



**Pinellas County Intergroup Central Office**

**Intergroup Minutes Form IM v2.5**

**INTERGROUP MEETING MINUTES**

March 17, 2008

The meeting was called to order at 7:07 with a moment of silence followed by the Serenity Prayer.

Officers Present:

Scott M., Chairman  
Woodie S., Vice Chair

Tom B., Treasurer  
Dawn L., Secretary

Officers Absent:

None

Steering Committee Members present:

Paul S., Central Office Manager  
Adele S., Unity Meeting Chair  
Sue A., Plain and Straight Chair  
Mike M., Where and When Chair  
Steve C., Helpline Chair

Ed G., Web Site Chair  
Anniversary Dinner Chair vacant  
Lou G., Picnic Chair  
Michelle R., Gratitude Dinner Chair

Steering Committee Members absent:

None

**INTERGROUP REPRESENTATIVES PRESENT:**

Voting: 46

New: 7

Non-Voting: 5

Total: 51

reading of previous month's intergroup meeting minutes

Fred J. of the 3<sup>rd</sup> Tradition Group made a MOTION to accept the Intergroup Meeting minutes.

George of the 301 Group, SECONDED the motion.

All in favor – the motion PASSED.

Chairman's opening Remarks

Presented by Scott M., Pinellas County Intergroup Chairman

Contact: [chairman@aapinellas.org](mailto:chairman@aapinellas.org)

Jim H of Our Common Problem Group, asked why Chair & Vice-Chair Policies & Procedures were included in packet, but not referenced anywhere. Scott told him that they should have been mentioned under New Business, but were left out by mistake.

Treasurer's report

Tom B., Treasurer, presented the report.

Contact: treasurer@aapinellas.org

Johnny of Countryside Men's Group, asked if making contributions quarterly was OK. Tom explained that although quarterly contributions are appreciated, sending them in monthly improves cash flow & leaves a much smaller chance of groups forgetting to send in their contributions.

Central office manager's report

Paul S., Central Office Manager, presented the report.

Contact: centraloffice@aapinellas.org, 727-530-0415

Unity meeting report

Adele S., Unity Meeting Chair, presented the report.

Contact: unitymeeting@aapinellas.org

Sue A. & Woodie S. informed reps that the new "Unity Meeting Sign Up Sheet" available on the website may help increase group commitment & support for the Unity meeting. They also discussed the new "AA Road Show" campaign to help increase awareness & support of the Unity meeting.

plain and straight REPORT

Sue A., Plain and Straight Chair, presented the report.

Contact: plainandstraight@aapinellas.org

Where and when REPORT

Mike M., Where and When Chair, presented the report.

Contact: whereandwhen@aapinellas.org

Michael's report was mistakenly left out of the packet and will be included in next month's packet. New Where & When's will be printed and available at next month's meeting.

helpline REPORT

Steve C., Helpline Chair, presented the report.

Contact: helpline@aapinellas.org or centraloffice@aapinellas.org, 530-0415

Web site REPORT

Ed G., Web Site Chair, presented the report.

Contact: webmaster@aapinellas.org

ANNIVERSARY DINNER REPORT

Anniversary Dinner Chair, position vacant, no report.

Contact: anniversarydinner@aapinellas.org

picnic REPORT

Lou G., Picnic Chair, presented the report.

Contact: picnic@aapinellas.org

Lou added that we still need group donations sent to Central Office. He also introduced Jennifer as the Basket chairperson. Jennifer handed out flyers for reps to bring to their groups requesting baskets for the Picnic raffle. She is willing to pick up completed baskets, or even materials to make baskets from any group in the county.

Tammy of Today in Sobriety volunteered to coordinate a Talent Show at the Picnic. She was hoping to make it a fundraiser, but Jim H pointed out that the details should be discussed at Steering Committee first. Due to time constraints, Tammy agreed to conduct the Talent Show "just for fun," with no money involved this year. She will work out some details with Lou, who will report back to Steering Committee at their April meeting.

gratitude dinner REPORT

Michelle R., Gratitude Dinner Chair, presented the report.

Contact: gratitudedinner@aapinellas.org

The first committee meeting will be held at 2250 on Saturday, March 29. They are looking at November 2 and November 9 as possible dates for the Dinner.

