



Pinellas County Intergroup Central Office

Intergroup Minutes

INTERGROUP MEETING MINUTES

January 18, 2010

The meeting was called to order at 7:05 with a moment of silence followed by the Serenity Prayer.

Officers Present:

Tom H., Chairman

Jim H., Secretary

Luis T., Vice Chair

Virginia M., Treasurer

Officers Absent:

None

Steering Committee Members present:

Paul S., Central Office Manager

Angela L., Helpline Chair

Martha H., Anniversary Dinner Chair

Melody B., Unity Meeting Chair

Sue Z., IG Liaison to District

Bennett S, Web Site Chair

Robert P., Where and When Chair

Randy R., Picnic Chair

Steering Committee Members absent:

Plain and Straight Chair, Open

Office Maintenance Chair, Open

Gratitude Dinner Chair, Open

INTERGROUP REPRESENTATIVES PRESENT:

Voting:

45

New:

2 Reps:

Beverly, 2250 Group

Tracey, Step Up To The Plate Group

Non-Voting:

13

New:

2 Alternate Rep:

Total

58

Janice, Dunedin Group

Carol, Ozona Speakers Group

Reading of previous month's intergroup meeting minutes

Fred, Third Tradition Group made a MOTION to accept the minutes with the correction.

John, We Don't Know Yet Group, SECONDED the motion

All in favor – the motion PASSED

Chairperson's opening Remarks – Tom H. Chairperson – As we look forward to 2010, it is appropriate to let everyone know of the marvelous job our Office Manager Paul S. his assistant Buzz, and a dedicated team of volunteers have done operating our Central Office.

These devoted A.A.'s have been there to answer more than 4800 phone calls, answering questions like:

Can you help me stop drinking?

We are here on vacation, where is the closest meeting?

Can someone take me to a meeting?

How can I get my husband to stop drinking?

Do you have literature on alcoholism?

And the list goes on.

In addition to helping people on the phone, they also distribute our Where and When booklets, and our monthly Pinellas County "Plain and Straight" newsletter.

Another function of our Intergroup Central Office is to sell medallions, cards and Conference approved

literature. In 2009 sales of these materials approached \$59,000. Since our inventories are sold at just over cost we supplement our income via voluntary contributions from our Pinellas County A.A. Groups which totaled nearly \$44,000; along with profits from our four annual fund raising projects which added another \$8,000 to our income enabling us to finish our year "in the black".

We are looking forward to a joyous and prosperous 2010, and wish all of you the same.

Treasurer's Report – Virginia M. - Total income was \$7,856.35. Our monthly cost of Goods Sold was \$1,738.67 and our total expenses were \$4,832.05 including \$106.00 for depreciation. Other income including interest income was \$18.06. That leaves a net income \$1,303.69. For the year the net income was \$2,070.64. Another inventory was completed as of December 31, 2009. We can find no support for the inventory valuation being carried in Quick Books. A prior year adjustment of \$10,166.93 had to be made which resulted in an adjusted net income of **(\$8,096.29)**. Several questions came from the body. Virginia stated that the inventory loss was in value only not in counts; that it was not in any specific piece of literature and that it was not a result of theft. Rather, it was probably in the initial entry of values and in the fact that Quick Books uses average cost for inventory valuation. She further stated that physical inventories will be done quarterly to try to avoid a recurrence of the problem. Also included in December's reports was the Quarterly Contribution report.

