

PINELLAS COUNTY INTERGROUP INC.
INTERGROUP MEETING MINUTES

June 20, 2005

The meeting was called to order at 7:01 pm with a moment of silence followed by the Serenity Prayer.

Officers Present: Tom B., Chairman, Scott M. Vice Chairman, Leslie B., Secretary, and Woodie S., Treasurer.

Officers Absent: None

Steering Committee Members present:

Warren W., Central Office Manager
Tom H., Unity Meeting Chair
Sami L., Plain and Straight Chair
Dawn L., Where and When Chair

Peggy M., Helpline Chair
Ed G., Web Site Chair
Joanne H., Anniversary Dinner

Steering Committee Members absent: Picnic Chair and Gratitude Dinner Chair positions vacant.

INTERGROUP REPRESENTATIVES PRESENT:

Voting: 36

New: 1

Non-Voting: 14

Total: 50

CHAIRMAN'S OPENING REMARKS

Presented by Tom B., Free Spirits and Pinellas County Intergroup Chairman
Contact: chairman@aapinellas.org

David K. submitted his resignation from the Central Office part-time position. He was given 2 weeks' severance pay.

READING OF PREVIOUS MONTH'S INTERGROUP MEETING MINUTES

Morgan, Way Out NE made a MOTION to accept the Intergroup Meeting minutes.
Bruce, St. Pete Group SECONDED the motion.
All in favor – the motion PASSED.

TREASURER'S REPORT

Woodie S., Treasurer, presented the report.

Contact: treasurer@aapinellas.org

Report attached to this month's Steering Committee Minutes.

Sheila, Home Group submitted an explanation of how the Prudent Reserve is calculated and a spreadsheet showing the calculation for March. It is attached to these Minutes.

CENTRAL OFFICE MANAGER REPORT

Warren W., Central Office Manager, presented the report.

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

Report attached to this month's Steering Committee Minutes.

UNITY MEETING REPORT

Tom H., Unity Meeting Chairman, presented the report.

Contact: unitymeeting@aapinellas.org, 727-531-6517

Report attached to this month's Steering Committee Minutes.

PLAIN AND STRAIGHT

Sami L., Plain and Straight Chairman, presented the report.

Contact: plainandstraight@aapinellas.org

No Report

WHERE AND WHEN

Dawn L., Where and When Chairperson, presented the report.

Contact: whereandwhen@aapinellas.org

Report attached to this month's Steering Committee Minutes.

HELPLINE

Peggy M., Helpline Chairperson, presented the report.

Contact: centraloffice@aapinellas.org, 530-0415 or Peggy at 546-9878

Report attached to this month's Steering Committee Minutes.

WEB SITE

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

Contact: webmaster@aapinellas.org

Report attached to this month's Steering Committee Minutes.

MOTION: *The yearly budget for the website to not exceed \$2500.00.*

Sheila, Home Group made the above **Motion**.

Adam, San Martin **Seconded**.

Vote passed.

Motion will be taken back to the groups and will be voted on at the July 18th, 2005 Intergroup Meeting.

GRATITUDE DINNER

Tom B., Intergroup Chairperson, presented the report.

Contact: gratitudedinner@aapinellas.org,

Report attached to this month's Steering Committee Minutes.

ANNIVERSARY DINNER

Joanne H., Anniversary Chairperson, presented the report.

Contact: anniversarydinner@aapinellas.org, (727) 479-4357

Report attached to this month's Steering Committee Minutes.

PICNIC

Warren W., Central Office Manager presented the report.

Contact: picnic@aapinellas.org,

Report attached to this month's Steering Committee Minutes.

DISTRICT LIASON

Billy S., Our Common Problem, presented the attached report.

Contact: liaison@aapinellas.org

READING OF REPORTS

Stacy G., Southside Step made a MOTION to accept the Reports
Gary C., Open door SECONDED the motion
All in favor – the motion PASSED

OLD BUSINESS

- a) Election of new Picnic Chairperson. Qualifications are 2 years of sobriety and they sit on the Steering Committee. They must attend the Steering Committee meeting (first Tuesday of every month) and the Intergroup meeting (third Monday of each month).

Stacy G. stood for the position and was elected by a unanimous decision.

- b) Vote on **Motion** to *redefine Prudent Reserve as an amount equal to the average monthly operating expense for past 12 months, times three. Any excess funds to be distributed quarterly with 20% to New York, 40% to South Florida, and 40% to District One.*

For: 22
Against: 7
Abstained: 3
Motion **Passed**

NEW BUSINESS

Tom B., Chairperson asked for an emergency change to the Bylaws concerning the hiring and firing of employees at Central Office.

MOTION: An exception be made to the current Bylaws to allow the Steering Committee to hire a temporary part time employee.