Intergroup liaison to district report

Bruce G. of the We Don't Know Yet Group, District Liaison, presented the report for Tom Henry. It will be included in next month's packet.

Accept/decline all reports

Greg of the Oldsmar Group, made a MOTION to accept all reports.

Tammy of Today in Sobriety, SECONDED the motion.

All in favor – the motion PASSED.

old business

- Election of Anniversary Dinner Chair (2 years sobriety, 1 year IG experience)  
No one stood. This will remain on the Agenda for next month.

new business

- Policies & Procedures for Chair and Vice-Chair were given to reps to be brought back to their groups. They will be voted on next month.

Tommy W. of the Step Up to the Plate Group asked for clarification of the four officers. Tom B. pointed out they were Chair, Vice-Chair, Treasurer & Secretary.

Cathy of Thursday Nite Speakers asked how volunteers actually get placed on 12-Step list or Helpline. Woodie told her that volunteers can sign up on

the website or call Central Office. Steve C. reminded her to be sure volunteers know the difference between volunteering to work in the office or volunteering for the helpline. Jim H. clarified that even though someone may have signed up for the 12-Step list months ago, they may not have received a call yet. They will only get calls for people in their own zip code.

Jim H. of Our Common Problem Group, made a MOTION to adjourn the meeting. Smokey T. of the Clearwater Group, SECONDED the motion. All in favor – the motion PASSED.

The meeting closed at 8:30 PM with the Lord's Prayer.

## **TREASURER'S REPORT**

Steering Committee Meeting – March 4, 2008  
Report for February, 2008

### **Main Points**

- Showing a large loss this month due to contributions made
- Physical inventory completed
- Office expenses a little higher than normal this month
- Questions and Answers on Contributions

This month's bottom line is showing a loss of \$6,922.70, which is due to the quarterly contributions to GSO, District and Area of \$7,073.93. If you subtract that amount from our expenses, we would be showing a small amount to the good for the month. In other words, our income and expenses are still on track and we are doing fine.

Paul, Central Office Manager, and Woodie, PCI Vice-Chair, completed a physical inventory of all the merchandise at Central Office. Although this was the first complete physical inventory taken in 4 years, I'm happy to report that there was only a \$370.88 net difference in what we actually had on hand and what was reported in our accounting software. Paul and Woodie will be tracking the inventory closely for the next couple of months to make sure everything stays in balance. After that initial checking period, an inventory count will be taken at least once a year.

Office expenses are a little higher than normal this month due to the purchase of new shelving for our literature inventory and battery backups for the computers.

As everyone knows, contributions from groups make up the largest percentage of income that Central Office receives. Over the years, I have been approached, both as PCI Chairman, and now as Treasurer, with questions regarding whether or not groups have contributed. My advice is always the same – first, check in the Plain and Straight to see if the group is listed under Group Contributions for the month and/or year. If not, ask the group at their next meeting! Don't be intimidated about this, because it is our right as members of Alcoholics Anonymous to know how each group is spending their 7<sup>th</sup> Tradition money. I suggest talking to the group Treasurer, but if that person is not available, talk to one of the long-time group members who should know how the money is being distributed. Most members assume that someone is doing what needs to be done with the money from the basket, and most of the time, that's true.

However, sometimes it's not and that's when it's important to step up and let the group know how the 7<sup>th</sup> Tradition works, as well as how it affects the group, Pinellas County Intergroup, and alcoholics as a whole.

Another question that comes up often to me and Paul in Central Office is whether or not a group should make a contribution even if it's only a few dollars. They're embarrassed by the small amount. Well, let's put that to rest right now! There is no such thing as a "small" contribution. Literally every penny helps us keep the doors open and all contributions are welcomed and appreciated with the same feeling of gratitude toward the group. We all understand that some groups have been around for years and have many members, while other groups might just be starting up and have only a few members. Paying the rent and other expenses, like literature, medallions, and coffee, come first and the long form of the 7<sup>th</sup> Tradition clearly states this: "*The A.A. groups themselves ought to be fully supported by the voluntary contributions of their own members.*" However, it then goes on to tell us that accumulating funds beyond a prudent reserve for no stated AA purpose can be dangerous. This reminds me that money from the basket should always be used for the good of AA, and that special, group events, such as picnics and dinners, should have their own, separate passing of the basket.

