

Intergroup Meeting - Agenda
Wednesday, September 6, 7-8:30PM
First Unitarian Universalist Center, 1187 Franklin St., San Francisco, CA 94109

Intergroup coordinates services which individual groups in San Francisco and Marin cannot provide. We bring these services, as well as service opportunities, to our Member Groups. Our Intergroup observes the intent and spirit of A.A.'s Twelve Traditions and Twelve Concepts for World Service, as well as A.A.'s Three Legacies of Recovery, Unity, and Service.

7:00 Getting Started

1. Open with the Serenity Prayer.
2. Call to order. Statement of Purpose.
3. Review the minutes and agenda.
4. Roll Call: If you are late, please see the secretary to be sure you are marked in attendance.
5. AA Anniversaries.
6. Approval of agenda.
7. Approval of last month's Intergroup Meeting minutes.
8. Arrange hospitality volunteers for next meeting.
9. Pass the basket for rent and food.
10. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Standing Reports

1. Board Chair
2. Treasurer
3. Central Office Manager

7:30 Intergroup Committee/Activity Reports (2 minutes/report)

7:40 Liaison Reports

7:45 IGR Reports – What's On Your Mind

7:50 Old Business

1. Eliminate rent basket from monthly meeting.
 - a. Just pass basket for food.
2. Add a text meeting (for hearing impaired) to meeting schedule.
3. Add a chat meeting to meeting schedule.
 - a. To address people who cannot get out of their homes who wish to be in a meeting.

8:30 Adjourn with the Responsibility Statement

Intergroup Meeting – Proposed Minutes
Wednesday, Aug 2, 7-8:30PM
St. Andrew Presbyterian Church, 101 Donahue St, Marin City, CA 94965

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7:00 Getting Started

1. Open with the Serenity Prayer.
2. Call to order. Statement of Purpose.
3. Review the minutes and agenda.
4. Roll Call: If you are late, please see the secretary to be sure you are marked in attendance.
5. AA Anniversaries.
6. Alison -18 months, Dorothy – 35 years, Bridget – 4 years, Drew – 16 years, Kim – 5 years, John – 2 years, Liz – 38 years, Julie – 6 years
7. Approval of agenda.
8. Approval of last month's Intergroup Meeting minutes.
9. Arrange hospitality volunteers for next meeting. (Karen, Nan – salad; Elena, Jane - dessert)
10. Pass the basket for rent and food.
11. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Standing Reports

1. Board Chair – Liz
 - a. General Service meeting in Petaluma this Saturday
 - b. If there's something you want to add to the agenda, let Liz or Maury or another board member know
2. Treasurer – Alix
 - a. Overall rating for June was Excellent
 - b. Total revenue for June was over \$16K, which was over budget.
 - c. Group contributions were over budget for June, however individual contributions were under budget.
3. Central Office Manager – Maury (out sick)
 - a. Open shifts at Central Office
 - b. Safety Card is now available
 - c. Staff changes at Central Office – Marcus coming in for Nikki

7:30 Intergroup Committee/Activity Reports (2 minutes/report)

- The Point – Jane
 - Looking for new layout person – approx. 10-12 hours per month. Need to be familiar with newsletter layouts, Adobe, etc.
- Teleservice – Fiona
 - Special orientation on August 5 at 9:45am in Pac Heights following “Too Early”
 - Need more coordinators
- Technology – James
 - Vetting different chat apps so that when someone has a question on the aasf.org website, they could chat with someone via the website (like customer service chat)
 - Started implementing feedback changes to new website
 - Finalizing FAQ for electronic 7th Tradition
 - Facebook page is also being finalized
- Archives – Kim

- 1st History Meeting on Sunday, August 20th about Women in AA's History

7:40 Liaison Reports

- District 10 – Jacqueline
 - NorCal Summer Assembly is this Saturday, August 5
 - Unity Day is on September 10th from 2-8:30 at San Rafael Community Center
- Marin PI/CPC – Kathy
 - Committee is on a letter-writing campaign, contacting large companies and nurse practitioners in Marin about an upcoming information session
 - Meeting will be on 5th Thursday in August, FYI