Sheila, Home Group made the above **Motion**.
Charlie, Lunch Bunch Seconded.

Vote:
All were in favor
No opposition
The Motion **passed**.

Woodie S., Treasurer made a MOTION to close the meeting
Dawn L., Where & When SECONDED the motion
All in favor – the motion PASSED

The meeting closed at 9:02 PM with the Lord's Prayer.

STEERING COMMITTEE MINUTES

June 15, 2005

Tom B., Chairman, opened the meeting at 6:53 pm with a moment of silence followed by the Serenity Prayer.

ROLL CALL

Present:

Tom B., Chairman	Peggy M., Helpline
Leslie B., Secretary	Joanne, Anniversary Dinner
Woodie S., Treasurer	Sami L., Plain and Straight
Warren W., Central Office Manager	Monica, Gratitude Dinner
Tom H. Unity Meeting	Dawn L., Where and When
	Ed G., Web Site

Absent: Scott M., Vice Chairman & Robert T., Picnic

CHAIRMAN'S REPORT

Tom B., Pinellas County Intergroup Chairman, no written report.

TREASURER'S REPORT

Woodie S., Treasurer, presented the attached report.

CENTRAL OFFICE MANAGER REPORT

Warren W., Central Office Manager, presented the attached report.

UNITY MEETING REPORT

Tom H., Unity Meeting Chairman, presented the attached report.

PLAIN AND STRAIGHT REPORT

Sami L., Plain and Straight Chairman, no report.

WHERE AND WHEN REPORT

Dawn L., Where and When Chairperson, presented the attached report.

HELPLINE REPORT

Peggy M., Helpline Chairperson, presented the attached report.

WEB SITE REPORT

Ed G., Web Site Chairman, presented the attached report.

GRATITUDE DINNER REPORT

Monica, Gratitude Dinner Chairperson, presented the attached report.

ANNIVERSARY DINNER

Joanne., Anniversary Dinner Chairman, presented the attached report.

PICNIC REPORT

Robert T., Picnic Chairman, not present.

OLD BUSINESS

None

NEW BUSINESS

- Monica resigned as Chair of the Gratitude Dinner.
- Conversation ensued concerning termination of part time employee. Recommendations were made and a unanimous decision among Steering Committee members present was made to terminate employee.
- Gary S., Lake Seminole Speakers presented the following **motion** in writing: *that the Plain and Straight Chairperson open up a line of communication with the Area 15 Treasurer in order to be updated on a monthly bases as to the progress*

being made with payments towards the 2003 Florida State Convention debt which could then be published monthly in the Plain and Straight keeping District 1 informed.

Sami L., Plain & Straight Chair contacted the Area 15 Treasurer and they were unwilling to provide the information.

ADJOURN

Woodie S. made a MOTION to adjourn the meeting.

Tom H. SECONDED the motion.

All in favor – the motion PASSED.

The meeting closed with The Lord's Prayer at 9:01 pm.

TREASURER'S REPORT

Main Points

- Wording changed from “Donations” to “Contributions” on financial reports
- 2003 state convention debt affecting contributions
- Descriptions changed on bank accounts to reflect “Operating Account” and “Prudent Reserve”.
- Clarification on what is being changed by the motion last month
- Explanation of anomalies

The wording has been changed on all financial reports from “Donations” to “Contributions”. Gene McD., Public Information Chairperson, was very helpful in pointing out that the 7th Tradition states, “We are self-supporting through our own *contributions...*” and suggested we make the change.

The contributions for this month are a somewhat lower than normal. After discussing this at the Steering Committee meeting, we all believe this is due to contributions being made to the 2003 State Convention Debt Repayment Fund. Although it was stressed that these contributions should not be made in lieu of contributions to Central Office, District, Area and GSO, it appears that is exactly what is happening. In light of this, we would like to remind all Reps to explain the debt repayment fund again, and let your group members know that the passing of the basket in line with the 7th Tradition should be entirely separate from the debt repayment contribution basket.

To help clarify how the money in the bank is classified, the account names have been changed on the financial statements to show that the checking account is the operating account and the savings account is the prudent reserve account.

After last month’s Intergroup meeting, it came to my attention that the wording on the motion to amend the Prudent Reserve calculation from 1998 left out a very important sentence from the original Prudent Reserve Policy motion. This sentence is necessary to ensure there will always be a balance in the checking account. The sentence that was left out is as follows:

“The checkbook balance at the 1st of the month is maintained at one months expenses.”

This is the entire motion from 1996:

Accept new prudent reserve policy: Prudent Reserve is the average office expense for the past 12 months times 3. The checkbook balance at the 1st of the month is maintained at one months expenses. Any excess funds will be distributed quarterly with 20% sent to New York, 40% to S. Florida Area and 40% to District #1 General Service.

