



## **San Francisco and Marin Intergroup Meeting - Agenda**

Wednesday, April 5, 2023, 7-8:30 PM

San Francisco and Marin Intergroup serves more than 900 A.A. groups in our common purpose of carrying the A.A. message of recovery to alcoholics. We provide important services for local 12th Step work, such as running Central Office, selling A.A. literature, publishing a local meeting directory and website and operating a 24-hour telephone hotline. In addition, Intergroup connects the local Fellowship to service opportunities, informs the public and professional community about A.A. and acts as an information exchange for announcements and events.

### **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. New IGRs, Visitors, AA Anniversaries
6. Approval of agenda (*housekeeping item*)
7. Approval of last month's Intergroup Meeting minutes (*housekeeping item*)

### **7:15 Officer Reports**

1. Board Chair
  - a. Intergroup In-Person Meetings Discussion at the Board level
2. Treasurer
  - a. Standard Financials
  - b. Faithful Fivers Rebranding Poll
3. Executive Director

### **7:25 Intergroup Committee Reports (up to 2 minutes/report)**

- Committee Round-Robin Break-out Session (SF/Marin Archives, SF Teleservice, SF Public Relations)

### **7:55 Service Committee Liaison Reports**

- (Committee liaisons to share written updates, to be in the packet)

### **7:55 New Business**

- Online AA meetings based in San Francisco and Marin Counties shall be listed on the printed meeting schedule of meetings
- Change the monthly meeting:
  - 1) Quarterly, rather than monthly, Service Committee Liaison Reports;
  - 2) Break-out rooms at every monthly meeting;
  - 3) Five IGR's per month give a brief description of their home group;
  - 4) Raffle every monthly meeting
- Committee Chairs' length of service and Intergroup election process [recommendations](#)
- Board recommendation to move the July Intergroup meeting to July 12 due to the July 4th weekend

### **8:25 What's On Your Mind**

### 8:30 Targeted Message

1. San Francisco and Marin Intergroup is now accepting **Board nominations**. In order to qualify for a Board seat, you must be a sober member of A.A. that is actively engaged in A.A. and have a minimum of two years sobriety. Also, at the time of nomination, Board candidates should be active participants at Intergroup and commit to maintaining that participation. To learn more, email [governance@aaasfmarin.org](mailto:governance@aaasfmarin.org).
2. **Central Office Volunteers** are needed to answer the phone lines, greet customers, and assist with special projects. Minimum of 1 year sobriety. For more information about this weekly shift opportunity, please email [aa@aaasfmarin.org](mailto:aa@aaasfmarin.org).
3. Sign up for **Faithful Fivers** to support the work of San Francisco and Marin Intergroup. To sign-up visit, [aaasfmarin.org/contributions](http://aaasfmarin.org/contributions). Your additional contributions support important 12th Step services, including running Central Office, selling A.A. literature, publishing the meeting schedule and our website at [aaasfmarin.org](http://aaasfmarin.org).
4. Literature prices are increasing at AA World Service, AA Grapevine, and our wholesale medallion company. Intergroup purchased a large amount of literature before the price increase, however at some point we will have to increase the Central Office bookstore prices.

### Adjourn with the Responsibility Statement

### Intergroup Information

1. **Next Intergroup Meeting** is Wednesday, May 3, 2023.
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)
  - a. 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.
  - b. A proposed agenda item 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").
  - c. 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")
  - d. 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.
  - e. (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")

- f. 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.
- g. 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").
- h. 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 a whole.

# San Francisco and Marin Intergroup Meeting - Proposed Minutes

Wednesday, March 1, 2023, 7-8:30 PM

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
  - a. 38 groups represented: 25 from San Francisco, 13 from Marin

<b>Marin Groups</b>	Quitting Time	<b>San Francisco Groups</b>	High Noon Zoom	Sun Night Castro Speaker Discussion
Awareness/Acceptance	Rise N Shine	A Way Out	Hilldwellers	Sunday Sunrise
Barnyard Group	Saturday Serendipity	Any Lengths	Join the Tribe	Surf
Fairfax Attitude Adjustment Online	Sisters In Sobriety	Be Still	Living Sober with Infertility	Thursday Night Women's Meeting
Friday Night Book	Tuesday Chip	Bernal New Day	Reality Farm	Too Early
Mill Valley Group 7AM		Castro Discussion (Show of Shows)	Say Hey Tuesday	Valencia Smokefree
Monday Night Stag Tiburon		Cow Hollow Young People	Serenity Seekers	Wake Up on Third Street
Morning Attitude Adjustment		Each Day a New Beginning	Sesame Step	West Portal
Not a Glum Lot		Each Day a New Beginning - Virtual	Sometimes Slowly	