Balance Sheet as of December 31, 2009

	<u>Dec 31,</u> <u>09</u>	<u>Dec 31,</u> <u>08</u>
ASSETS		
Current Assets		
Checking/Savings		
103 · Checking Account	15,074.51	12,187.47
104 · Savings Account	<u>12,312.24</u>	<u>12,298.84</u>
Total Checking/Savings	27,386.75	24,486.31
Accounts Receivable		
105 · Accounts Receivable	<u>117.00</u>	<u>90.41</u>
Total Accounts Receivable	117.00	90.41
Other Current Assets		
102 · Undeposited Funds	150.27	0.00
120 · Inventory Asset	<u>16,277.92</u>	<u>27,210.03</u>
Total Other Current Assets	<u>16,428.19</u>	<u>27,210.03</u>
Total Current Assets	<u>43,931.94</u>	<u>51,786.75</u>
Fixed Assets		
222 · Equipment & Machinery	810.50	386.50
224 · Furniture & Fixtures	5,711.25	5,711.25
228 · Leasehold Improvements	1,245.93	1,245.93
233 · Accumulated Depr. Equip&Mach	(810.50)	(386.50)
239 · Accum. Amort. Leasehold Improve	<u>(1,245.93)</u>	<u>(1,245.93)</u>
Total Fixed Assets	<u>5,711.25</u>	<u>5,711.25</u>
TOTAL ASSETS	<u><u>49,643.19</u></u>	<u><u>57,498.00</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	<u>290.75</u>	<u>0.00</u>
Total Accounts Payable	290.75	0.00
Other Current Liabilities		
305 · Sales Tax Payable	356.31	293.81
310 · Payroll Liabilities		
350 · Fica W/H Payable	397.48	385.84
351 · Federal W/H Payable	274.23	308.00
352 · Suta Payable	<u>26.14</u>	<u>115.78</u>
Total 310 · Payroll Liabilities	<u>697.85</u>	<u>809.62</u>
Total Other Current Liabilities	<u>1,054.16</u>	<u>1,103.43</u>
Total Current Liabilities	<u>1,344.91</u>	<u>1,103.43</u>
Total Liabilities	1,344.91	1,103.43
Equity		
565 · Fund Balance	56,394.57	58,135.56
Net Income	<u>(8,096.29)</u>	<u>(1,740.99)</u>
Total Equity	<u>48,298.28</u>	<u>56,394.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>49,643.19</u></u>	<u><u>57,498.00</u></u>

Profit and Loss as of December 31, 2009

	<u>Dec 09</u>	<u>Jan - Dec 09</u>
Ordinary Income/Expense		
Income		
600 · C.O. Revenue		
601A · Group Contributions	2,186.74	40,006.99
601B · Unity Meeting	239.36	3,020.14
601C · Miscellaneous Contributions	437.00	1,244.00
601D · Birthday Plan	0.00	40.00
602 · AAWS Sales	2,500.84	41,785.67
603 · Medallion Sales	1,101.86	16,138.96
604 · Where & When Sales	(17.41)	1,415.99
605 · Grapevine Sales	411.55	1,670.95
606 · Anniversary Dinner		
606A · Anniv. Dinner Contrib. & Raffle	0.00	100.00
606B · Anniv. Dinner Income (Tickets)	1,204.00	7,924.00
606C · Anniversary Dinner - Other	0.00	773.00
Total 606 · Anniversary Dinner	<u>1,204.00</u>	<u>8,797.00</u>
607 · Gratitude Dinner		
607A · Gratitude Dinner Contributions	0.00	262.50
607B · Grat. Dinner Income (Tickets)	0.00	4,360.00
607C · Gratitude Dinner - Other	0.00	1,679.00
Total 607 · Gratitude Dinner	<u>0.00</u>	<u>6,301.50</u>
608 · Picnic		
608A · Picnic Contributions	25.00	2,198.65
608B · Picnic - Other	0.00	2,574.92
Total 608 · Picnic	<u>25.00</u>	<u>4,773.57</u>
609 · Anniversary Cards	(232.59)	712.84
Total 600 · C.O. Revenue	<u>7,856.35</u>	<u>125,907.61</u>
Total Income	7,856.35	125,907.61
Cost of Goods Sold		
700 · Cost of Goods Sold		
720 · AAWS Cost	2,787.65	35,432.90
721 · Medallions Cost	531.11	7,152.88
722 · Where & When Cost	215.30	4,192.66
723 · Grapevine Cost	280.86	1,314.51
724 · Anniversary Dinner	0.00	5,665.46
725 · Gratitude Dinner	0.00	3,159.72
726 · Picnic Costs	0.00	1,767.11
730 · Anniversary Cards	55.32	1,110.18
890 · CY Inventory Adjustments	(2,199.92)	(2,639.09)
740 · Shipping	45.30	650.90
700 · Cost of Goods Sold - Other	23.05	300.35
Total 700 · Cost of Goods Sold	<u>1,738.67</u>	<u>58,107.58</u>
Total COGS	<u>1,738.67</u>	<u>58,107.58</u>
Gross Profit	6,117.68	67,800.03
Expense		
656 · Payroll Expenses	2,597.84	32,628.12
66900 · Reconciliation Discrepancies	0.00	0.00
800 · C.O. Operating Expense		
801 · Contributions	0.00	10,857.59
803 · Bank Charges	0.00	1.00
805 · Internet and Web Site		
805A · Web Site - PCI	128.80	958.80
805B · Web Site - District	0.00	212.50
805C · Internet Connection	67.89	833.72
805 · Internet and Web Site - Other	0.00	76.25
Total 805 · Internet and Web Site	<u>196.69</u>	<u>2,081.27</u>
815 · Rent	449.00	5,539.00
816 · C.O. Improvement Expense	0.00	99.99
822 · Plain & Straight	120.00	1,469.00
824 · Answering Service	65.00	780.00
825 · Telephone	157.78	1,998.75
826 · Office Expenses	320.03	2,209.76
831 · Postage	44.00	319.67
837 · Utilities	109.03	1,537.97
838 · Business Insurance	143.42	2,098.87
839 · Workers' Comp Insurance	140.52	350.19

