggested a speaker from the young people's group. Event to be held at Taprock Evergreen Room from 2 p.m. to 8 p.m. David made a motion to allow the \$300 as requested. Dallas seconded. Passed unanimously.

Kelly volunteered to make a Google Sheet with Intergroup member's email addresses and phone numbers.

Motion to close made by Catherine, Dallas seconded, passed unanimously. Closed with the Responsibility Statement.