5. New IGRs, Visitors, AA Anniversaries
  - a. New IGRs: Pat P., Rise & Shine (Marin); Christian F., Saturday Serendipity (Marin); Steve Y., Be Still (San Francisco)
  - a. Visitors: None
  - b. AA Anniversaries: Maggie K., 35 years; Courtney S., 2 years; Mary W., 3 years; Joel M., 4 years; Andre B., 7 years; Steven S., 18 months, Nikki T., 16 years
6. Approval of agenda (*housekeeping item*):
  - a. Approved
7. Approval of last month's Intergroup Meeting minutes (*housekeeping item*):
  - a. Approved

## 7:15 Officer Reports

1. Board Chair: Charlie
  - a. 2022 Annual Report
    - . Thank you to all who worked on getting the annual report out.
    - i. The Annual Report is available on website to download, in *The Buzz* and we are working on printing (date TBD)
    - ii. Highlights include: bookstore sobriety medallions 9852 sold, pop-up bookstore, meeting breakdown, where visitors are coming from, most popular pages on the website. HelpChat text box that provides immediate access via text on the website, with a monthly average of 22 chats, highest month in February with 43 chats.
    - iii. Plug to join service committees and how to contribute is also available in the report
  - b. Board Rotation Season is coming in June
    - . Voting on three new board members (3-year term) and a new treasurer (2-year term)
    - i. More information in the coming weeks. Reach out for more information [chair@aasfmarin.org](mailto:chair@aasfmarin.org)

## 2. Treasurer: Jim

- a) Revenue
  - ) Total revenue \$36,000, 16% ahead of budget, however -24% behind last year
    - (0) Year-end push for contributions flooded in December 2022
    - (1) Last year the flood of contributions happened in January
- i) Expenses
  - (0) Total Expenses were \$28,000, -14% under budget and -8% below prior year
  - (1) Off to a good start but factors likely to erode like internet upgrade, general inflation, lift maintenance
- ii) Surplus
  - (0) Slight \$9,000 surplus in January 2023
  - (1) Likely to have another surplus in February but this revenue will need to support expected deficits from March through August 2023
- iii) Prudent Reserve and Rating:
  - (0) Liquid cash increased with operating surplus to 3 months = Excellent
  - (1) Likely to increase further in February however will erode from March through August with expected deficits
  - (2) Contributions happen as treasurer commitments turn over by and large
  - (3) Prudent Reserve Calculations: Average of 2022 Expenses and 2023 budget \$27,013 per month, 6 months = \$162,078
    - (a) January balance sheet \$162,098 (\$20 Interest posted 1/31)
- iv) Faithful Fivers:
  - (0) 373 Faithful Fivers (down 2) donated \$4,923 (down -\$144) averaging \$13.20
  - (1) January saw only a very slight downturn in Faithful Fivers
  - (2) Rebranding poll next month: send or re-send to [treasurer@asfmarin.org](mailto:treasurer@asfmarin.org)
- v) Questions:
  - (0) Any impact to our budget due to Sobriety by the Bay being in San Jose this year and contributing to the San Jose Intergroup, rather than our Intergroup?
    - (a) Response: No, we are doing better than we were last year - individual and group contributions more than made up for last year
  - (1) What is the monthly expense burn rate?
    - (a) Monthly burn rate is the number of months of expenses above and beyond the prudent reserve. That number is the denominator, when calculating the prudent reserve. Average of monthly budget and prior expenses divided by 12.

## 3. Executive Director: Christina

- b) Thank you Letter to the Fellowship
  - ) Included in the packet is a letter of gratitude from Intergroup. Thank you to the groups for stepping up and helping with our projected deficit. It is also available on the Red Alert bar on the website.
- c) Excited to announce New Logo Reveal with name change (SF & Marin Intergroup)

d) Central Office Updates

- ) Close to internet upgrade but not there yet. Has a great team supporting upgrades. Choices are limited for the building.
- i) Bookstore - placed an order for literature so Central Office is well stocked after physical inventory.
- ii) Received notice from AA World Service, AA Grapevine, and medallions wholesaler that prices are increasing. Big Books are not marked up, but we will be looking at price increases. New plan for bookstore shared at next IGR meeting.
- iii) Open Service Opportunities:
  - (0) Central Office Volunteers
  - (1) Volunteer Bookkeeper - QuickBooks
  - (2) Tech Committee Chair
  - (3) SF Teleservice Chair and 2 Daily Coordinators
  - (4) Archives Committee Chair
  - (5) Marin Sunshine Club Co-Chair
  - (6) SF Public Relations Chair
- iv) Filled Service Opportunities:
  - (0) New Co-Webmaster: Richard!
  - (1) New Associate Editor with the Buzz: Tad H.