840 · Cash Over/Short	0.00	(2.20)
842 · Repairs and Maintenance	84.00	1,281.75
846 · Licenses and Fees	0.00	61.25
847 · Professional Fees	100.00	1,200.00
849 · Payroll Taxes		
850 · SS and Medicare	198.74	2,496.06
851 · State Unemploy. Tax (SUTA)	0.00	41.19
Total 849 · Payroll Taxes	198.74	2,537.25
800 · C.O. Operating Expense - Other	0.00	27.34
Total 800 · C.O. Operating Expense	2,128.21	34,448.45
880 · Depreciation	106.00	424.00
Total Expense	4,832.05	67,500.57
Net Ordinary Income	1,285.63	299.46
Other Income/Expense		
Other Income		
807 · Collection Allowance	7.79	108.18
735 · Miscellaneous Income	9.00	1,135.31
66900 · Reconciliation Discrepancies	0.00	510.36
622 · Interest-Savings	1.27	17.33
Total · Other Income	18.06	1,771.18
Net Income Before PY Inventory Adjustment	1,303.69	2,070.64
890 · PY Inventory Adjustments**	10,166.93	10,166.93
Net Income	(8,863.24)	(8,096.29)

**To the best of my knowledge and inquires from prior chairpersons no physical inventory was taken when Quickbooks was installed or in subsequent years thereafter.
A physical inventory was taken on 12/31/2009 and the Balance Sheet account was overstated by 10,166.93
Therefore an adjustment to the P&L was needed to adjust the balance.

Group Contributions as of December 31, 2009

	<u>Dec 09</u>	<u>Jan - Dec 09</u>
Anonymous Contribution	0.00	100.00
2250 Group	0.00	400.00
3RD Tradition Meeting	0.00	146.80
4th Dimension	0.00	170.90
7 and Up	0.00	45.00
A Safe Place	0.00	252.00
AA By The Sea	0.00	142.50
ABC	0.00	50.00
ABES Place	139.08	1,821.27
Absolute Sobriety	50.00	240.00
After Work Bunch	257.40	1,735.02
All Ages	0.00	607.00
Amazing Grace	0.00	25.00
Archangel Group	0.00	400.00
At The End Of The Rainbow	0.00	713.14
Attitude Adjustment	157.95	1,520.06
Back Porch Lunch Bunch	0.00	892.44
Back To The Book	0.00	206.13
Beach Bunch	0.00	700.00
Beacon Group	0.00	25.00
Blind Pass Group	0.00	300.00
Cash Customer	0.00	735.20
Center Of Hope	10.00	80.00
Central Group	0.00	186.34
Circle Of Friends	0.00	200.00
Clearwater Group	0.00	270.00
Common Solution	15.43	94.63
Countryside Group	0.00	360.00
Countryside Women	0.00	300.00
Couples Growing Together	0.00	63.62
Daily Reflextions Group	0.00	100.00
Don Vista Group	210.00	540.00
Dunedin Group	0.00	30.00
East Lake Group	0.00	593.50
Feelings Group	40.00	481.60
Find Yourself	0.00	590.47

