

**Intergroup Service Committee of the 5<sup>th</sup> District Inc.  
Steering Committee Meeting**

**Date:** 2/1/2023

**Roll Call:**

<u>Officers</u>	<u>Members At Large</u>
Chair PJ G. [✓]	Cathy Z. [✓]
Vice Marie N. [✓]	Keith L. [✓]
Treasurer Bill G. [✓]	Karen B [EX]
Secretary Katie R. [✓]	Kevin [EX]
Office Manager Cathy Z. [✓]	Anne [✓]

([✓] indicates present, [Ex] indicates excused not in attendance, [UnEx] indicates not excused , not in attendance)

The meeting was called to order by PJ at 6:09 pm with a moment of silence followed by the Serenity Prayer.

**Secretary Report:**

Motion to accept: Cathy      Second: Marie

- Minutes are posted online
- Last meeting:
  - Meeting lists. Other Intergroups print their own to keep the cost down. We don't have a person to add a new item into our inventory digitally.
    - We should be responsible for producing the meeting list, that is our main purpose.
    - They cost about 15 cents each.
    - Can't we just encourage groups to donate a few dollars when taking a packet?
    - We had a sign there to encourage groups to do so but it has disappeared.
    - **Motion passed:** leave the Where and Whens as they are (suggested donations only)

**Treasurer Report: \*\*SEE ONLINE\*\***

Motion to accept: Marie      Second: Keith

Income: \$7112.47

Expenses: \$5381.76

Net Income: \$406.14

- "IG Expense" on the report are one of the programs used to run the office.

## Office Manager Report:

December 2021-2022 comparison:

	2021	2022
Bookstore Sales	2592.30	1904.15
Contributions	3559	5208
Events		

- Addition bookstore orders were placed.

- o Additional bookstore orders placed to help interim office manager through learning curve, along with regular office supply requirements.
- o Open daytime volunteer spot on Tuesday's 12-3pm, also need volunteer for IT management for Intergroup and a need for daytime phone coordinator. Intergroup should consider an additional volunteer who knows the Adobe program and can work in conjunction with Cindy on the Where & When's. Cindy is the only person at this point who is knowledgeable and oversees the output of the W&W and the pick-up of the W&W.
- o Amy C. has been managing the nighttime volunteers and calendar very well and I was extremely happy to have her service and manage this piece of the operation of Intergroup.

Dear Board Members,

I want to thank each of you for the opportunity to hold the position of office manager at Intergroup. As most of you know I had a passion for the work I was doing and for what it represented. I have never encountered the blessing in a work atmosphere where several times a day, little mini meetings could take place just by encounter. Whether it was a customer or one of the many regular volunteers that I have come to know and enjoy being with, you were all gifts to me and for this I am grateful.

The business and board have been blessed that Cathy Z. has stepped into the OM position for the interim. Her experience has helped her and Intergroup tremendously. If she is interested in applying for the OM position permanently, I feel she will be a great asset to the business and in running the office. It has been a pleasure to train with her and I wish whoever steps into the position nothing but the best, as well as all of you and the business itself.

See you around,  
Kim

### Bank Business

Regular weekly deposits and Treasurer Bill G. made updates with 5/3 bank to remove OM from 5/3 accounts and office debit card.

### CPA Matters

No CPA matters

### Business Expenses, Inventory and Other

- o Regular and additional inventory order this month to help through transition period.

Phone calls for the month: AA: 51 Detox: 0 12 Step: 0 Al-anon: 2 Office: 22 Other: 7

**Office IT Report:** (Open position)

**Web Chair Report:** Absent

**District Liaison:** Absent

**Where & When:**

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**Unity:**

**Events: (Absent)**

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**Old Business:**

- Still positions opened.
- Tuesday 12-3

**New Business:**

- Application process for office manager position.
  - If people come in, ask them to bring in a resume and complete an application.
- Salary for interim and permanent office managers.
  - Steering committee voted on the matter.
- Restoring the 7th tradition at steering and intergroup meetings.
  - District may be interested in renting a space for archives.
  - Having meetings at the office: we will consider down the line.
  - Can we afford to rent the store next door? Someone will look into it.
- Trimming the tree out front.
  - Marie and PJ will handle it.
  - The tree is blocking the sign.
- Can we get a sign placed somewhere to let people know where we are?
  - Bill suggests a circle and triangle in the window.
  - Cathay will look into it.
- Secretary:
  - Meeting agenda and minutes do not match.
  - Does Katie have the resources and time needed for this position?
- Ad Hoc committee for a special event? We will look into it.
- World Service books may need to be increased. Bill says we should keep the AA stuff affordable.
- Cathy will go through all price and bring a proposal

**Next IGSC:** 3/1/2023

**Next IGR:** 2/16/23

**Adjournment:** Motion to adjourn at 6:57pm

Motion: Keith Second: PJ

Meeting was closed with the "I am responsible" statement.