**7:35 Intergroup Committee Reports**

1. Outreach Committee (Alison)
  - a. Meeting was held tonight and meets at 6:00PM before the monthly Intergroup meeting
  - b. Would love to grow and get some Marin representation
  - c. Currently working with other service entities to get more engagement and more IGRs and talked about drafting an email with a cool piece of collateral
2. Archives Committee (Mike)
  - a. Meeting quarterly now and next meeting is March 19th at Central Office at 12PM (also via Zoom)
3. Public Relations (Peter)
  - a. Announcing SF Public Relations Meet the Committee Event on 3/11 from 10-11:30AM at Central Office. Learn about SFPR and committee opportunities - join us to brainstorm for 2023 SF Public Relations works
  - b. Event held today with UCSF nursing students
  - c. Spoke with a parent of SF school district to outreach at schools
  - d. Marcus from Central Office and Peter met with SF District Attorney and Board Supervisor Dorsey to discuss what AA does and doesn't do including court cards.
4. Sunshine Club (Clayton)
  - a. Currently arranging meetings for three women.
  - b. Seeking new co-chairs, especially one from Marin. Those interested in this service commitment need not be a current Sunshine Club Volunteer, 2 year sobriety commitment and contact [sunshine@aasfmarin.org](mailto:sunshine@aasfmarin.org)
  - c. AA members who wish to schedule an AA meeting in person can also send a message to [sunshine@aasfmarin.org](mailto:sunshine@aasfmarin.org)

**7:50 Service Committee Liaison Reports**

1. SF General Service (Joel)
  - a. District 16 looking for Spanish speaking liaison
  - b. Pre- Conference Assembly - where the Area Delegate will hear all group consciences will be Saturday April 1st - April 2nd

- c. Agenda Topics Workshop - March 11th from 10AM-3PM
    - i. If you can't attend but have questions about how to lead a sharing session please reach out to your DCM or if you don't have a DCM, ask [altchair@sfgeneralservice.org](mailto:altchair@sfgeneralservice.org)
- 2. Marin Teleservice (Jillian)
  - a. Next meeting Tuesday, March 28th at 6:30PM
  - b. All committee members changed out and volunteer opportunities available
- 3. Marin General Service (Kate)
  - a. Panel 73 off to a great start
  - b. PRAASA 2023: March 3rd-5th, Los Angeles, CA and will be in San Francisco in 2024
  - c. Group Conscience on Annual Delegate Contribution by our Area (California Northern Coastal Area) to the General Service Board in respect to the 2023 General Service Conference be the anticipated full cost per conference member of \$9,000
  - d. Delegate, Eric L. presented on how to make Agenda Topics attractive to group members to increase participation
- 4. Marin Accessibilities (District 10) (Cathy)
  - a. 2 New members at February meeting
  - b. Meets every 2nd Monday at 7PM on Zoom
  - c. Targeted Message: share the Inclusive Language handout - Using the correct language makes people feel welcome. The whole structure of AA is trying to be all inclusive. Please spread the word back to your groups.
- 5. SF H&I (Chad)
  - a. Next Business Meeting in person March 18th at 10AM Mission Fellowship, 2900 24th Street SF (held on odd months from 10-11AM)
  - b. For those interested in volunteering 3 H&I Zoom meetings and 22 in person meetings. We need volunteers

