

Intergroup Meeting - Agenda
Wednesday, August 1st, 7-8:30PM
St. Andrew's Presbyterian Church
101 Donahue St., Sausalito, CA 94965

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
5. AA Anniversaries.
6. Approval of agenda.
7. Approval of last month's Intergroup Meeting minutes.
8. Arrange hospitality volunteers for next meeting.
9. Collect contributions for dinner.
10. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Officer Reports

1. Board Chair
2. Treasurer
3. Executive Director

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

7:45 Liaison Reports

8:00 Old Business

- Code of Conduct Review

8:10 New Business

- Round Table service discussion

8:25 What's On Your Mind?

8:27 Targeted Message

- H&I Needs Help

8:30 Adjourn with the Responsibility Statement

Intergroup Information

1. **Next Intergroup Meeting, Wednesday September 5th, 2018 in San Francisco**
First Unitarian Universalist Church, 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 three (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 Executive Director or the Board Chairperson by email at least two (2) 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. 50% +1) 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 substantial unanimity - a 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").

In 2018 we adopted use of a Consensus Model for decision making. This model is a way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a consensus group is committed to finding solutions that everyone actively supports - or at least can live with. This makes sure that all opinions, ideas and concerns are taken into account. By listening closely to each other, we aim to come up with proposals that work for everyone, by weaving together everyone's best ideas and most important concerns - a process that often results in surprising and creative solutions, inspiring both the individual and the group as whole.

Intergroup Meeting - Proposed Minutes
Wednesday, July 11, 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.

<i>Marin Groups</i>	<i>San Francisco Groups</i>		
Attitude Adjustment	Anything is Possible	Cow Hollow Young People	Reality Farm
Marin Young People	As Bill Sees It Th 6pm	Creative Alcoholics	Rule 62
Monday Night Stag Tiburon	Beginners Warmup	Design for Living	Serenity Seekers
On Awakening	Blue Book Special	Experience, Strength & Hope	Sometimes Slowly
Quitting Time	Castro Discussion	Join the Tribe	Sun. Night Castro Spkr Disc
Rise N Shine	Castro Monday Night BB	Lunch with Bill	Sunset Speaker Step
	Cocktail Hour	Monday Beginners	Valencia Smokefree
		Pocket Aces	Weekend Update

7:00 Getting Started - Pete F. Secretary Drew HH recording Secretary

1. Opened with the Serenity Prayer.
2. Called to order. Statement of Purpose.
3. Reviewed the minutes and agenda.
4. Roll Called
5. AA Anniversaries.
 - a. Robert 23 years
 - b. James 19 years
 - c. Liz 39 years
 - d. Valerie 3 years
 - e. Adam 11 years
 - f. Shawn 4 years
 - g. John 3 years
 - h. Drew 17 years
6. Approval of agenda. - Approved
7. Approval of last month's Intergroup Meeting minutes. - Approved
8. Arrange hospitality volunteers for next meeting.
 - a. Janet, Trevor -Dessert
 - b. Mike, Clay - Salad
9. Collected contributions for dinner.
10. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Officer Reports

1. Board Chair
 - a. Liz - Outgoing board chair, New Chair will be back next month.
 - i. Worked on Code of Conduct
 1. Preliminary Draft during new Business
 - ii. Committee chairs are getting together on July 21st
 1. invited people to join committees
2. Treasurer
 - a. Alix
 - i. Rating is Excellent!
 - ii. See Financial Supplement

3. Executive Director
 - a. Maury not here -
 - i. Buzz went out and got 15 volunteers for Teleservice
 - ii. PICPC requests professionals who have contact with veterans and/or active-duty members of the Armed Services
 - iii. Meeting Takeaway boxes on agenda- are they useful? group conscience said no
 - iv. positive feedback around new mtg schedule
 - v. Download the Meeting Guide app for nearest meeting info.