This is the motion from 1998, redefining the amount for the Prudent Reserve. It is not redefining the Prudent Reserve Policy:

Motion to redefine Prudent Reserve as an amount equal to the average monthly operating expense for past 12 months, times four. Any excess funds be distributed quarterly with 20% to New York, 40% to South Florida, and 40% to District one.

I wanted to be clear that the motion is only being changed to reduce the number of months used to calculate the Prudent Reserve. The checkbook balance will still be maintained at one month's expenses.

Financial Statement anomalies:

Sales Tax Overpayment

Debit amount shown in Sales Tax Payable (-\$84.16) - The Department of Revenue said they had never received one of our sales tax payment checks, so we sent them a new one and were going to stop payment on the original. However, before we could do that, the original check cleared the bank. This means the Department of Revenue received our original check, but weren't aware that they had. When we sent the second check, this caused our account to go into an overpayment status. This overpayment amount will be cleared up as soon as the Department of Revenue corrects their error.

FUTA and SUTA Payable

I have been working on the FUTA account for a while. During my research, I found that since we are a 501(c)(3) non-profit corporation, we are not liable for Federal Unemployment Tax (FUTA). However, there is a liability amount shown on the financial statement for \$362.93 that has been carried forward from 2003. I will continue to work on this until it is resolved.

The SUTA account in QuickBooks does not seem to be accruing taxes properly and I am checking on that. We are current on our SUTA tax payments.

Fica W/H Payable and Federal W/H Payable

Both of these accounts had balances brought forward from 2003 (\$467.12 and \$316.46 respectively) but they were never shown as paid in 2004, although they were paid. As soon as I determine what needs to be done to zero out the 2003 balances, I will make the appropriate changes to these accounts.

Yours in service,

Woodie S.
Treasurer

Pinellas County Intergroup, Inc.
Balance Sheet
As of May 31, 2005

	May 31, 05
ASSETS	
Current Assets	
Checking/Savings	
103 · Checking - Operating Account	2,996.21
104 · Savings - Prudent Reserve	<u>15,244.98</u>
Total Checking/Savings	18,241.19
Other Current Assets	
120 · Inventory Asset	18,774.25
222 · Equipment & Machinery	486.50
228 · Leasehold Improvements	1,245.93
233 · Accumulated Depr.Equip&Mach	-386.50
239 · Accum.Amort.Leasehold Improve	<u>-1,245.93</u>
Total Other Current Assets	<u>18,874.25</u>
Total Current Assets	37,115.44
Fixed Assets	
224 · Furniture & Fixtures	<u>4,518.00</u>
Total Fixed Assets	<u>4,518.00</u>
TOTAL ASSETS	<u><u>41,633.44</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
305 · Sales Tax Payable	-84.16
310 · Payroll Liabilities	
350 · Fica W/H Payable	821.83
351 · Federal W/H Payable	961.46
352 · Suta Payable	-22.55
353 · Futa Payable	<u>362.93</u>
Total 310 · Payroll Liabilities	<u>2,123.67</u>
Total Other Current Liabilities	<u>2,039.51</u>
Total Current Liabilities	<u>2,039.51</u>
Total Liabilities	2,039.51
Equity	
560 · Opening Bal Equity	42.13
561 · Retained Earnings	4,560.15
565 · Fund Balance	31,030.79
Net Income	<u>3,960.86</u>
Total Equity	<u>39,593.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>41,633.44</u></u>

Pinellas County Intergroup, Inc.
Profit & Loss
May 2005

	<u>May 05</u>	<u>Jan - May 05</u>
Ordinary Income/Expense		
Income		
600 · C.O. Revenue		
601A · Group Contributions	3,302.45	19,097.60
601B · Unity Meeting	274.08	1,083.48
602 · AAWS Sales	2,865.40	15,616.73
603 · Medallion Sales	731.70	4,805.15
604 · Where & When Sales	60.00	788.45
605 · Grapevine Sales	74.30	514.90
606 · Anniversary Dinner	0.00	5,929.05
608 · Picnic		
608A · Picnic Contributions	50.00	808.77
608B · Picnic Income	<u>0.00</u>	<u>2,374.03</u>
Total 608 · Picnic	50.00	3,182.80
612 · Shipping and Handling	0.00	0.60
600 · C.O. Revenue - Other	<u>0.00</u>	<u>59.75</u>
Total 600 · C.O. Revenue	<u>7,357.93</u>	<u>51,078.51</u>
Total Income	7,357.93	51,078.51
Cost of Goods Sold		
700 · Cost of Goods Sold		
720 · AAWS Cost	2,493.33	13,647.51
721 · Medallions Cost	230.97	1,589.16
722 · Where & When Cost	233.32	1,835.83
723 · Grapevine Cost	57.35	447.42
724 · Anniversary Dinner	0.00	4,622.08
726 · Picnic Costs	98.18	1,962.65
700 · Cost of Goods Sold - Other	<u>3.75</u>	<u>11.70</u>
Total 700 · Cost of Goods Sold	<u>3,116.90</u>	<u>24,116.35</u>
Total COGS	<u>3,116.90</u>	<u>24,116.35</u>
Gross Profit	4,241.03	26,962.16
Expense		
656 · Payroll Expenses	2,272.00	13,473.27
800 · C.O. Operating Expense		
805 · Internet and Web Site	279.84	1,088.17
807 · Collection Allowance	0.00	-22.26
815 · Rent	499.00	2,540.00
822 · Plain & Straight	120.00	720.00