## 8:00 Old Business

- Inventory Question 6 Break-Out Session: Is Intergroup Serving its purpose adequately? What can Intergroup do to become more effective?
  - Group #1: Realized there wasn't overall representation from SF and Marin but Central Office has a list and start encouraging IGRs to make announcements. 3-month rotation of in-person meetings to online. Everyone loves the break out groups but sharing more personally and having steady stream of announcements may be easier at in-personal meetings.
  - Group # 2: Suggestion to have a buddy system pairing a new IGR with an experienced IGR. Hold two separate meetings; first financial and detailed and a second meeting that is more in tune with opportunities and involvement. IGRs in between meetings make a point to travel to and visit underrepresented meetings in their areas. Create a 5-year plan using creative promotion and get back together in person.
  - Group #3: Need more participation and groups to get involved. New outreach committee that meets before meeting - what's level of participation there? The buzz weekly communication - need to do more outreach. Normally 10% of people do 90% of the work - maybe the Outreach Committee can come up with scripts or handouts for people to show what IGR is and what we are doing. Try to make it as attractive as possible. Business of Intergroup is dry, unless you are into advanced AA it's not very exciting unless it's the money issue that came up recently. Post Covid - really through a monkey wrench in this thing. Don't get to meet face to face, easy to turn off the camera - let's get back into the rooms.

More focused message - having some place on the website or literature where we aggregate all the service opportunities - page on the website with links to go to committees. Reach out to groups without IGR reps and push that out there and do more in person.

- Group #5: Important to get the word out and increase IGR participation. Outreach Committee is important and can help increase direct representation. Need to get more involvement from Marin. Could change the format, 2 hours is a long meeting. Need to come up with more clear opportunities on how to be involved. Break-out rooms are great. Need to better define who we are and what we do - and work on reporting back. If people hear more about what Intergroup does, maybe we could get more IGRs to participate.

- Intergroup In-Person Meetings Discussion
  - Tabled.
- Tech Follow-Up: Andrew
  - What does it take to have a hybrid meeting?
    - Pre-Production Questions
      - Budget: What do we need to do this in a sustainable way?
      - Will the venue provide internet, screens, or audio or do we need to buy?
      - Limitations
      - Test It
      - Internet limitations
      - Mobile Hotspots?
      - There is no one way to do this
    - Audio
      - How do you get the Zoom into the Room?
      - Does your venue have a sound system?
      - An Interface is essential equipment for hybrid
        - converts analog audio signals or digital signals to analog signals which allows you to record and playback
        - Microphones?
        - Computers: Use 1 computer for all audio. No Chromebooks
    - Video
      - Camera and Encoders:
        - PTZ Camera - expensive. you can move them around with control and create presets with attendees
        - webcams
        - switchers for cameras
        - anonymity: be careful of camera shots. You can tape out areas on the floor for anonymity
        - Devices as video sources?
    - Roles and Responsibilities
      - Equipment Operators
      - Program Content/Chair
      - Timer



- Camera and Reading Lips
- Accessibilities: Interpretation through Zoom or microphone
- Virtual Operators (Manage Virtual Elements of Session - spotlighting people)
- Hybrid Events: There are in person and digital elements
  - compare crossover/livestream (not hybrid). Low Budget and provide a live view into an in person not interactive
- Compare crossover: Physical and virtual
- There is no one way to make Hybrid work
- Comments/Question: Suggestion to form an Ad Hoc committee to look into hybrid or go to current hybrid meetings for more information on how they are leading hybrid

#### 8:25 New Business

- Online AA meetings based in San Francisco and Marin Counties shall be listed on the printed meeting schedule of meetings
  - Tabled for Next Month

#### 8:30 Targeted Message

1. Check out San Francisco and Marin Intergroup's first ever **Annual Report**. Our Annual Report is one of the best ways to see all the important 12th Step work we do every day. A few of the 2022 highlights include our new name, hiring a new Executive Director, welcoming volunteers back into Central Office after the pandemic and launching the Marin pop-up bookstore. It also contains many interesting facts, such as the number of visitors to our [aasfmarin.org](http://aasfmarin.org) website, the top selling items in our bookstore and all the meetings that made contributions last year. There's a lot of great information. Take a moment to read through the report and be sure to share it with your groups!
2. Join an **Intergroup Service Committee**! Check out the *newly updated* [aasfmarin.org/committees](http://aasfmarin.org/committees) for the complete list of Intergroup Committees, including what they do, when they meet, and service opportunities.
3. San Francisco and Marin Intergroup needs **Central Office Volunteers** to answer the phone lines, greet customers, and assist with special projects. Minimum of 1 year sobriety. For more information about this weekly shift opportunity, please email [aa@aasfmarin.org](mailto:aa@aasfmarin.org).