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

1. Kim
 - a. Archive Committee -
 - i. Talked about Founders Day
 - ii. Need Volunteers
 - iii. Matchy - Matchy Game at Founders Day was fun
2. Taran
 - a. Tech Committee
 - i. Have a lot of things going on
 - ii. Looking for new blood
 - iii. Help Chat needs new volunteers (helpchat@aaaf.org)
 1. New Orientations coming up this month
 - iv. Working on New Contributions App
3. Ann Marie
 - a. Buzz
 - i. Email newsletter (goes out on the 1st and the 15th of the month)
 - ii. email thebuzz@aaaf.org if you have any announcements
4. John
 - a. the Point
 - i. Looking for people (meet 2nd saturday of month 12:30)
 - ii. Need Graphic Designer / Layout Person
 - iii. Running of GSO Safety Articles
 - iv. Need stuff on 9th Step, 9 Tradition (thepoint@aaaf.org)
 - v. Deadline is a month out
5. Justin
 - a. PICPC chair (interim)
 - i. SF Unified School passed thing allowing PICPC into Schools
 - ii. Ask for people with contacts at schools
 - iii. American Psychological Ass. coming to SF in August and PICPC may be there
 - iv. Orientation 2nd Monday of each month
 - v. Arch Diocese is having a re-entry faire and PICPC will be there
 - vi. Corrections event in August (TBD)
6. Greg
 - a. Orientation Committee
 - i. New people (get names from sheet)
7. Ken
 - a. Hospitality
 - i. gave the wifi password
8. Michael
 - a. Fellowship
 - i. 5 groups volunteered at Founders Day

- ii.Survey for founders day
- 9. Teleservice
 - a. Pete
 - i.Don't need
 - ii.SOS is now part of Sunshine club SF and Marin
 - 1. Scott and Ann are the Co-chairs

7:45 Liaison Reports

- 1. Steve
 - a. District 6 of General Service
 - i.Events
 - 1. Summer Assembly in Fortuna 8/11 WorkShops
 - a. 1800 Riverwalk Dr. Fortuna, CA 95540
 - 2. Pacific Regional Forum
 - a. GSO comes to the west Coast
 - b. September 7-9
 - c. DoubleTree Hilton in San Jose
 - 3. Safety Orientation
 - a. November 10th 8:30 - 1:30
 - b. Lunch at the end
 - c. 630 Drake Ave, Sausalito
- 2. Adam
 - a. Marin Teleservice
 - i.Have 2 committee positions open
 - ii.General Service Liaison
- 3. Robert
 - a. SF HI Liaison
 - i.Orientation 3rd Saturday 2900 Florida 11:30
 - ii.Thursday 26th, at central office 6:30
 - iii.Need more Volunteers
 - 1. Always looking for 5th week of the month
 - 2. Need help at 5th and Bryant on Wednesday night (3 places)
 - 3. Need more Volunteers in General (meetings are going dark)
 - iv.Need more H&I reps
 - v.Groups can also Sponsor H&I meetings

8:00 Old Business

- 1. Meeting Designation Policy
 - a. Just use the meeting guide set of designations (which is already a super-set of the SF Designations)
 - b. Should the Board Decide?
 - c. Laura made a motion - If there is a request for a new meeting designation the process for deciding would be given to board of Intergroup
 - 18 yes 4 no.
 - The motion passed

8:20 New Business

- 1. Code of Conduct
 - a. Pushed to Next Month

8:25 What's On Your Mind

- 1. Michael

- a. Traveling in Russia and a meeting there took the format from the aasf.org website
2. Vanessa
 - a. Close the meeting early
3. Lynn
 - a. Glad to see the Buddy list because she was feeling overwhelmed

8:30 Adjourned with the Responsibility Statement_____

Intergroup Information

1. **Next Intergroup Meeting, Wednesday August 1, 2018 in Marin City**
St. Andrew Presbyterian Church, 101 Donohue, Marin City CA
Please call the Central Office, 415-674-1821, with questions.

Intergroup, June 2018

Treasurer's Report

Month Ended June 2018

For June 2018, Total Revenue was \$17,701, under budget by \$2,053. This was due to a lower than expected attendance at Founder's Day and lower than expected bookstore sales. Total Operating Expense for June was \$21,795, under budget by \$842. The result is a Net Operating Deficit of \$1,570.

Group Contributions for June were \$11,814, under budget by \$117. Individual Contributions were \$3,498, over budget by \$328.

Total Unrestricted Cash for June 2018 was \$73,185, a decrease of \$8,296 from May 2018. Unrestricted Cash is over 3 months of operating expenses.