Yours in service,

Tom B.  
Treasurer

**Pinellas County Intergroup, Inc.**  
**Balance Sheet**  
As of February 29, 2008

	<b>Feb 29, 08</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
103 · Checking Account	11,301.50
104 · Savings Account	12,269.41
<b>Total Checking/Savings</b>	23,570.91
<b>Accounts Receivable</b>	
105 · Accounts Receivable	80.00
<b>Total Accounts Receivable</b>	80.00
<b>Other Current Assets</b>	
102 · Undeposited Funds	-510.36
120 · Inventory Asset	25,863.46
222 · Equipment & Machinery	386.50
228 · Leasehold Improvements	1,245.93
233 · Accumulated Depr.Equip&Mach	-386.50
239 · Accum.Amort.Leasehold Improve	-1,245.93
<b>Total Other Current Assets</b>	25,353.10
<b>Total Current Assets</b>	49,004.01
<b>Fixed Assets</b>	
224 · Furniture & Fixtures	5,711.25
<b>Total Fixed Assets</b>	5,711.25
<b>TOTAL ASSETS</b>	<b>54,715.26</b>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · Accounts Payable	6.27
<b>Total Accounts Payable</b>	6.27
<b>Other Current Liabilities</b>	
305 · Sales Tax Payable	296.94
310 · Payroll Liabilities	
350 · Fica W/H Payable	-2.56
351 · Federal W/H Payable	71.00
352 · Suta Payable	498.18
353 · Futa Payable	-20.26
310 · Payroll Liabilities - Other	45.98
<b>Total 310 · Payroll Liabilities</b>	592.34
<b>Total Other Current Liabilities</b>	889.28
<b>Total Current Liabilities</b>	895.55
<b>Total Liabilities</b>	895.55
<b>Equity</b>	
560 · Opening Bal Equity	1,123.22
561 · Retained Earnings	24,292.36
565 · Fund Balance	31,710.18
Net Income	-3,306.05
<b>Total Equity</b>	53,819.71

TOTAL LIABILITIES & EQUITY

54,715.26

**Pinellas County Intergroup, Inc.**  
**Profit & Loss**  
February, 2008

	<b>Feb 08</b>	<b>Jan - Feb 08</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>600 · C.O. Revenue</b>		
<b>601A · Group Contributions</b>	3,996.85	8,656.42
<b>601B · Unity Meeting</b>	210.00	492.64
<b>601C · Miscellaneous Contributions</b>	60.00	190.00
<b>601D · Birthday Plan</b>	0.00	100.00
<b>602 · AAWS Sales</b>	3,269.86	8,670.02
<b>603 · Medallion Sales</b>	1,305.70	3,452.45
<b>604 · Where &amp; When Sales</b>	92.40	259.80
<b>605 · Grapevine Sales</b>	252.65	798.75
<b>606 · Anniversary Dinner</b>		
<b>606B · Anniv. Dinner Income (Tickets)</b>	1,664.00	5,226.00
<b>606C · Anniversary Dinner - Other</b>	892.00	892.00
<b>Total 606 · Anniversary Dinner</b>	2,556.00	6,118.00
<b>609 · Anniversary Cards</b>	72.50	265.00
<b>Total 600 · C.O. Revenue</b>	11,815.96	29,003.08
<b>Total Income</b>	11,815.96	29,003.08
<b>Cost of Goods Sold</b>		
<b>700 · Cost of Goods Sold</b>		
<b>720 · AAWS Cost</b>	2,894.49	7,661.20
<b>721 · Medallions Cost</b>	483.08	1,377.68
<b>722 · Where &amp; When Cost</b>	231.33	758.64
<b>723 · Grapevine Cost</b>	226.98	743.08
<b>724 · Anniversary Dinner</b>	2,947.29	4,307.29
<b>726 · Picnic Costs</b>	0.00	500.00
<b>730 · Anniversary Cards</b>	108.77	189.40
<b>735 · Miscellaneous</b>	-0.90	-6.30
<b>740 · Shipping</b>	50.61	68.61
<b>Total 700 · Cost of Goods Sold</b>	6,941.65	15,599.60
<b>Total COGS</b>	6,941.65	15,599.60
<b>Gross Profit</b>	4,874.31	13,403.48
<b>Expense</b>		
<b>656 · Payroll Expenses</b>	2,956.92	5,362.92
<b>800 · C.O. Operating Expense</b>		
<b>801 · Contributions</b>	7,073.93	7,073.93
<b>805 · Internet and Web Site</b>		