824 · Answering Service	65.00	390.00
825 · Telephone	157.96	1,122.96
826 · Office Exp.-Supplies	202.90	939.88
831 · Postage	0.00	111.00
837 · Utilities	62.21	270.92
838 · Business Insurance	39.74	202.67
839 · Work. Comp. Insurance	28.75	189.00
842 · Repairs and Maintenance	40.11	240.66
844 · Shipping Expense	0.00	87.25
847 · Professional Fees	100.00	500.00
849 · Payroll Taxes		
850 · SS and Medicare	173.80	1,058.30
851 · State Unemploy. Tax (SUTA)	0.00	0.00
852 · Federal Unemploy. Tax (FUTA)	0.00	109.98
Total 849 · Payroll Taxes	<u>173.80</u>	<u>1,168.28</u>
Total 800 · C.O. Operating Expense	<u>1,769.31</u>	<u>9,548.53</u>
Total Expense	<u>4,041.31</u>	<u>23,021.80</u>
Net Ordinary Income	199.72	3,940.36
Other Income/Expense		
Other Income		
620 · Other Income		
622 · Interest-Savings	0.00	20.50
Total 620 · Other Income	<u>0.00</u>	<u>20.50</u>
Total Other Income	<u>0.00</u>	<u>20.50</u>
Net Other Income	<u>0.00</u>	<u>20.50</u>
Net Income	<u>199.72</u>	<u>3,960.86</u>

**Pinellas County Intergroup
Group Contributions**
May, 2005

	May 05	Jan - May 05
2250 Group	\$ 0.00	\$ 50.00
3RD Tradition Meeting	0.00	262.50
4th Dimension	0.00	40.00
7 and Up	0.00	100.00
AA By The Sea	0.00	250.00
ABC	25.00	25.00
ABES Place	166.03	1,171.89
Afterwork Bunch	106.48	564.38
Alive Again Group	0.00	240.00
All Ages	116.03	252.03
Amazing Grace	0.00	16.81
Archangel Group	0.00	20.00
Attitude Adjustment	125.00	875.00
Back Porch Lunch Bunch	131.43	688.19
BAIGIS	50.00	150.00
Beach Bunch	180.00	180.00
Blind Pass Group	400.00	450.00
Camel Group	15.00	15.00
Central Group	60.00	120.00
Circle Of Friends	0.00	50.00
Clearwater Central	0.00	250.00
Clearwater Group	25.00	75.00
Common Solution	0.00	36.00
Countryside Group	0.00	150.00
Countryside Women	0.00	200.00
Couples Growing Together	0.00	26.33
Don Vista Group	0.00	140.00
East Lake Group	0.00	155.26
Find Yourself	0.00	200.00
Free At Last	50.00	50.00
Free Spirits	0.00	135.00
Go After Your Sobriety	0.00	150.00
Happier Hour	55.00	55.00
High Noon Daily	250.00	750.00
Highpoint	0.00	45.00
Holiday Isles	0.00	724.80
Home Group	40.00	64.00
Honesty Group	0.00	100.00
In Touch Group	0.00	10.00
Intergroup Meeting	59.00	227.20
Just For Today	0.00	147.41
Keep It Simple	0.00	230.24
Lake Seminole Speakers	200.00	200.00
Log Cabin Speakers	0.00	100.00
Lunch Bunch	0.00	1,542.50
Monday Night Speakers	0.00	500.00
New Freedom/New Happiness	0.00	100.00
New Hope	0.00	300.00
New Women For Sobriety	0.00	25.00