The rating for June 2018 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 Revenue and Expense Actual to Budget June 2018

					TOTAL			
	June 2018	Budget	\$ vs. Budget	% to Budget	YTD	Budget	\$ vs. Budget	% to Budget
Revenue								
Contributions from Groups	11,814	11,931	(117)	-1.0%	88,155	95,324	(7,169)	-7.5%
Contributions from Individuals	3,498	3,170	328	10.4%	25,518	24,878	640	2.6%
Gratitude Month	-	199	(199)	-100.0%	4,192	5,041	(849)	-16.8%
Intergroup Event Revenue	1,459	3,000	(1,541)	-51.4%	1,472	3,000	(1,528)	-50.9%
Other Revenue	1,494	3,055	(1,561)	-51.1%	2,287	3,278	(991)	-30.2%
Sales - Bookstore	5,947	7,093	(1,146)	-16.2%	45,532	44,508	1,024	2.3%
Cost of Bookstore Sales	(5,052)	(5,694)	642	-11.3%	(35,489)	(33,215)	(2,274)	6.8%
Gross Margin - Bookstore	<u>894</u>	<u>1,399</u>	<u>(505)</u>	<u>-36.1%</u>	<u>10,043</u>	<u>11,293</u>	<u>(1,250)</u>	<u>-11.1%</u>
Total Revenue	<u>17,701</u>	<u>19,754</u>	<u>(2,053)</u>	<u>-10.4%</u>	<u>130,195</u>	<u>139,814</u>	<u>(9,619)</u>	<u>-6.9%</u>
Expense								
Employee Expenses	13,853	13,777	76	0.6%	83,062	81,768	1,294	1.6%
Committees								
Archives Committee	-	298	(298)	-100.0%	108	1,783	(1,675)	-93.9%
PI/CPC	-	165	(165)	-100.0%	640	990	(350)	-35.4%
Sunshine Club/SOS	-	17	(17)	-100.0%	-	103	(103)	-100.0%
The Point Committee	78	174	(96)	-55.1%	852	1,042	(190)	-18.3%
Fellowship Committee	1,633	1,750			2,151	3,500	(1,349)	
Committees - Other	-	-	-	0.0%	-	-	-	0.0%
Total Committees	<u>1,712</u>	<u>2,404</u>	<u>(576)</u>	<u>(4)</u>	<u>3,751</u>	<u>7,418</u>	<u>(3,667)</u>	<u>(2)</u>
Intergroup Sponsored Events	-	-	-	0.0%	-	-	-	0.0%
Contribution CC Processing Fees	165	376	(211)	-56.0%	1,311	3,051	(1,740)	-57.0%
Professional Fees	-	-	-	0.0%	825	1,746	(921)	-52.7%
Postage	-	-	-	0.0%	(102)	99	(201)	-202.5%
Rent - Office	4,592	4,592	(0)	0.0%	27,552	27,552	(0)	0.0%
Rent - Other	-	360	(360)	-100.0%	560	560	-	0.0%
Filing/Fees	154	7	147	2,098.6%	309	137	172	125.6%
Insurance	-	-	-	0.0%	1,004	1,495	(491)	-32.8%

Intercounty Fellowship of AA Revenue and Expense Actual to Budget June 2018

Internet Expense	55	134	(79)	-59.0%	466	1,074	(608)	-56.6%
IT Services	-	-	-	0.0%	-	-	-	0.0%
IT Hardware	-	-	-	0.0%	52	-	52	100.0%
IT Software	300	-	300	100.0%	817	425	392	92.1%
Office Supplies	22	150	(128)	-85.2%	950	1,159	(209)	-18.1%
Paper Purchased	14	125	(111)	-88.7%	107	750	(643)	-85.7%
Printing	-	-	-	0.0%	-	-	-	0.0%
Equipment Lease	407	442	(35)	-7.9%	2,473	2,655	(182)	-6.8%
Repair & Maintenance	364	265	99	37.2%	2,182	1,590	592	37.2%
Security System	151	132	19	14.7%	295	263	32	12.2%
Payroll Expenses	6	10	(4)	-40.0%	36	60	(24)	-40.0%
Telephone	-	190	(190)	-100.0%	939	1,140	(201)	-17.6%
Travel	-	-	-	0.0%	-	-	-	0.0%
Training	-	34	(34)	-100.0%	39	200	(161)	-80.5%
Bad Checks	-	-	-	0.0%	-	-	-	0.0%
Total Expense	21,795	22,998	(1,202)	-5.2%	126,628	133,142	(6,514)	-4.9%
Net Operating Surplus/(Deficit)	(4,094)	(3,244)	(851)	26.2%	3,567	6,672	(3,105)	-46.5%
Interest Income	100	45	55	122.2%	318	270	48	17.8%
Miscellaneous Income	-	-	-	0.0%	-	-	-	0.0%
Depreciation/Amortization Expense	(348)	(339)	(9)	2.7%	(2,088)	(2,043)	(45)	2.2%
Net Surplus/(Deficit)	(4,342)	(3,538)	(805)	22.8%	1,797	4,899	(3,102)	-63.3%