805A · Web Site - PCI	62.50	217.50
805C · Internet Connection	<u>26.99</u>	<u>53.98</u>
<b>Total 805 · Internet and Web Site</b>	<b>89.49</b>	<b>271.48</b>
807 · Collection Allowance	-12.25	-18.95
815 · Rent	499.00	1,050.00
822 · Plain & Straight	120.00	240.00
824 · Answering Service	65.00	130.00
825 · Telephone	161.18	322.67
826 · Office Expenses	625.78	854.45
831 · Postage	41.00	41.00
837 · Utilities	47.81	96.07
838 · Business Insurance	0.00	340.82
839 · Workers' Comp Insurance	28.75	58.50
842 · Repairs and Maintenance	84.00	168.00
846 · Licenses and Fees	0.00	61.25
847 · Professional Fees	0.00	200.00
849 · Payroll Taxes		
850 · SS and Medicare	227.62	410.27
851 · State Unemploy. Tax (SUTA)	<u>159.66</u>	<u>289.59</u>
<b>Total 849 · Payroll Taxes</b>	<b><u>387.28</u></b>	<b><u>699.86</u></b>
<b>Total 800 · C.O. Operating Expense</b>	<b>9,210.97</b>	<b>11,589.08</b>
890 · Inventory Adjustments	<u>-370.88</u>	<u>-370.88</u>
<b>Total Expense</b>	<b><u>11,797.01</u></b>	<b><u>16,581.12</u></b>
<b>Net Ordinary Income</b>	<b>-6,922.70</b>	<b>-3,177.64</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
620 · Other Income		
621 · Reimbursements	0.00	9.36
622 · Interest-Savings	<u>0.00</u>	<u>3.39</u>
<b>Total 620 · Other Income</b>	<b><u>0.00</u></b>	<b><u>12.75</u></b>
<b>Total Other Income</b>	<b><u>0.00</u></b>	<b><u>12.75</u></b>
<b>Net Other Income</b>	<b><u>0.00</u></b>	<b><u>12.75</u></b>
<b>Net Income</b>	<b><u><u>-6,922.70</u></u></b>	<b><u><u>-3,164.89</u></u></b>

**Pinellas County Intergroup, Inc.**  
**Group Contributions**  
February, 2008

	<u>Feb 08</u>	<u>Jan - Feb 08</u>
2250 Group	0.00	100.00
3RD Tradition Meeting	0.00	168.00
AA By The Sea	95.00	95.00
ABES Place	237.26	367.42
After Work Bunch	154.02	323.90
All Ages	0.00	200.00
At The End Of The Rainbow	0.00	181.07
Attitude Adjustment	300.00	600.00
BAIGIS	0.00	30.00
Beacon Group	25.00	25.00
Blind Pass Group	0.00	150.00
Center Of Hope	20.00	40.00
Central Group	0.00	37.15
Clearwater Central	100.00	100.00
Clearwater Group	30.00	60.00
Common Solution	26.50	26.50
Countryside Group	200.00	200.00
Countryside Women	45.00	45.00
Couples Growing Together	0.00	47.66
Feelings Group	0.00	156.80
Forty Niners	100.00	200.00
Free Spirits	90.00	180.00
Go After Your Sobriety	0.00	100.00
GOYA	100.00	180.00
High Noon Daily	75.00	75.00
Highpoint	100.00	100.00
Intergroup Meeting	47.83	97.70
Keep It Simple	74.38	183.73
Ladies Night	0.00	50.00
Lake Seminole Speakers	0.00	177.00
Lunch Bunch	348.23	348.23
Not So Late Nite	30.00	60.00
Oakhurst	0.00	250.00
One For The Road	0.00	187.00
Our Common Problem	0.00	75.00
Ozona Group	628.80	628.80
Palm Harbor Group	0.00	225.00
Primary Purpose	0.00	107.43
Rivera Group	0.00	25.00
Saturday Night Group	0.00	300.00
Seminole Group	0.00	120.00
Shore Acres Gratitude	426.43	426.43
Sober In Paradise	160.00	235.00
Spirit Group	0.00	218.00