7:45 IGR Reports – What's On Your Mind

- 11th Step Service Group – Ken
 - Unity & Service Conference on Aug 18-20 in Concord. You can register at www.unityandserviceconference.org
- Possibly discuss at a future meeting if we should have duplicate
- Alison announced a memorial service for Desmond on Saturday, August 12 at the Reality Farm location at 6:30pm – you can reach out to her for more information
- Michael shared that long-time member Don B. passed away
- There are many commitment positions open around PI/CPC, Teleservice, Archives, Central Office – more information can be found on the Committee & Service Opportunities handout

7:50 New Business

1. Eliminate rent basket from monthly meeting.
 - a. Just pass basket for food.
 - b. Our budget currently allows us to not collect for rent. And other committees don't collect rent, although they usually meet at Central Office.
 - c. Don asked because we are representatives of meetings and meetings already contribute to Central Office, should we be required to pay to be of service?
 - d. Alix believes that the rent that was collected in July did go toward the cost of renting the space for that month's meeting
2. Add a chat meeting (for hearing impaired) and a video meeting (for new moms) to meeting schedule
 - a. Because these meetings are not face-to-face, they're a little different than the meetings that are in the directory. Do we create a separate schedule for non-face-to-face meetings or do we add these to the existing directory, perhaps with new designations?
 - b. These meetings sometimes do have 7th Tradition contributions, despite having a "free" venue so that they can continue to give to Central Office, etc.
 - c. There is some question as to whether all of the members of these meetings are SF-Marin residents, although it seems that these meetings are mostly based of local residents as they do physical fellowships when they can
 - d. It was pointed out that currently meetings can only be added to the schedule after being in existence for 30 days
 - e. It was asked if we would have to modify the database to accommodate a URL rather than a physical address? Also do we know if it would fall under the guidelines of being an accessible meeting as not everyone has access to a computer with video capabilities?

8:12 Old Business

1. Add a meeting designation for Atheist / Agnostic meetings.
 - a. We do not currently have a policy on adding meeting designations – FYI the board will explore this policy and bring it back to the group for approval

- b. The motion to add a meeting designation for Atheist/Agnostic meetings did not pass.

8:30 Adjourn with the Responsibility Statement

Intergroup Information

1. Next Intergroup Meeting, Wednesday September 6, 2017 in San Francisco

First Unitarian Universalist Center, 1187 Franklin St., San Francisco, CA 94109
Please call the Central Office, 415-674-1821, with questions.

2. Intergroup Newcomers

If you are here for the first time tonight, we welcome you and we appreciate your presence and your participation.

3. Intergroup Voting

Only elected Intergroup Representatives (IGR) or Alternate Intergroup Representatives (AIGR) vote. An elected Intergroup Representative may vote after: a) having attended the Intergroup orientation and b) having attended a previous Intergroup meeting as an elected representative. An elected Alternate Intergroup Representative may vote at the first meeting attended. Time of term and method of selection of both IGR and AIGR is determined by individual Member Groups.

4. Registration Sheet

If you are an elected Intergroup Rep (IGR), please be sure to fill out the registration sheet. If you are visiting, please do not fill out the registration sheet!

5. Meeting Absences

Any Member Group who has not sent a representative for 3 consecutive meetings will be considered "inactive" for purposes of voting and determining a quorum.

6. Procedures for Intergroup Agenda (i.e. how to get things going)

Intergroup Committee Chairs and Intergroup Reps may suggest that an item or topic be placed on the monthly Intergroup agenda by contacting the Central Office Manager or the Board Chairperson by email at least two weeks prior to the monthly Intergroup meeting.

A proposed agenda items should be able to be stated as a single simple declarative proposition (e.g. "Intergroup Reps should be required to wear tennis shoes to Intergroup meetings").

