

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

**Date:** 3/1/2023

**Roll Call:**

<u>Officers</u>	<u>Members At Large</u>
Chair PJ G. [UNEX]	(Open Position) []
Vice Marie N. [✓]	Keith L. [✓]
Treasurer Bill G. [✓]	Karen B [✓]
Secretary Katie R. [✓]	Kevin [✓]
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 Marie at 6:15 pm with a moment of silence followed by the Serenity Prayer.

**Secretary Report:**

- Still to discuss:
  - lighted sign in the window of the office.
  - World Service Book increase.

Motion to accept: Karen Second: Bill

**Treasurer Report:**

**See online**

Income: \$11,599.54

Expenses: \$5100.92

Net Income: \$4176.51

Motion to accept: Katie Second: Cathy

**Office Manager Report:**

February 2022-2023 comparison:

	2022	2023
Bookstore Sales	\$2402.75	\$2827.05
Contributions	\$3182.80	\$2422.49
Events	\$0	\$0

- No applications have been submitted for Office Manager. I will accept the position with the understanding that I will be taking off without pay more frequently than the 2 weeks' paid vacation per year while arranging time off to facilitate timely filing of all taxes and payments.
- Open volunteer position for bookstore every other Tuesday 9am -noon. Position for Tuesday noon 3pm has been filled by a switch in current 's day & previous volunteer returning to fill Wednesday slot. We also still have Day Phone Coordinator position open. Third shift on Fridays needs temporary coverage with possibility of permanence.
- AA World Services is instituting a 20-30% increase on all items. Clubs are already gearing up with large orders for books. It has been suggested that we order as much as financially possible before increase. Discussion to follow in New Business.
- Old Timers Dinner tickets are selling well. We are out of tickets at the office & are maintaining a waiting list for unsold tickets which are to be turned in this week.
- The two year lease on this unit is up on March 31<sup>st</sup>. I have paid the rent for March & placed a call to the owner inquiring about renewal & 4 percent increase.

#### Bank Business

Regular weekly deposits and proceeds from Old Timer ticket sales have been deposited.

#### CPA Matters

No CPA matters

#### Business Expenses, Inventory and Other

- AAWS outstanding balance of \$180 from September was made along with current order billing of \$554.32.

Phone calls for the month: AA: 52 Detox: 2 12 Step: 1 Al-anon: 2 Office: 28 Other: 4

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

#### District Liaison/Unity:

- Mentioned to all GSR and GSM to go back to their homegroup and ask if there is an IGR. Kevin will go to business meetings if needed to explain more.
- Getting ready for GS conference.

#### Where & When:

All the information for meetings is updated.

#### Events:

- Meeting tomorrow
- Things are coming together nicely for dinner.
- Jessica took the position to get service together.

#### Old Business:

- Lighted sign in the window.
  - Table until looking more into prices and such.
- AA World Service book increase.
  - Increase will happen at the beginning of April and we will not have a meeting until then.
  - Not spending money, we will be purchasing inventory.
  - **Motion** to spend \$3000 on World Service books and pamphlets **Passed**

**New Business:**

- Closing bookstore early a few days a week.
  - Table to see if we can fill the 3-6 positions and to track foot traffic.
  - Friday 3-6 volunteers needed.
- Moving SC meeting back to Thursday.
  - **Motion** to change SC meeting back to Thursday
- Cathy Ziner was offered and accepted position of Office Manager permanently.

**Next IGSC:** 3/16/2023

**Next IGR:** 4/5/23

**Adjournment:** Motion to adjourn at 7:04pm Motion: Keith Second: Marie  
Meeting was closed with the "I am responsible" statement.