<b>St Pete Beach Young Peoples Group</b>	98.40	98.40
<b>Steps For Sobriety</b>	100.00	100.00
<b>Sunday A.M. Big Book</b>	0.00	40.00
<b>Sunset Beach</b>	0.00	153.20
<b>Sunshine City</b>	50.00	50.00
<b>The Kirk</b>	0.00	51.00
<b>Thursday Night Speakers</b>	25.00	25.00
<b>Today In Sobriety</b>	50.00	100.00
<b>Unity Meeting</b>	210.00	492.64
<b>We Don't Know Yet</b>	0.00	256.00
<b>Women In Step</b>	20.00	40.00
<b>Women With Freedom</b>	240.00	240.00
<b>TOTAL</b>	<b><u>4,206.85</u></b>	<b><u>9,149.06</u></b>

## CENTRAL OFFICE MANAGER'S REPORT

March 4<sup>th</sup>, 2008

- February Statistics

Calls for Information:	389
12 Step Calls:	9
Calls for ALANON:	7
Calls for Other Programs:	6
Other Calls:	36
Hang Ups:	12
Telemarketing:	5
Total Calls:	414
Visitors:	223
On Line Orders	5

March 5<sup>th</sup> marks my First Anniversary as Pinellas County Intergroup Office Manager. Time sure flies.... This past year has been filled with many interesting and illuminating experiences! I would like to take this opportunity to share just two of these many experiences.

First, I am truly amazed at how much organization and service structure exists beyond the "Home Group."

Second, often when locking the front door of Central office after a day of taking 12<sup>th</sup> step calls, I reflect on just how many still sick and suffering alcoholics A.A. in Pinellas County is still endeavoring to help.

On a lighter note, literature sales, especially **Big Books** continues to be strong. Central Office will be happy to accept donations of Picnic Baskets during regular business hours.

Thank you for letting me be of service to A.A. here in Pinellas County.

Paul Sontz  
Office Manager

## UNITY MEETING REPORT

MARCH, 2008

DATE	HOST GROUP	#	# T/D	COLLECTION	TO DATE
1/5/2008	BACK PORCH THUR	48		\$46.00	
1/12/2008	ALANO BEACH	70		\$60.80	
1/19/2008	LAST CALL	61		\$59.50	
1/26/2008	PINELLAS STEP	59		\$57.00	
		238	238	\$223.30	\$223.30
2/2/2008	SERENITY SEEKERS	49		\$51.69	
2/9/2008	MONDAY NITE SPEAK	53		\$45.00	
2/16/2008	OUR COMMON PROBLEM	59		\$53.11	
2/23/2008	HOPEFUL GROUP	70		\$57.48	
		231	469	\$207.28	\$430.58

HI EVERYONE,

WE ARE NOW BEGINNING OUR THIRD MONTH OF 2008.  
IN FEBRUARY WE HAD GREAT GROUPS AND FANTASTIC SPEAKERS. I CAN NEVER THANK THEM ENOUGH.

HOWEVER, CONTRIBUTIONS ARE DOWN. I AM LOOKING FOR IDEAS ON IMPROVING THIS.  
THE UNITY MEETING IS INSTRUMENTAL IN FUNDING P.C.I. I'M NOT SURE THAT MEMBERS REALIZE THIS AND I BELIEVE THAT WE HAVE TO EMPHASIZE IT.

WE HAVE TWO NEW MEMBERS HELPING US. THE NEW COFFEE MAKER IS MAURICE AND GIOVANI IS VACUUMING AND PERFORMING OTHER TASKS.

RESPECTFULLY SUBMITTED

PLEASE SIGN YOUR GROUP UP TO HOST A UNITY MEETING IN 2008 AT  
[www.aapinellas.org](http://www.aapinellas.org) OR CALL ADELE, 596-1820 or SEE ME AT THE  
INTERGROUP MEETING.