#### Adjourn with the Responsibility Statement



# San Francisco and Marin Intergroup

## February 2023 Intergroup Board Meeting Minutes

**Present:** Charlie, Paul, Gloria, Chip, Isae, Judith, Andrew and Nikki

**Planned Absence:** Christina, Elena

### Meeting called to order by Chair at 6:30 PM

- Check-ins
- Review/Approve Agenda
  - Approved
- Review/Approve January Board Meeting Minutes
  - Approved

### Board Reports

- Chair
  - 2023 Board and Intergroup Meeting Schedule
    - Discussion regarding routine decisions and moving the July Intergroup meeting date. Should Intergroup decide or the Board (since they have authority to change Intergroup meeting dates). Discussion will continue next month.
  - Update on Executive Director Annual Review
    - Charlie will get this done as soon as possible
- Executive Director
  - Thank you letter to the Fellowship
    - Follow-up letter from the request for contributions at end of year 2022. Letter will be posted on the website's red alert bar and The Buzz (and to precede the annual report)
    - All - No objections!
- Treasurer: Financial Statements MTD/YTD Jan 31, 2023
  - Revenues \$36,000, +\$5,000 over budget (treasurer commitment turnover)
    - Treasurer commitment turnovers put us ahead of budget
  - Expenses \$25,000, -\$2,000 under budget (excludes cost of goods sold)

- Surplus +\$9,000, budgeted deficit -\$1,000 (expecting deficits March through June 2023)
- Unrestricted Cash
  - \$77,000 which is 2.8 months of expenses = Excellent (covers any losses through June 2023)
    - Correction by Jim: Unrestricted Cash as of 1/2023 was \$80,515, 3 months = Excellent.
- Faithful Fivers = 373 (down 2) donated \$4,923 (down -\$144)
- Jim: Poll for intergroup to gather up different suggestions for the Faithful Fiver name change

## **Board Committee Reports**

- Executive:
  - Did not meet this month.
- Development:
  - Board liaisons to prepare committees for round robin at April Intergroup meeting (Archives (Paul), Teleservice (Chip) and Public Relations (Nikki))
    - To discuss: committee scope, priorities, and service needs - recent highlights, experience/story with committee
    - 3 - 10 minute sessions
    - Idea is to make this engaging and motivating to understand what the committees do to get some buy-in. Want to understand what the needs are and why.
    - Will create a google form so people can sign up.
- Finance:
  - Annual report financials reviewed (work with ED on some edits)
  - \$10,000 bequest received February 2023, and a \$2,000 bequest in process
    - Important to share the recent bequest contribution (and our current bequest limits) with Intergroup.
      - Originally, the \$10,000 bequest was for \$20,000 but Intergroup informed the estate that our maximum contribution level for bequests is \$10,000.
    - Board discussion around G.S.O.'s current bequest amount which is still capped at \$10,000 as of 2/2023.
    - The Board will continue to discuss bequest levels, and discuss possibly increasing our bequest level due to inflation and other circumstances.
  - Financial statements, bank reconciliations, expenses reviewed as per standard operating procedure.

- Governance:
  - Interview protocols for board candidates will be ready at the next board meeting. This will give board candidates a better idea of the commitment.
  - Routine vs. Non-Routine language will be developed by the next Governance meeting.
- Operations:
  - Working on a harassment policy

## **Board Liaison Reports**

- Communications Committee
  - Annual Report
    - Intergroup's first annual report! This will be printed and published on the website, distributed in *The Buzz*, and Charlie will share with IG.
      - Suggestion to highlight 3-4 parts and share with Groups.
    - Suggestion to print a foldable version too, add it as a footer in *The Buzz*, and send it to new IGRs.
    - Question regarding if bequests are listed?
    - Response: We did not include the names of Faithful Fivers, or any contributors, but will go back to Intergroup next year to discuss including names.
  - Mission statement & elevator pitch, revised
    - Communications Committee implemented suggestions from the Board and will work on developing slides for Intergroup.
- Assign attendance to service entities and Intergroup committees

## **7:45 Old Business**

- Inventory follow-up at Intergroup
  - Question 5 recap
    - No actionable items
  - Prepare Question 6 break-out session
    - Chip will not be at the intergroup committee meeting, but he will reach out to the facilitators for their participation
- Board Nominating Committee
  - Nomination Committee: PaulCharlie, and Chip.
    - In addition to recruiting new board members, the Nomination Committee is tasked with recruiting a new Treasurer.

## **7:55 New Business**

- Governance: evaluate active board members holding concurrent IGR, Alt-IGR, and Committee Chair positions.

- Discussion around Intergroup service and conflict of interest, also the issue of participation at the service level.
- Worthwhile to look at what other Intergroups do.
- The Board will continue to discuss and will then direct Governance for further action.