Forty Niners	10.00	70.00
Free Spirits	135.00	630.00
Friendship Group	0.00	150.00
Go After Your Sobriety	0.00	105.00
GOYA	0.00	280.00
Grow Up Group	40.00	200.00
High Noon Daily	0.00	267.90
Highpoint	0.00	75.00
Holiday Isles Group	100.00	200.00
Hopeful Group	0.00	107.84
Humility Group	300.00	300.00
Intergroup Meeting	41.64	581.20
Into Action	0.00	150.00
Joy Of Living	0.00	256.52
Keep It Simple	0.00	295.00
Kirk Group	0.00	259.47
Ladies Night	0.00	255.00
Lake Seminole Speakers	0.00	115.63
Largo Young People's Group	0.00	84.00
Last Call Group	0.00	25.00
Living Sober	0.00	300.00
Lunch Bunch	0.00	1,717.61
Maximo Point	0.00	30.00
Mixed Nuts	0.00	60.00
Monday Night Speakers	150.00	150.00
New Beginnings Womens Meeting	0.00	250.00
New Freedom/New Happiness	0.00	525.00
New North	0.00	37.00
Oakhurst	0.00	400.00
Off Your Chest	0.00	297.00
Oldsmar Group	0.00	2,430.00
Open Door	0.00	500.00
Our Common Problem	0.00	75.00
Palm Harbor Group	138.15	632.53
Philippe Park	20.00	80.00
Pinellas Beginners Group	80.00	80.00
Primary Purpose	36.61	260.02
Progress Not perfection	0.00	191.13
Rainbow Serenity	0.00	33.00
Sat.AMWomen's Big Book	0.00	120.00
Saturday Morning Men's Step	0.00	217.00
Saturday Morning Mens Group	0.00	265.00
Saturday Night Group	0.00	150.00
Saturday Steppin' In	0.00	295.00
Seminole Group	0.00	240.00
Serenity Seekers	126.48	1,560.45
Snowbirds	0.00	142.00
Sober In Paradise	0.00	565.00
Sober Spirits	0.00	273.37
Sobriety In The Pines	0.00	2.00
Spirit Group	0.00	235.00
Step Up To The Plate	0.00	58.48
Steps For Sobriety	0.00	100.00
Stonewall Men's	104.00	229.00
Suncoast Roundup	0.00	1,109.00
Sunday A.M. Big Book	0.00	63.63
Sunrise Sunset	0.00	3,070.00
Sunset Beach	0.00	1,166.66
Sunshine City	0.00	125.00
Surfside Group	0.00	100.00
THE GOD STUFF	0.00	100.00
The Real Happy Hour	0.00	628.51
Thursday Morning Break	0.00	38.82
Thursday Night Uplifters	0.00	25.00
To The Max	0.00	202.14
Today In Sobriety	0.00	160.00
Triangle	0.00	55.00
Tuesday Night Men's	25.00	100.00
Tuesday Night Step	0.00	50.00
Turner Street Evening	0.00	80.00
Unity Meeting	239.36	3,220.14

Wayout Northeast Group	0.00	200.00
We Are Not Saints	0.00	30.00
We Don't Know Yet	0.00	175.00
What's Your Motive	0.00	70.46
Women In Step	0.00	50.00
Women Stepping Up	0.00	62.00
Women With Freedom	0.00	120.00
TOTAL	<u>2,426.10</u>	<u>43,027.13</u>