The first time that a proposed item or topic is placed on the Intergroup agenda it shall be placed on the "New Business" calendar as a discussion only item (i.e. as opposed to a "voting item")

Thereafter, an item or topic which is placed on the agenda for a second time shall be placed on the "Old Business" calendar as either a discussion only item, or, if the issue is deemed ripe for a vote, as a voting item.

(The exception to this limitation (i.e. that an item not be on the agenda as a voting item until after it has at least once been on the agenda as a discussion only item) is where the item is determined by the Board Chairperson to be an "Urgent Matter")

Discussion of an agenda item shall not be unlimited, and shall be monitored by the Board Chairperson as to the allotted time to be afforded to any single individual to express an opinion or provide information on the item.

When the matter is on the agenda as a "voting item" the item will pass on a simple majority (i.e. 51% +) if it is a minor matter (including, where applicable, the expenditure of only a nominal amount of money); but, that all other matters shall be passed only by 2/3 majority, especially where policy or precedent are being established, or an appreciable amount of money is to be spent, or, where the issue has been the subject of considerable controversy (i.e. lots of "loving discussion").

Intergroup Information

1. Next Intergroup Meeting, Wednesday October 4, 2017 in San Francisco

First Unitarian Universalist Center, 1187 Franklin St., San Francisco, CA 94109

Please call the Central Office, 415-674-1821, with questions.

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Intergroup, August 2017

Treasurer's Report

Month Ended July 2017

For July 2017, Total Revenue was \$29,204, over budget by \$4,923. This was mostly due to increased group contributions. Total Operating Expense for June was \$19,734, under budget by \$1,970, primarily due to timing of payments for regular overhead expenses. The result is a Net Operating Surplus of \$9,470. Net Surplus year to date is \$21,585 over budget by \$28,412.

Group Contributions for July were \$24,898, over budget by \$5,898. Individual Contributions were \$3,031, under budget by \$869.

Total Unrestricted Cash for July 2017 was \$90,808, an increase of \$10,257 from June 2017. Unrestricted Cash is over four months of operating expenses.

The rating for July 2017 is "Excellent".

OVERALL RATING: Excellent

INTERGROUP FINANCE RATING SYSTEM

Every month we rate our monthly finances as "Excellent", "Good", "Fair" or "Poor". Generally speaking, here are the definitions of those terms:

EXCELLENT: We exceeded our budget. Our income was greater than our expenses for the month and we have more than two months' worth of operating expenses in unrestricted cash balances. Operating expenses are roughly \$22K/month, so we'd have over \$44K in unrestricted cash balances for the month. The Intergroup rating has been "excellent" since December 2016.

GOOD: We are meeting our budget. Our income for the month, or for the YTD, was slightly greater than our expenses and we'd have approximately 1.5 - 2 months of operating expenses in unrestricted cash balances.

FAIR: We are not meeting our budget. Our expenses were greater than our income for the month and for the YTD - and our unrestricted cash balance would be somewhere between 1 and 1.5x our operating expenses.

POOR: We are not meeting our budget and our unrestricted cash balances fell below one month of operating expenses. The last time we were "poor" was in September 2016.