Intercounty Fellowship of AA Balance Sheet June 2018

	<u>30-Jun-18</u>	<u>31-May-18</u>	<u>\$ Change</u>	<u>30-Jun-17</u>	<u>\$ Change</u>
ASSETS					
Current Assets					
Cash					
Unrestricted Cash	73,185	81,481	(8,296)	80,551	(7,366)
Restricted Cash	133,886	133,742	144	125,232	8,654
Total Cash	<u>207,071</u>	<u>215,223</u>	<u>(8,152)</u>	<u>205,783</u>	<u>1,288</u>
Accounts Receivable	976	663	313	(328)	1,304
Inventory - Bookstore	20,256	19,466	790	23,520	(3,264)
Total Current Assets	<u>228,303</u>	<u>235,352</u>	<u>(7,049)</u>	<u>228,975</u>	<u>(672)</u>
Fixed Assets	8,774	9,122	(348)	12,950	(4,176)
Deposits	6,698	6,698	-	6,698	-
TOTAL ASSETS	<u><u>243,775</u></u>	<u><u>251,172</u></u>	<u><u>(7,397)</u></u>	<u><u>248,623</u></u>	<u><u>(4,848)</u></u>
LIABILITIES & NET ASSETS					
Liabilities					
Current Liabilities					
Accounts Payable	386	2,939	(2,553)	5,266	(4,880)
Payroll Tax Liabilities	(292)	380	(672)	4,150	(4,442)
Sales Tax Payable	427	607	(180)	528	(101)
Advanced Sales	749	749	-	-	749
Total Current Liabilities	<u>1,270</u>	<u>4,675</u>	<u>(3,405)</u>	<u>9,944</u>	<u>(8,674)</u>
Supplemental Compensation	3,819	3,472	347		
Total Liabilities	5,089	8,147	(3,058)	9,944	(4,855)
Net Assets					
Net Assets, Beginning of Year	236,886	236,886	-	228,376	8,510
Net Surplus/(Deficit), YTD	1,800	6,139	(4,339)	10,303	(8,503)
Total Net Assets	<u>238,686</u>	<u>243,025</u>	<u>(4,339)</u>	<u>238,679</u>	<u>7</u>
TOTAL LIABILITIES & NET ASSETS	<u><u>243,775</u></u>	<u><u>251,172</u></u>	<u><u>(7,397)</u></u>	<u><u>248,623</u></u>	<u><u>(4,848)</u></u>

Intergroup Code of Conduct

Purpose - to establish suggested guidelines that will ensure a safe environment for the free exchange of ideas within the context of loving discussion, while also promoting thoroughness and considerations of efficiency.

Background - Intergroup is composed of members who represent AA groups within San Francisco and Marin Counties. Our members come from a variety of backgrounds, education, and experience within the AA service structure which provides diversity of ideas from which we as an Intergroup have discussions and make decisions that further our Mission. While our diversity is a tremendous resource to our fellowship, it can often pose a challenge to processes and communication. It's our intent as the Intergroup Board of Directors to provide some suggested guidelines for conduct at the Intergroup Meeting to create a forum where members feel welcome and encouraged to share their perspectives without hesitation or intimidation. We strive to promote loving discussion that respects the other members individually and as a whole.

- One person at a time speaks - if someone is speaking that person has the floor (no side conversations, and refrain from shouting out questions/comments).
- Respect the Chair, the Stack-Taker, and any other person assisting the chair for order
- Respect the time allowed and time limits for discussion.
- If there is a document or report that is the basis for the discussion, consider whether you should comment on it without reviewing it first.
- Members who haven't spoken will be given preference in the order before subsequent comments.
- Communicate with respect; no personal attacks on the presenter; harassing or abusive language or gestures are unacceptable. Members who engage in such behavior will be issued a warning and may be asked to leave the meeting.
- AA takes time - be prepared for certain topics to be discussed over several months.