No Fluff	0.00	100.00
Northwood Group	968.48	968.48
Off Your Chest	0.00	155.11
Oldsmar	0.00	150.00
Palm Harbor	0.00	510.00
Personal Donation	0.00	25.00
Philippe Park	0.00	50.00
Primary Purpose	0.00	118.75
Saturday Night Group	0.00	200.00
Saturday Steppin' In	0.00	120.00
Seminole Group	0.00	240.00
Serenity Seekers	0.00	446.24
Shore Acres Gratitude	0.00	110.14
Sober on Sunday	0.00	218.39
Spirit Group	0.00	544.00
St Pete Beach Young Peoples Group	0.00	69.00
Step Takers Make It	36.00	36.00
Sunday A.M. Big Book	32.00	72.00
Sunrise/Sunset	132.00	1,062.00
Sunset Beach	0.00	479.00
Sunshine City	25.00	25.00
Surfside Group	0.00	150.00
The Real Happy Hour	0.00	285.50
Thursday Morning Break	0.00	40.00
Today In Sobriety	0.00	209.30
Travelers Rest	0.00	180.00
Triangle	30.00	30.00
Turner Street Evening	25.00	30.35
Unity Meeting	274.08	1,083.48
WEDS	0.00	50.00
What's Bug'in You	0.00	25.00
What's Your Motive	0.00	40.00
Women With Freedom	0.00	28.80
Womens Big Book	0.00	120.00
TOTAL	\$ 3,576.53	\$ 20,181.08

CENTRAL OFFICE MANAGER REPORT

- Monthly Statistics
- Statistics for Saturday
- Soberstock

Calls for Information: 430
12 Step Calls: 9
Calls for ALANON: 17
Calls for Other Programs: 9
Other Calls: 16
Hang Ups: 17
Visitors: 145
On Line Orders: 0

Average Per Saturday
Find a Meeting: 10
Information on AA: 15
Info For Another Person: 0
Directions to a Meeting: 7
Hang Up: 0
Other Programs: 0
ALANON: 0
12 Step Calls: 0
Sales: \$88.57

The following is extracted from the minutes of the Apr 10 South Florida Area Quarterly report by District 2 - "District 2's Institutions Committee carries the message at 17 treatment meetings, 11 juvenile meetings, 19 jail and prison meetings. They are funded by the April can drive which is currently in process. Institutions also receive a most generous check from the proceeds of Soberstock ~~in the amount of \$1500. We are most grateful."

Warren T Wasmer
Office Manager

UNITY MEETING REPORT

THANK YOU TO THE FOLLOWING GROUPS HOSTING MEETINGS DURING THE MONTH OF **MAY 2005** LISTED BELOW:

<u>DATE:</u>	<u>GROUP:</u>	<u>ATTENDANCE:</u>	<u>COLLECTION:</u>
05/07/05	THE SAN MARTIN GROUP	84	\$ 59.00
05/14/05	THE OLDSMAR GROUP	66	\$ 44.75
05/21/05	THE THIRD TRADITION GROUP.....	61	\$ 50.75
05/28/05	THE CLEARWATER GROUP.....	55	\$ 43.28
MAY TOTALS	266	\$ 197.78

AVERAGE ATTENDANCE = 66.5/ WEEK

• **UNITY TEAM MEETS FINANCIAL GOALS IN MAY:**

DURING THE MONTH OF MAY ATTENDANCE GOAL EXCEEDED
FINANCIAL GOAL FELL SHORT BY \$1.31 / WEEKMEETING

GOAL # 1: ATTENDANCE = 65 / WEEK

GOAL #2: COLLECTION = \$50.76 / WEEK .(\$220.00 / MONTH = \$2640.00 / YEAR = \$ 50.76)
52 WEEKS

- **KARAOKE MACHINE** : REPAIRS MADE WITH PURCHASE OF NEW MICROPHONE AND EXTERNAL SPEAKERS - TOTAL COST \$43.00
- **DEVELOPING PLAN FOR TAPING GROUPS AS THEY HOST UNITY MEETING**
PLANS IN PLACE TO TAPE SPEAKERS DURING 6/18/05 MEETING.
- **NEED GROUPS TO SIGN UP FOR JULY AND AUGUST OPEN MEETINGS**
- UNITY TEAM MEETING SCHEDULED TO DEVELOP PLAN FOR CONTINGENCY MEETING IN CASE SCHEDULED GROUP CAN'T KEEP COMMITMENT

TO SIGN UP YOUR GROUP:

LOG ONTO "aapinellas.org" JUST CLICK ON THE "**UNITY MEETING**" LINK AND FOLLOW THE INSTRUCTIONS TO SIGN UP,, OR CALL TOM HENRY AT (727) 688-5007.