**Meeting Adjourned at 8:12 pm**



**April 2023 Treasurer's Narrative**  
**Year to Date Ended February 28, 2023**

**REVENUES:**

Year to date revenues as of February 2023 exceeded both budget and prior year by a significant margin. January saw a large influx of group contributions from treasurer turnovers, and February likely saw some lagging residuals. The lion's share of revenue increase was due to two bequests totaling \$12K throwing individual contributions 92% over budget. March contributions overall are likely to be softer and will not pick up until after July turnovers (historically). Bookstore revenues are still soft missing budget by -\$3K but were \$3K or 39% ahead of prior year.

**EXPENSES:**

Year to date expenses as of February 2023 were also below budget (-12%) and roughly flat as compared to 2022. Some increases in expenses (such as rent) and expenses incurring later in the year will erode the positive variance to an extent but fiduciary cost control measures remain strong and some expected expense increases (such as internet expense) have been eliminated.

**NET SURPLUS:**

Higher revenues and lower expenses equal "profit" (or "surplus" in the non-profit world). Due to the cyclical nature of contribution revenues (and a flat line budget) this surplus will erode over the next 5 months (as noted above) as we are likely to run a deficit from March through July. This will also affect our liquidity position explained below.

**LIQUIDITY RESERVE:**

Unrestricted cash in addition to our 6-month prudent reserve increased again to 3.4 months (up from 3) leaving us in a positive cash position sufficient to cover cyclical losses from March through July.

**FAITHFUL FIVERS:**

February saw another (and steeper) decrease in Faithful Fivers down -4 for a total of 369 contributing -\$240 fewer dollars and averaging \$12.69 down -\$0.51.

# Intercounty Fellowship of AA

## Budget vs. Actuals: 2023 Annual Budget - FY23 P&L

January - February, 2023

	Jan 2023	Feb 2023	Total		
	Actual	Actual	Actual	Budget	Over Under Budget
Revenue					
Bookstore Sales	\$ 5,824.71	\$ 4,664.29	\$ 10,489.00	\$ 13,833.32	\$ -3,344.32
Fellowship	\$ 911.49	\$ 50.63	\$ 962.12	\$ 2,833.32	\$ -1,871.20
Group	\$ 22,654.79	\$ 19,600.46	\$ 42,255.25	\$ 33,333.34	\$ 8,921.91
Individual	\$ 6,921.94	\$ 17,390.60	\$ 24,312.54	\$ 12,583.32	\$ 11,729.22
Total Revenue	\$ 36,312.93	\$ 41,705.98	\$ 78,018.91	\$ 62,583.30	\$ 15,435.61
Cost of Goods Sold	\$ 2,970.88	\$ 3,396.82	\$ 6,367.70	\$ 10,787.50	\$ -4,419.80
Gross Profit	\$ 33,342.05	\$ 38,309.16	\$ 71,651.21	\$ 51,795.80	\$ 19,855.41
Expenditures					
Employee	\$ 18,424.00	\$ 18,261.53	\$ 36,685.53	\$ 37,359.42	\$ -673.89
Intergroup	\$ 154.44	\$ 354.67	\$ 509.11	\$ 1,806.04	\$ -1,296.93
Operational	\$ 6,427.16	\$ 6,297.81	\$ 12,724.97	\$ 13,218.26	\$ -493.29
General Administrative	\$ 281.00	\$ 1,200.43	\$ 1,481.43	\$ 2,341.98	\$ -860.55
Total Expenditures	\$ 25,286.60	\$ 26,114.44	\$ 51,401.04	\$ 54,725.70	\$ -3,324.66
Net Operating Revenue	\$ 8,055.45	\$ 12,194.72	\$ 20,250.17	\$ -2,929.90	\$ 23,180.07
Total Other Revenue	\$ 870.24	\$ 168.66	\$ 1,038.90	\$ 166.66	\$ 872.24
Total Other Expenditures	\$ 6.92	\$ 0.00	\$ 6.92	\$ 0.00	\$ 6.92
Net Revenue	\$ 8,918.77	\$ 12,363.38	\$ 21,282.15	\$ -2,763.24	\$ 24,045.39