Intergroup Contribution Calculation for the Quarter Ending 12/31/2009

	<u>Expenses Per Month</u>	<u>Average of Last 12 Months</u>
January 2009	10,384.54	
February 2009	5,452.63	
March 2009	4,084.53	
April 2009	9,634.23	
May 2009	5,130.12	
June 2009	4,824.53	
July 2009	5,064.74	
August 2009	3,501.17	
September 2009	4,696.07	
October 2009	5,549.49	
November 2009	3,471.24	
12/1/2009 (includes 256.69 to reconcile to YTD)	<u>5,088.74</u>	
Total	<u>66,882.03</u>	<u>5,573.50</u>
Checking Account 12/31/2009	15,074.51	
Savings Account 12/31/2009	12,312.24	
Total Cash on Hand		27,386.75
Less: Accounts Payable		0
Less: One month's expenses		5,573.50
Less: Prudent Reserve (3 * Average Expenses)		<u>16,720.51</u>
Over / (Under)		5,092.74
Available for Distribution		5,092.74
District I		2,037.10
Area 15		2,037.10
GSO		1,018.55

CENTRAL OFFICE MANAGER'S REPORT- Paul S.

January Statistics

• Phone Calls Total:	311
• Information:	273
• 12 step:	2
• AI-Anon:	8
• Other programs:	4
• Hangs up:	18
• Other calls:	36
• Referrals back to website:	13
• Wrong number:	2
• Telemarketing	5
• Visitors:	249

MAIN POINTS

- Medallions
- Update 12 Step List
- Price List
- Buzz's New Hours

1. First, I want to thank all of the groups that tried to purchase our red One Month medallions. Unfortunately, our chief supplier *Bright Star* has been suffering some internal problems. I have been assured that these medallions will be shipped soon. In future, I will be increasing our inventory supply of all medallions in hopeful expectation that we do not fall short again.
2. One of our regular volunteers will be calling each of our Fellowship who has signed up to be on the *Central Office 12 Step Call List*. If you would like to sign up, please see me after the meeting.
3. We have exhausted all but a very few AAWS books at the old prices. There fore we will be updating our price list to reflect current pricing as suggested by GSO.
4. Thanks to Buzz increasing his hours of service at Central Office, I am now in a better position to take care of outside responsibilities as shopping for supplies such as coffee, cups, office stationary, etc.

UNITY MEETING REPORT – Melody B.

December 2009

<u>Date</u>	<u>Host Group Name</u>	<u>Attendance</u>	<u>Collections</u>
12/05/09	Primary Purpose	70	\$ 67.00
12/12/09	Grow Up	67	\$ 62.00
12/19/09	Unity Thank You	70	\$ 54.50
12/26/09	Our Common Problem	64	\$ 49.00
Dec. Month Total		271	\$ 232.50

Hello everyone,

December was a fun month for the Unity Speakers Meeting. We had three great groups host and then there was the Unity Thank You meeting. We had delicious desserts and two special speakers shared their story. The purpose was to thank the Unity Team and all the hosting groups that made 2009 a success by carrying the message of our primary purpose.

A newcomer with experience filled the position of coffee maker.

Welcome home to our part-time winter residence, we are glad to see you.

WE INVITE YOU TO JOIN THE AA ROADSHOW AND BRING YOUR GROUP MEMBERS SO THAT THEY CAN SPREAD THEIR MESSAGE THROUGHOUT PINELLAS COUNTY. THE UNITY MEETING IS SPONSORED BY INTERGROUP. ALL PROCEEDS GO DIRECTLY TO CENTRAL OFFICE AND THEREFORE ALL AA MEMBERS BENEFIT FROM THIS.

Available dates are now on the website. The Unity Team is waiting to serve you -- sign up for a meeting TODAY!

It is easy, just go to <http://www.aapinellas.org> and complete the form to sign your home group up to host the Intergroup Unity Meeting for an Available Saturday. Or call Melody at 727-623-1296 or contact her at the Intergroup Meeting.