- OR -

SIGN UP ON MY CLIPBOARD TONIGHT AT THE INTERGROUP MEETING

WHERE & WHEN REPORT

Date: 06/07/05

By: Dawn Laine
Whereandwhen@aapinellas.org

- Please announce at all meetings that even if group/meeting info is listed correctly in the Where & When, email me anyway, so I can put a current date in the “last revised” column. If there is no date in that column, people may not think the information is current.
- Thanks to Maria H (Our Common Problem), Rick B (Philippe Park), Robin W (Oldsmar) & Trisha M (Holiday Isles) for their emails.
- Gulfport is now Gulfport/Pasadena again.

Please remind everyone that the best way to present changes to the Where & When is to fill out the form on the Website. That way, Central Office, the Plain & Straight and I are all updated simultaneously. If you don't have access to a computer, please call Central Office to make your corrections.

Comments and suggestions are always welcome.

Thank you for allowing me to be of service.

Dawn ☺

HELPLINE REPORT

In April the AA Helpline was maintained by 14 volunteer AA members and 1 AA 12-Step group.

Answer Florida Reports:

Total Helpline Calls: 601

Total After Hours Messages: 212

Total After Hours Dispatches: 418

This committed team of volunteers covered the phone messages for a total of 512 hours in April. The HELPLINE volunteers of Pinellas County Intergroup continue to provide excellent service to recovering and active alcoholics, and their families and friends living or visiting in our area.

Individual AA members interested in volunteering for the Helpline volunteering or information call Peggy M. @ 727 812-3118.

Thank you for allowing me serve

Report submitted by Peggy M.

WEB SITE REPORT

June 15, 2005

Main Points

- Advanced meeting search added to the site
- Working on a budget for the Web Site Committee to present to Intergroup
- Web site statistics

There is now an advanced meeting search on the web site that will help visitors and Help Line Volunteers find the exact meeting they're looking for. For example, using it you will be able to get a listing of all women's meetings in Clearwater that are on Friday and are non-smoking. This will be a great help to anyone using the site to find a particular meeting.

Since the Web Site Committee is relatively new, there has never been a budget outlined for the maintenance and upkeep of a web site. Therefore, we thought it would be wise to develop a budget that will allow us to keep the site current, but at the same time, stay within a reasonable expense amount. In reviewing last year's expenses, there was a total of \$1,559.95 broken down as follows:

	2004 Amount	12-Month Average
Web Site Hosting	\$ 250.00	\$ 20.83
Maintenance	\$ 1,202.50	\$ 100.17
District Maintenance	\$ 42.50	\$ 3.54
Internet Service	\$ 29.95	\$ 2.50
Domain Name Renewal	\$ 35.00	\$ 2.92
TOTAL	\$ 1,559.95	\$ 130.00

So far this year, the web site expenses break down as follows:

	2005 Amount	6-Month Average
Web Site Hosting	\$ 250.00	\$ 20.83
Maintenance	\$ 730.00	\$ 121.66
District Maintenance	\$ 100.00	\$ 16.66
Internet Service	\$ 176.92	\$ 29.48
TOTAL	\$ 1,256.92	\$ 188.63*

*The 6-month average times 6 will not equal the total amount because the hosting for the entire year is included.

After reviewing these figures, I would like to propose the following budget for the web site, which should be taken back to the groups for approval:

	Yearly Amount	Monthly Average
Web Site Hosting and Domain Name Registration	\$ 120.00	\$ 13.00
Maintenance	\$ 1,200.00	\$ 100.00
Internet Service	\$ 360.00	\$ 30.00
TOTAL	\$ 1,715.00	\$ 143.00

As you will note, the yearly web site hosting has been reduced to \$120.00, which is Webfoot's discounted rate to AA-related, non-profit organizations, effective this year.

Web site statistics for the month of May 2005:

Total visits:	6,628
Total page views:	14,136
Total hits:	82,805
Meeting page visits:	3,789
Newcomer page:	255
Contact information page:	244
Referred from Alcoholics-Anonymous.org:	43

Yours in service,

Ed G.
Web Site Committee Chairman

PICNIC REPORT

ANNIVERSARY DINNER REPORT

**2006 ANNIVERSARY DINNER REPORT
June 7, 2005**

1. All chairs have been filled and we are beginning the task of putting the dinner together.
2. There are three of the locations that have been looked into, that were even willing to discuss the dinner with us. Of the three, only one fits our budgetary, locale, date and parking concerns. We are very excited about the possibility this new location. I will be giving a more detailed report at a later date.
3. We are looking into catering services and so far, Orange Blossom Caterers has the best reputation and cost to provide the kind of dinner and service that we require for this event. We will continue to look into this area.
4. I am taking recommendations (with tapes) on the speaker for next year's dinner. Please provide me with the information no later than next month's meeting (July) as I am asking all over the county for responses.
5. The date we have chosen for the dinner is February 25, 2006.