Sunday, Mar 26, 2023 02:44:54 PM GMT-7 - Accrual Basis

**INTERCOUNTY FELLOWSHIP OF AA**  
**BALANCE SHEET**  
as of February 28, 2023

	28-Feb-23	31-Jan-23	\$ Change	28-Feb-22	\$ Change
<b>ASSETS</b>					
Current Assets					
Cash					
Unrestricted Cash	\$91,885	\$80,517	\$11,368	\$77,292	\$14,593
Restricted Cash (Prudent Reserve)	\$162,097	\$162,096	\$1	\$159,934	\$2,163
Total Cash	\$253,982	\$242,613	\$11,369	\$237,226	\$16,757
Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Inventory - Bookstore	\$20,228	\$19,324	\$904	\$15,131	\$5,096
Total Current Assets	\$274,210	\$261,937	\$12,273	\$252,357	\$21,853
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Deposits	\$6,698	\$6,698	\$0	\$6,698	\$0
<b>TOTAL ASSETS</b>	<b>\$280,907</b>	<b>\$268,635</b>	<b>\$12,273</b>	<b>\$259,054</b>	<b>\$21,853</b>
<b>LIABILITIES &amp; NET ASSETS</b>					
Liabilities					
Accounts Payable	(\$69)	(\$69)	\$0	\$51	(\$120)
Payroll Liabilities	\$5,312	\$5,296	\$16	\$3,160	\$2,152
Sales Tax Payable	\$323	\$430	(\$107)	\$299	\$24
Advanced Sales	\$0	\$0	\$0	\$0	\$0
Total Liabilities	\$5,566	\$5,657	(\$91)	\$3,510	\$2,056
Net Assets					
Net Assets, Beginning of Year	\$253,964	\$253,964	\$0	\$241,155	\$12,809
Net Surplus/(Deficit), YTD	\$21,282	\$8,919	\$12,363	\$14,294	\$6,988
Total Net Assets	\$275,246	\$262,883	\$12,363	\$255,449	\$19,797
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$280,812</b>	<b>\$268,540</b>	<b>\$12,273</b>	<b>\$258,959</b>	<b>\$21,853</b>





## **Roles and Responsibilities of the San Francisco and Marin Intergroup Board of Directors**

*The Intercounty Fellowship of Alcoholics Anonymous (commonly known as San Francisco and Marin Intergroup) is a California nonprofit corporation 501(c)(3) and is subject to all state and federal laws.*

### **Role of the Nonprofit Board**

- **Mission:** Directors are responsible for governance of the corporation in accordance with its mission.
- **Oversight:** Board may delegate authority to carry out day-to-day activities, but cannot delegate fiduciary duties and retains oversight responsibility for delegated matters.
- **Monitor and measure performance:** Evaluation against specific operational goals that the board has determined will further the corporation's mission.
- **Financial oversight responsibility:** Monitor and ensure the integrity of the corporation's financial reporting processes, internal control systems and audit.
- **Select and supervise the Executive Director:** Hire and support the Executive Director and review performance.
- **Organizational planning:** Ensure adequate resources and manage resources effectively.

### **Oversee and support the effective and efficient running of Intergroup**

- Supervise our Executive Director (i.e. give input to the annual performance review; give input on issues identified at Board meetings).

- Meet monthly as a Board, or more as needed, to address issues relevant to running Intergroup (i.e. how to manage expenses and increase revenue; which A.A. literature should be sold in the bookstore).
- When needed, act to fill the jobs of Special Workers (i.e. review and update the job descriptions, circulate job openings via our communication channels, review submitted resumes, and in the case of the Executive Director, interview potential candidates and make a recommendation to the Intergroup as to the best 3 - 5 candidates).
- Recruit/ hire subject matter experts to address issues on which there is no expertise among the Board.
- Assure compliance with the laws that govern a California non-profit corporation.
- Generate and oversee a budget in a fiscally responsible manner.

### **Serve the needs of the Intergroup as described in the Bylaws**

- Identify and bring issues to the Intergroup for discussion and decision by following the Bylaws and the Operations Manual as well as other decisions made by the Intergroup.
- Report Board activities at the monthly Intergroup meeting.

### **Specific Role & Responsibilities of Board Members**

- Attend and participate in the monthly Board and Intergroup meetings.
- Bring related business and nonprofit experience and expertise into the discussion of issues raised by the Board (i.e. the treasurer's accounting experience, another member's HR experience, etc.).
- Solicit and consider other Board members' views and experiences on issues discussed at Board meetings.
- Apply the Twelve Traditions and Twelve Concepts to our decision-making processes.
- Be available by email, phone, or Slack for the discussion of issues that arise between meetings and respond in a timely manner.