### **05/10/08 Step Up To The Plate**

<b>05/17/08</b>	<b>2250</b>
<b>05/24/08</b>	<b>----- Available -----</b>
<b>05/31/08</b>	<b>----- Available -----</b>
<b>06/07/08</b>	<b>----- Available -----</b>
<b>06/14/08</b>	<b>----- Available -----</b>
<b>06/21/08</b>	<b>----- Available -----</b>
<b>06/28/08</b>	<b>----- Available -----</b>
<b>07/05/08</b>	<b>----- Available -----</b>

## PLAIN AND STRAIGHT REPORT

Date: March 9, 2008

- Submit articles!! Tell me about your Homegroup...submit an article for the Plain and Straight about your Homegroup telling where it's located, what time it is held, and most important, what makes it great (or why you chose it as your Homegroup).
- What do you want to read about? Email me ideas for topics. The Plain and Straight is YOUR monthly newsletter. What types of topics would you like to see in future issues?
- Do you have a "Wow" sobriety story? Or one you've heard? Pass it on! Tell me about it or email it to me and I'll publish in the Plain and Straight.
- Articles should be submitted no later than the last day of the previous month. For example: to submit an article for the April issue of the Plain and Straight, the last day to email the article to me would be March 31st.
- Email articles to [plainandstraight@aapinellas.org](mailto:plainandstraight@aapinellas.org) and please type "Article submission" in the subject line.
- Anniversary submissions have the same deadline - the last day of the month. Example: the last day to submit March Anniversaries (which will be in the April issue) is March 31<sup>st</sup>.
- There are 3 ways to submit group members Anniversaries: fill out the *Anniversary Submission Form* and hand it to me before or after the Intergroup meeting, follow the link on the website - [www.aapinellas.org](http://www.aapinellas.org) - click on *Group Submissions* then click on *Anniversary Information* and follow the directions, or email submissions to me directly at [plainandstraight@aapinellas.org](mailto:plainandstraight@aapinellas.org) and please type "Anniversary Submissions" in the subject line.

In peace and service,

Susan A.  
Plain and Straight Chairperson

## HELPLINE REPORT

**February 2008**

Presented for the March Intergroup Meeting

Pinellas County AA Helpline was staffed during the month by:

- 37 volunteers
- And 2 AA twelve step groups

Call Statistics for February 2008

- **Total Inbound Calls :** 476

***Total Inbound Calls*** equals the number of inbound messages left by individuals seeking helpline assistance when Central Office was closed or their phone lines were engaged. (When Central Office's phone lines are both in use, calls roll over to the answering service.)

**I would like to especially thank Angela L. for her extra effort in recruiting volunteers for the Helpline. We now have a net increase of 4 volunteers.**

**Angela and I will continue to maintain the helpline notification system and continue our efforts of recruiting.**

Thank you for allowing me to be of service,

Stephen C.  
Helpline Chair

## **WEB SITE REPORT**

Steering Committee Meeting – March 4, 2008  
Report for February, 2008

### **Main Points**

- Updated information for Helpline and 12-Step List
- Converted all Policies and Procedures to PDF and posted to site

The Helpline and 12-Step List information has been greatly expanded on the web site and now offers the information in a question-and-answer format. To review the page, visit <http://www.aapinellas.org/contact/helpline.htm>. They are linked to from the “Contact Information” > “Helpline & 12-Step List” item on the navigation menu.

Almost all Policies and Procedures for Officer positions and Standing Committee Chair positions have been converted to PDF and posted to the site. They are viewable and downloadable from <http://www.aapinellas.org/other/pandp.htm>. They are linked to from the “Other” > “Policies and Procedures” item on the navigation menu.

Web site statistics for the month of February, 2007:

Total visits: (The total number of times people have visited the web site.)	12,970
Total page views: (The total number of web site pages that have been viewed.)	39,990
Total hits: (A request to the web server for a file such as a web page, image, etc.)	112,095
Referred from Alcoholics-Anonymous.org:	124

Don't forget:

To submit anniversaries, events, and meeting changes, or to sign up for the Unity Meeting, 12-Step List, or Helpline, go to [www.aapinellas.org](http://www.aapinellas.org) and click on “Group Submissions” in the left-hand navigation. Then click on the form you need.

Yours in service,

Ed G.  
Web Site Committee Chairman