Intercounty Fellowship of AA

Balance Sheet

Actual to Budget

January through July 2017

	January through July 2017				TOTAL			
	July 2017	Budget	\$ vs. Budget	% to Budget	Jan - July 17	Budget	\$ vs. Budget	% to Budget
Revenue								
Contributions from Groups	24,898	19,000	5,898	31.0%	112,470	103,500	8,970	8.7%
Contributions from Individuals	3,031	3,900	(869)	-22.3%	29,663	26,100	3,563	13.7%
Gratitude Month	30	-	30	100.0%	4,087	4,000	87	2.2%
Intergroup Event Revenue	-	-	-	0.0%	12,114	8,380	3,734	44.6%
Other Revenue	46	47	(1)	-2.1%	383	293	90	30.8%
Sales - Bookstore	7,011	7,328	(318)	-4.3%	51,783	51,296	487	0.9%
Cost of Bookstore Sales	(5,812)	(5,994)	182	-3.0%	(42,053)	(41,958)	(95)	0.2%
Gross Margin - Bookstore	1,199	1,334	(135)	-10.1%	9,730	9,338	392	4.2%
Total Revenue	29,204	24,281	4,923	20.3%	168,447	151,611	16,836	11.1%
Expense								
Employee Expenses	13,194	14,389	(1,195)	-8.3%	89,553	95,823	(6,270)	-6.5%
Committees								
PI/CPC	-	100	(100)	-100.0%	-	400	(400)	-100.0%
Access Committee	-	-	-	0.0%	-	225	(225)	-100.0%
Sunshine Club	-	25	(25)	-100.0%	-	75	(75)	-100.0%
Archives Committee	54	-	54	100.0%	54	30	24	81.3%
Committees - Other	-	30	(30)	-100.0%	-	210	(210)	-100.0%
Total Committees	54	155	(101)	-64.9%	54	940	(886)	-94.2%
Intergroup Sponsored Events	-	-	-	0.0%	8,527	11,800	(3,273)	-27.7%
Professional Fees	-	-	-	0.0%	1,663	1,500	163	10.8%
Postage	14	255	(241)	-94.5%	558	820	(262)	-31.9%
Rent - Office	4,458	4,459	(1)	-0.0%	31,208	31,208	(0)	-0.0%
Rent - Other	-	360	(360)	-100.0%	895	870	25	2.9%
Filing/Fees	361	440	(79)	-17.9%	476	500	(24)	-4.8%
Insurance	-	-	-	0.0%	2,485	2,500	(15)	-0.6%
Internet Expense	135	150	(15)	-9.8%	1,220	1,050	170	16.2%
IT Services	-	200	(200)	-100.0%	-	1,000	(1,000)	-100.0%
IT Hardware	-	-	-	0.0%	-	200	(200)	-100.0%
IT Software	-	-	-	0.0%	176	725	(549)	-75.8%
Office Supplies	107	120	(13)	-10.5%	1,575	840	735	87.5%
Paper Purchased	-	125	(125)	-100.0%	722	875	(153)	-17.4%
Printing	-	-	-	0.0%	-	-	-	0.0%
Equipment Lease	-	408	(408)	-100.0%	2,851	2,856	(5)	-0.2%
Repair & Maintenance	1,125	240	885	368.9%	2,681	1,880	801	42.6%
Security System	-	100	(100)	-100.0%	282	700	(418)	-59.7%

Intercounty Fellowship of AA

Balance Sheet

Actual to Budget

January through July 2017

	Actual to Budget				TOTAL			
	July 2017	Budget	\$ vs. Budget	% to Budget	Jan - July 17	Budget	\$ vs. Budget	% to Budget
Payroll Expenses	8	10	(2)	-20.0%	47	70	(23)	-33.2%
Telephone	183	200	(17)	-8.5%	1,200	1,400	(200)	-14.3%
Phone Book Listings	93	93	-	0.0%	651	651	-	0.0%
Travel	-	-	-	0.0%	-	-	-	0.0%
Training	-	-	-	0.0%	39	200	(161)	-80.5%
Bad Checks	-	-	-	0.0%	-	-	-	0.0%
Miscellaneous Expense	-	-	-	0.0%	-	-	-	0.0%
Total Expense	19,734	21,704	(1,970)	-9.1%	146,862	158,408	(11,546)	-7.3%
Net Operating Surplus/(Deficit)	9,470	2,577	6,893	267.5%	21,585	(6,797)	28,382	-417.6%
Interest Income	44	45	(1)	-1.6%	302	315	(13)	-4.3%
Depreciation/Amortization Expense	(209)	(348)	139	-39.9%	(2,297)	(2,436)	139	-5.7%
Net Surplus/(Deficit)	9,305	2,274	7,031	309.2%	19,590	(8,918)	28,508	-319.7%