Unity Speakers Meeting Calendar

Date	Group Name
02/27/10	LAST CALL
03/06/10	PALM HARBOR GROUP
03/13/10	REAL HAPPY HOUR
03/20/10	BEACON GROUP
03/27/10	DUNEDIN GROUP

04/03/10 ----- Available -----
 04/10/10 THE 49'ERS GROUP
 04/17/10 MONDAY NIGHT SPEAKERS GROUP
 04/24/10 ATTITUDE ADJUSTMENT

PLAIN AND STRAIGHT REPORT – (Open – no report)

WHERE & WHEN REPORT – Robert P. - A partial printing of the Where and When was delivered so that we could distribute them tonight. The rest will be delivered to Central Office by Wednesday.

HELPLINE REPORT – Angela L. –

December 1 to December 31, 2009 Calls

After hour messages (incoming): 142
 During hour messages (incoming): 8
 Dispatch Calls (outgoing): 259

- Gerry L. is assisting with helpline duties.
- There is a need for a volunteer on the Monday evening shift.
- We are in the process of “touching base” with all volunteers and updating their information. We are also trying to collect additional information from volunteers, such as snail mail addresses. In the past, new/updated information has been sent via email or personal contact. This is difficult if a volunteer does not have email (or does not check their email) and/or attends meetings in another part of the county. We would like to have the option of mailing updates, if needed.
- We are in the process of organizing current information into an easy to read/understand “Volunteer Handbook” to be disseminated to current and future volunteers.

Goal: I would like to make the 12-step list more comprehensive and larger. This is in an effort to better meet the needs of those calling for help. One need that is currently not being met is a need for a ride to a meeting. The helpline often receives calls from people requesting rides to meetings. Most of the time, these people do not qualify for Special Needs or Bridging the Gap. Currently, it is not easy for a helpline volunteer to find a ride for these people. However, I think that we could find willing volunteers if the person was in their area and would be willing to go to a meeting that the volunteer is already attending. I would like to start recruiting additional volunteers at this month’s Intergroup meeting.

WEB SITE REPORT – Bennett S. - Presented to the Intergroup Meeting the Website Statistics for the time period of Dec 12, 2009 to Jan 11, 2010

Total Visits	= 4,771	Last Month	4,422
Total Visitors	= 3,217		2,969
Number of Page Views	= 70,339		66,576
Average Time on the Site	= 3:13 minutes		3:08 minutes

Have Bulk Emailed Final copies of the previous Intergroup Minutes for the months of October 2009 and November 2009 to the Intergroup Reps.

ANNIVERSARY DINNER REPORT– Martha H. – We need baskets for the raffle. Money or unsold tickets are due to be turned in tonight. The Dinner is scheduled for Saturday February.6, 2010, at Banquet Masters and the doors will open at 5:30.

PICNIC REPORT – Randy R. – We need baskets for the raffle. We are also still accepting seed money donations.

GRATITUDE DINNER REPORT – (Open) –

IG LIAISON TO DISTRICT – Sue Z. - No report. Next District meeting is in March.

MAINTENANCE COMMITTEE – (Open – no report) – The opening is being announced tonight.
Please take it back to your groups

Accept/decline all reports

Barbara, Spirit Group, made a MOTION to accept all reports.
Doug, Mixed Nuts Group, SECONDED the motion.
All in favor – the motion PASSED.

Old business

- Election of Gratitude Dinner Chairperson. – Pat R., Monday Night Speakers Group was elected as Gratitude Dinner Chairperson.
- Election of Plain and Straight Chairperson – No one stood. Election will be held in February

New business

- Announcement of Election of Maintenance Committee Chairperson to be held in February

Fred J., Third Tradition Group, made a MOTION to adjourn the meeting.
Johnny, We Don't Know Yet Group, SECONDED the motion.
All in favor – the motion PASSED.

The meeting closed at 8:07 PM with the Lord's Prayer.