

Alcoholics Anonymous Josephine County Intergroup

April 20, 2023 - Meeting Minutes

Present: Suzanne, Joey S, David V., John F., Doug D., Dallas, Alvin C., Kelly G.

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 March 16, 2023 business meeting via email for all to read prior to the meeting. David made a motion to accept the minutes as submitted. Suzanne seconded. Passed unanimously.

Suzanne – Intergroup and Volunteer Chair Report:

Suzanne reported she texted all the volunteers to let them know to coordinate with her. Suzanne has been talking to people who have been volunteering at the office. More people are needed to volunteer. Suzanne said she received an update from the newsletter chair and shared it with those present.

David – Treasure Report:

David presented the treasure’s report. Kelly made a motion to pass the Treasurer’s report as presented. John seconded. Passed unanimously.

10:46 AM
04/11/23
Cash Basis

Josephine County Intergroup Balance Sheet As of March 31, 2023

| | <u>Mar 31, 23</u> |
|---------------------------------------|------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Contributions Account 5649 | 5,474.71 |
| Total Checking/Savings | 5,474.71 |
| Total Current Assets | 5,474.71 |
| Fixed Assets | |
| Fixed Assets (orig.furn.&fix.) | 500.00 |
| Total Fixed Assets | 500.00 |
| TOTAL ASSETS | <u>5,974.71</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 1,615.33 |
| Retained Earnings | 6,312.49 |
| Net Income | -1,953.11 |
| Total Equity | 5,974.71 |
| TOTAL LIABILITIES & EQUITY | <u>5,974.71</u> |

10:48 AM
04/11/23

Josephine County Intergroup
Monthly Income
March 2023

| <u>Name</u> | <u>Amount</u> |
|----------------------|---------------|
| Contributions | |
| Happy Hour Group | 152.00 |
| Total Contributions | 152.00 |
| TOTAL | 152.00 |

10:44 AM
04/11/23
Cash Basis

Josephine County Intergroup
Profit & Loss YTD Comparison
March 2023

| | <u>Mar 23</u> | <u>Jan - Mar 23</u> |
|--------------------------------|----------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Contributions | 152.00 | 936.00 |
| Total Income | 152.00 | 936.00 |
| Cost of Goods Sold | | |
| Bright Star Press | 0.00 | 131.50 |
| Total COGS | 0.00 | 131.50 |
| Gross Profit | 152.00 | 804.50 |
| Expense | | |
| Office Rent | 350.00 | 970.00 |
| Picnic Expense | 1,215.00 | 1,215.00 |
| Postage | 0.00 | 11.01 |
| Telepage | 0.00 | 964.49 |
| Telephone | 36.36 | 108.06 |
| Total Expense | 1,601.36 | 3,268.56 |
| Net Ordinary Income | -1,449.36 | -2,464.06 |
| Other Income/Expense | | |
| Other Income | | |
| Literature income | 481.55 | 1,448.15 |
| Total Other Income | 481.55 | 1,448.15 |
| Other Expense | | |
| Literature expense | 0.00 | 937.20 |
| Total Other Expense | 0.00 | 937.20 |
| Net Other Income | 481.55 | 510.95 |
| Net Income | -967.81 | -1,953.11 |

Alvin – Web Servant Report:

Couple of updates on events, adjustments to meetings and some spell checking.

John F. – Central Office Manager’s Report:

1. Purged files and financial records prior to 2015 and strategizing security for sensitive documents. The cost of a locking file cabinet is roughly \$50.00 to \$260.00. We have three Steering committee approvals yet still not a majority vote on the file cabinet or the door lock.
2. I’m requesting the Steering Committee examine duties regarding Central Office activities.
3. We are conducting an inventory of stock of books, literature, medallions.
4. We have implemented the price increases effective April 3rd. Made updates to our invoicing for future sales.
5. I’m working with our insurance agency on insurance for increasing our policy coverages at no extra charge from \$4750.00 to \$20000.00 and adding meeting room 215 for our gatherings if that’s acceptable.
6. I’m coordinating with Oregon Intergroup offices to provide an office Manager representee at the General Service conferences in proximity to conference locations for collective reports from one representative representing all State Intergroup offices.
7. Have purchased a new external hard drive and is backing up continuously.
8. Have upgraded our computer with Office Suite 365 annual renewal.
9. Meeting for jail volunteers began on Sunday March 19th, 2023 at the Central Office room 215 4:00 P.M. 3rd Sunday of the month for orientations, guidelines, and comments. Rocky attended. I have formulated a Jails Guidelines that has been approved by Probation.
10. Stocking entry applications at the Central Office for Jail access for Josephine, Jackson Counties, and the Youth Facility in Grants Pass.
11. Have been appointed by Rocky to implement additional requirements for Jails Volunteers beginning immediately.
12. Represented the weekly closed Intergroup Central Office Manager meeting at 1:00 EST, 34 Central Offices on average were represented from the East to West Coast and Canada.
13. Attending all meetings on the meeting guide and dropping off flyers attached to a Central Office cover sheet. Need Steering committee approval for a local Newsletter.
14. Having discussions with Jackson County Intergroup to split off the combined Newsletter. Jackson County has decided to split off the combined Newsletter and formulated a four-sheet publication.
15. Need Volunteers to aid with events at the picnic, Face & rock painting, cupcakes, decorations, food, beverages, microphone, stand and speaker, supplies and raffle. We have Face painter Melanie T. and rock painter Susan D. a 15-minute speaker Jillien S. and PA system with microphone.
16. Our Spring Fling gathering at Tap rock Grill was successful. Cost for food and coffee was \$337.42 and Kelly’s expenses were \$79.95, Planning for a ticketed event for 2024 needs to begin in December 2023 for Spring of 2024.
17. Talked with the Josephine County Fair Grounds to retain the Arts and Crafts Building for a ticketed banquet on available dates Sept. 2nd, 9th, 23rd and 30th. Use of two kitchens and a podium with seating for over 200. Deposit to hold is \$96.25 with balance of \$288.75 to be paid 30 days prior to the event, a \$500.00 refundable security deposit and \$50.00 for one day event insurance Totaling \$935.00. The deposit is refundable up to one month prior to the event.

18. An option to the Fairgrounds is a smaller ticketed event at Tap-rock Grill with an in-house catered event with a maximum of 50 people seating.
19. Coordinating an Open House service workshop potluck for Intergroup service positions, 12 step, sponsorship and phone volunteer and jail opportunities for both in Grants Pass in June with the approval of the Hi-lo Club.
20. We are accumulating table Volunteers for the Rogue Round-up May 4th thru the 7th. The intension is to move the Central Office operation to the Fairgrounds for Friday to make sales from that location. Please step up for a shift or aid in preparations. Will keep a sign-up list in the Office and request volunteers on the website.
21. Request Steering committee meetings via Zoom to discuss intergroup office concerns.
22. I've spoken with Ike the coordinator for the Recovery Fair about having a table this September 2023 and he was concerned that he had set up a table for us and nobody showed up in 2022.
23. Currently working with Katie in Medford on cost comparisons for our answering service collaborative with District 16.
24. I'm acquiring meeting Contacts/Secretaries for mail outs using standard forms requests already available in the Central Office and I'm inquiring about USPS mail out costs to implement a fee from the Groups utilizing this method for their events.
25. Answering service incoming calls are:
 - 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.
26. Office:
 - 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
27. Cans and bottles

Dallas – Vice Chair and District Liaison Report

Attended District meeting and discussed the things that were needed to bring back to the groups.

Joey – Literature Chair Report

Going to the office tomorrow to inventory books, pamphlets and coins.

OLD BUSINESS:

David reported he is getting the bank signers updated.

Checked in with Chase regarding Group Inventory. He is available May 16 at 6 p.m. or maybe a weekend.

NEW BUSINESS:

Prudent reserve. David

Jail meetings. Agreed to get a report together for male and female sides to assess how it's going. John suggested there be a regular report about this at the monthly Intergroup meetings. Joey shared that District used to handle that although there is no reason it can't come back to Intergroup as a responsibility. There was discussion about who was and is coordinating and scheduling the meetings, and how the responsibility got transferred to Intergroup. Corrections Facilities Chair has existed since 2017. Corrections Facilities Chair now sits in District as laid out in its structure. Intergroup Men's Jails Chair seat is in Intergroup, working with Corrections Facilities Chair. This topic was tabled for more discussion at the next meeting.

John proposed a locking file cabinet needed for the Central Office. Dallas made a motion. Joey seconded. Passed unanimously.

John proposed charging \$.20 for b/w, \$.35 color copies. Tabled.

John made a motion to reimburse Kelly \$68 form Spring Fling decorations. David made a motion to support the reimbursement. Dallas seconded. Passed unanimously.

John proposed making a deposit \$ for two locations for a Central Office fundraiser event. Objective to have a fundraiser for Central Office. It was suggested we revisit the bylaws including the budget and prudent reserve before taking action on this. Discussion was tabled.

Motion to close made by John, David seconded, passed unanimously. Closed with the Responsibility Statement.