



## **Intergroup Representative Business Meeting Minutes**

**Apr 18, 2023 @ 6:45 p.m.**

1. **Megan opened meeting with Serenity Prayer at 6:45 p.m.**

**Ryan E. read Traditions**

2. **Intergroup Rep Introductions and Reports**

**\*\* Business as usual unless otherwise noted\*\***

**Melissa - New Hope - Group is moving to new location May 2. Meeting will be at Pilgrim Lutheran Church on N. Lake Drive in Lexington.**

**Sue - Park Road Acceptance**

**Janet O. - New Intergroup Rep for District 42 – Welcome.**

**Melly - Back to Basics**

**David A. - Living Sober**

**Ryan E. - Smokestack**

**Michael - Primary Purpose - April 30 Eat and Speak. J.P. C is the speaker.**

**George - Starting Over - Successful workshop/speaker meeting on March 25.**

**Jon H. - District 43 DCM & Irmo - District is now publishing bimonthly newsletter with next one coming out end of April. David L. added deadline for submission is the 15th of the month in which they are published.**

**Carol - Spiritual Progress**

**Alan - Blythewood**

**Debbie W. - 5th Tradition - Asked us to verify meeting times in our schedule. Megan will do so.**

**Kat - Ladies Night**

**Barbara R - Brown Bag - April 28 Speaker meeting Elizabeth G.**

**Jeff M. - Positive Action**

**Sara S. - Shandon Happy Hour**

**David L. - Dutch Square**

**Kim D. - Broad River** - Added Wednesday evening meeting. Now meeting Monday through Thursday at 5:30 and Saturday at 10:30.

**Jane M. - Lunchbox** - New Intergroup Rep for Lunch Box. Welcome.

**Allison - Longbranch**

**Sid - Awakenings**

### 3. **Steering Committee Reports**

1. Secretary - Position Vacant - Dave N. reported for vacant position and asked if there were any corrections or questions on previous month's minutes. Having none, they were approved as previously distributed. **Megan stressed the importance of getting this position filled and asked assistance from the IGRs in recruiting candidates.**
2. Treasurer – Dave N. – presented the monthly financial summary and also reported he had discovered we were paying a monthly non-compliance fee of \$89.95 for our credit card processing, which accounted for the high monthly fees. Steps were taken to get compliant so our monthly fees will be reduced by that amount in the future. In addition, PaySafe will be refunding three months of previously paid fee (\$269.85). A section was added to the monthly report to track distribution of the \$10,000 in excess funds. Discussion about excess funds ensued and several questions arose about when we would distribute the remaining excess to AAWS. Committee is prepared to do so but we're giving local entities opportunity to request funds first. Financial Report was approved as presented. Dave presented Contributions Report. Two groups (Ladies Night and Primary Purpose) questioned donations that were submitted not listed. Dave to research and amend report according to findings. Report was approved.
3. Literature Chair – **WELCOME BACK, PERI**. Peri presented the literature report, and it was approved as presented. Peri outlined some future plans (online store, expanding non-conference inventory and possibly stocking book covers for new, jacketless Big Books.
4. Information Chair – Breanne J. – Not present; no report.
5. Technology Chair – Scott Q. resigned. Position now vacant. Megan and Dave have been maintaining website as necessary, responding to requests (meeting changes, etc.) and making improvements where necessary. **Megan stressed the importance of getting this position filled and asked assistance from the IGRs in recruiting candidates.**
6. Chair – Megan L. – Megan reported that maintaining the same level of service with fewer people was her focus for now.

### **Unfinished Business**

- **New financial reports and Office Manual, volunteer training** – New Daily Volunteer Financial Reconciliation in final stage of testing and will be implemented upon completion. Updates to the Master Price List are complete. Implementation of the automated invoice to follow. As new forms are implemented, the data therein will automatically be integrated into the

Monthly Financial Summaries. Completion of volunteer training after reports are implemented will dictate final completion date.

- **Distributing excess funds** – Funds have been distributed for PSAs and some library literature as detailed by Dave N. in the Monthly Financial Report. Dave presented the cost estimate for Newcomer Packets and emphasized that half the proposed pamphlets are back ordered at AAWS. Ryan E. made a motion we make a base package with pamphlets only and let each group decide which, if any books, are added. Motion passed. George made a motion we assembled 250 of the packets as approved. Dave and Megan emphasized that due to Steering Committed staffing shortages, we would need volunteers from the groups to help assemble packets. Plans to distribute the remainder of the excess funds, either locally or to AAWS will be decided at the next business meeting.
- **Credit card processing** – Now that we've gotten compliant with PaySafe, our credit card fees are at the low end of the fee spectrum. Dave will continue to monitor fees of other companies and make recommendations if and when significant savings may be realized. In anticipation of implementing an Online Literature Store, Dave is researching cost of establishing an economical gateway to process both online contributions and sales. Our current gateway provider for online contributions, Square, is on the high end of the fee spectrum. Dave N. will request a quote from PaySafe and other vendors to see if we can identify a more economical provider.
- **Literature pricing and display, clearance rack** – No significant changes except literature price increases at AAWS have been implemented.
- **Suggested revisions to Structures and Procedures** – Megan asked for comments or concerns regarding the suggested revisions. Having none, Megan called for a vote and changes were approved.
- **Ongoing Spectrum website issues** - Megan reported that after several conversations with Spectrum Technicians and their Business Office, there's little hope of them pursuing or implementing a solution in our lifetime. We will look for viable alternatives and report at the next meeting.
- **Vacant Secretary position** - **Please help us recruit someone to provide this valuable and necessary service. Requirements and responsibilities can be found in the Structure & Procedures on the website under the ABOUT US tab.**

#### **New Business**

- **Excess funds – parameters for sending to AAWS** - determination will be made at next business meeting exactly how much to disburse to AAWS.
- **Installation of digital deadbolt and new key lockbox** – Megan and Dave completed this task on April 15.
- **Vacant Technology Chair position** - **Please help us recruit someone to provide this valuable and necessary service. Requirements and responsibilities can be found in the Structure & Procedures on the website under the ABOUT US tab.**

4. **ADJOURNMENT:** Meeting adjourned at 8:30 p.m.

**NEXT MEETING: May 16, 2023**