- Be familiar with the bylaws, the Operations Manual and Employee Handbook, the Twelve Traditions, and the Twelve Concepts for World Service.
- Participate in local San Francisco and Marin A.A. events.
- Serve on one of the Board Committees: Development, Finance, Governance, and Operations.
- Participate in other Intergroup Committees and/or Service Entity business meetings.
- Attend the annual retreat, held after the June Intergroup meeting and before the August Board monthly meeting.



The San Francisco and Marin Intergroup Board is seeking a Treasurer for a two-year term beginning July 1, 2023. We need help from you and other members of our Fellowship to reach potential candidates no later than May 1, 2023. Please see the Treasurer Job Description below and make this announcement at all meetings you attend.

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### **Treasurer Commitment Description**

The roles and responsibilities of the San Francisco and Marin Intergroup Treasurer includes:

- Oversees the application of Generally Accepted Accounting Principles for San Francisco and Marin Intergroup.
- Serves as Chair of the Intergroup Finance Committee.
- Reviews expenses and analyzes monthly financial statements.
- Advises the Executive Director on bookkeeping, payroll, tax filings and compliance issues.
- Approves bank reconciliations.
- Prepares the annual Intergroup budget with input from the Executive Director, Board of Directors, and Committee Chairs.
- Reviews and approves statement of Functional Expenses for year-end tax returns.
- Assesses internal controls and initiates outside audits as appropriate.
- Reports high level financials to the Board of Directors on the 4<sup>th</sup> Monday of each month.
- Presents financial statements to Intergroup on the first Wednesday of each month.
- Calculates and monitors the annual prudent reserve and unrestricted cash.

- As a Board Officer, the Treasurer serves on the Executive Committee of the Board of Directors (responsible for overseeing and evaluating) the performance and compensation of the Executive Director.

Knowledge of QuickBooks Online is beneficial. Experience in financial accounting management of a small business (as an owner or bookkeeper) is recommended. Experience in nonprofit accounting is best.

The job requires a minimum of 10-12 hours a month. **It is a volunteer position with a two-year term to begin July 1, 2023.**

It is not a requirement that the Treasurer be a member of Alcoholics Anonymous. If the applicant is an A.A. member, two or more years of continuous sobriety is suggested.

Interested parties can email a resume and cover letter, by May 1, 2023, to [governance@aasfmarin.org](mailto:governance@aasfmarin.org)



## **2023 Board of Director Statement of Interest Handout**

### **Board Qualifications:**

In order to qualify as a Board of Director, you must be an active member of A.A. and have a minimum of two years continuous sobriety on the date elections are held. You also must be 18 years of age or older.

### **Time Commitment as a Board of Director:**

- As a Board member, you will be an active participant by attending the following:
  - o monthly online Board meeting on the fourth Monday at 6:30pm;
  - o monthly Intergroup meeting on the first Wednesday at 7pm (currently online);
  - o monthly Board Committee meeting online (date/time TBD);
  - o one monthly Intergroup service committee meeting as the Board liaison;
  - o an annual one-day Board retreat (in-person sometime in August), and
  - o any additional Intergroup events or functions.
- Due to the suggested time commitment of 8 to 10 hours a month for Intergroup meetings and any additional Intergroup work, it is recommended that you discuss this service commitment with your family and your A.A. sponsor.

### **Length of Service:**

The length of service for Board members is three years. Terms begin July 1, 2023 and end June 30, 2026. However, the Treasurer position is a 2-year commitment. And one Board member position is a two-year position. Board of Directors have the option of serving an additional three-year term.

### **Next Steps:**

If you are interested in serving as a Board of Director for San Francisco

and Marin Intergroup, please fill out the [Statement of Interest Application](#) before May 1, 2023.

After submitting your application, you will be contacted by the Board Nominating Committee to set up a meet and greet to discuss the position. Annual Elections are held at the June Intergroup meeting where you will have the opportunity to introduce yourself.

If at any time you have questions about this service commitment, please email [governance@aasfmarin.org](mailto:governance@aasfmarin.org).

**Scan here to submit your Statement of Interest (by May 1):**





SAN FRANCISCO & MARIN  
INTERGROUP

*In collaboration with Marin General Service*



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# MARIN POP-UP BOOK STORE

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3RD MONDAY OF THE MONTH  
6:45-7:30PM & 9-9:30PM

NEXT POP-UP DATES:

APR 17, MAY 15, JUN 19, JUL 17 & AUG 21

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