GRATITUDE DINNER REPORT



**Pinellas County Intergroup Central Office
Gratitude Policy and Procedures Form APP v1.0**

Last updated June 1st, 2005

Compiled by Chair Tom Bellis –Chairperson

To become part of the policies and procedures manual

Chairperson's responsibilities:

1. **Overall responsibilities:** The Chairperson is responsible for the planning, executing and documenting of the Pinellas County Gratitude dinner. The chairperson must also be present at the dinner itself to chair the meeting and also implement, supervise and coordinate the various events of the functions.
2. **Chairperson's first order of business:** The Chairperson must first select the primary members who are willing to work in the key positions on the committee of Co-chair, and Secretary to establish the initial meeting times. The chairperson should have a co-chair who is as active as the chairperson.
 - a. The meetings should start no more than 1 month after the chairperson is elected.
 - b. One of the first orders of business would be to complete a yearly timeline.
 - c. The committee chairperson is automatically a member of the steering committee for communication purposes.
3. **Preparing request for proposals and securing the facility.**
 - Insurances: a copy of the facilities general liability policy must be provided to us in order for the selection process to be completed.
 - **Deposit:** the amount of the security deposit should be determined and reported to the steering committee directly after the review process has been completed.
4. **Yearly schedule and timeline:** The first meeting should focus on creating the yearly schedule and timeline for all the committee members to follow. Regularly scheduled meetings are imperative in order to keep the committee moving forward. The committee should be informed well in advance of the meeting dates so they can resolve any potential conflicts that they may have.
5. **Special considerations:** It is important that the chairperson coordinate the schedule of their meetings with the timing of the steering committee meetings. This is because the chairperson of the committee must attend steering committee meetings to submit a written report.
 - a. The following criteria is recommended to be included within in every monthly report.
 - i. Current members names and contact information

- ii. Any additions to the member's names from the last submittal
 - iii. Any resignations from the committee from the last submittal
 - iv. The date changes of all regularly scheduled meetings for the committee.
 - v. Specific names of vendors who have been contacted with their phone numbers submitted to Central office
- b. In the event the committee chairperson cannot attend steering committee the co-chair shall attend to present the report. This meeting normally occurs two weeks prior to the InterGroup meeting. The chairperson must not miss two prescheduled Gratitude committee meetings in a row.
6. **Announcements:** Specific announcements should be made for committee volunteers by the Gratitude Dinner chairperson at regular InterGroup meetings. It may be helpful to create a flyer for the InterGroup reps to also take back to their groups.
 7. **Committee size:** The chairperson is responsible for establishing and maintaining the committee in its entirety. The committee must be comprised of an appropriate number of people based on the size of the initiative.
 8. **Committee:** the overall committee should consist of the three primary positions plus all subcommittee chairs.
 9. **Sub-committee chairs:** A Sub-committee chairperson is an individual who has been selected to directly interact with the Gratitude Dinner Chairperson and coordinate the responsibilities and activities of their subcommittee by utilizing volunteers for various activities before, during and after the dinner. The key positions for the Sub-committees will be raffle chair, host and greeter chair, speaker liaison, food and beverage committee, set up- break down, decoration committee. It is essential that the sub-committee chairs show a strong respect to the chairperson's position with regard to overseeing the entire operation.
 10. **Volunteer:** a volunteer is a person who will be primarily working with sub-committees in order to implement various activities before during and after the dinner. These volunteers are one of the main reasons why the early announcements are important at InterGroup because the total amount of volunteers could easily exceed the committee size once the various tasks are assigned.

Publicity

1. **Flyer design:** a flyer must be designed and sent to the web site and Plain & Straight. In the past space has also been requested from the Plain and Straight to announce the dinner for early donations and volunteers. 1000 to 2000 copies of the fliers were made in the past. The wider the distribution to better the attendance.

Financial responsibilities:

1. **Operating budget:** It is preferred that a projected budget be submitted at least six months prior to the dinner. In any case the chairperson must complete their

overall projected budget for the dinner and submit it in writing to the steering committee no later than 4 months prior to the event. The timing of this **is critical** to allow the steering committee the appropriate time to consider the events financial considerations upon the overall operating budget. The specific timing is also required because some issues or special considerations may need to be taken back to the InterGroup representatives for financial consideration and cannot be done so without the appropriate lead time. Finally, in many cases checks may have to be drafted in advance by Pinellas County Central office to assure vendors get paid in a timely manner.

2. It is a primary responsibility of the Chairperson to assure that all monies are collected by the dinner's completion.

Monetary considerations:

1. **Deposit money:** in some cases deposit money will be needed. All deposit money must be directed and issued through Central office. No monies should ever be collected by a committee and then spent directly without it first being accounted for through Central office.
2. **Money counting procedures:** any collected money that is counted must be counted by two AA members at the same time so that both members can confirm the money was counted in the amount was correct. No chairperson or sub chair should count money by themselves without having another AA member present.
3. **Ticket sales:** Tickets Must Be Sold in Order to Generate Revenue for the Gratitude Dinner. The Process of Selling Tickets Is Generally Conducted through the InterGroup Representatives and Also through Central Office. Tickets are generally given to InterGroup representatives at the InterGroup meetings for sale at their individual groups.
 - a. The tickets are purchased with a numerical tracking number.
 - b. In order for an InterGroup representative to receive tickets for sale they must leave their full personal name, their group, and a phone number where they can be reached.
 - c. All tickets must be purchased in advance. We do not sell tickets at the door on the day of the event. It is important to make reference to this on any fliers you produce for the event. You may be tempted to sell tickets at the door but we caution you strongly not to do so. This has caused many problems in the past.
 - d. All collected money should be turned in to the Central office manager or the Pinellas County InterGroup Treasurer during regular InterGroup meetings, or given directly to the Central office manager at Central office. Every representative submitting money from Central office should receive a receipt.
 - e. All money should be submitted to the Central office manager or the Pinellas County InterGroup Treasurer no later than the end of the dinner.
4. **Checks for expenses:** checks for all invoices must be written through Central office this also includes any preauthorized cash receipts. Keep records of all

receipts so a profit and loss statement can be presented to InterGroup. All donations must be sent directly to Central office.

Sub-committees duties and responsibilities:

1. **Publicity/signs/flyers:** a committee is responsible for printing & distributing fliers and getting them distributed throughout the county. Typically 700 to 3,000 fliers are printed and distributed prior to the event and distributed through representatives at InterGroup meetings and to various other channels. It is essential that a strong effort be made to distribute these fliers because it has a direct impact on how successful the dinner will be. Leaving this to the last-month will definitely result in a decreased amount of members attending the dinner.
2. **Raffle:** You will need a table, tickets, cans and workers. The method in which the cash funds of the raffle will be distributed should be specifically addressed each year with the steering committee. The gratitude committee will interact with the steering committee with respect to the disbursement of funds based upon that years financial charges (for example how the cash will be split for the raffle). This should be submitted to the steering committee at least three months prior to the picnic itself in the event it needs to be brought to InterGroup. In the past the raffle has included raffle items such as books and giveaways and four-way cash split. It is recommended that two different types of raffle tickets be used one set for the money and one set for the giveaways. In the past the following items have been given away during one dinner.

AA combo book package, Black big book cover, First things first, Large what would build do, Easy does it, One day at a time, Serenity prayer, Afghan footprints, Silver AA charm, Serenity prayer mirror.

Raffle items are at the discretion of the raffle chairperson but should not violate AA worldwide trademarks.

3. **Speaker Liaison:** Most popular speakers book up to a year in advance. Listening to tapes is a good idea to give the committee chairperson an idea of the speaker's abilities. It's important to start the search process immediately to have the best choices. In the past the speaker liaison was helped greatly by interacting with local area speech tapers. One of these organizations is Area Tapers Vision Audio (Chuck and Loretta); Chuck's phone number is 539-0101. Lee's tapes in Orlando were also helpful and Lees phone number is 1-407-677-5365. It's customary to give the speaker a token gift.

Set up and Operations:

1. **Greeter table:** A prominent Pinellas County InterGroup presence must be established at the dinner. The InterGroup table or area should include copies of

the Where & When, Plain & Straight, pamphlets, and any other literature that Central office deems necessary. The Central office banner should be included on the table with the Pinellas County InterGroup's logo and name.

Meeting format:

2. Initial welcome to the gratitude dinner from Pinellas County InterGroup.
3. Opening prayer
4. Call tables to eat through the use of our raffle system.
5. Opening of the meeting
 - a. Serenity prayer-no beepers or phones
 - b. Thank the volunteers and the meeting place
 - c. Sobriety countdown-tapes and CDs availability
6. Preamble of alcoholics anonymous.
7. Third chapter "More about alcoholism " read portions of
8. Fifth chapter "How it works"
9. Introduction of Speaker
10. Raffle & Way Cash Split
11. Close meeting

Supply Guide:

THESE ITEMS ARE ROUTINELY USED AT EACH DINNER.

Plastic Forks, Knives & Spoons, Dinner Napkins, 8oz Foam Cups, Foam Plates 9" & 6", Foam Bowls 12oz, Coffee, Creamer, Sugar, Sweet n' Low, Iced Tea Mix, Small Butter Cups, Salt & Pepper and Latex Disposable Gloves.

Please check with Central Office to see what items may already be available.