



San Francisco and Marin Intergroup

San Francisco and Marin Intergroup Meeting - Agenda

Wednesday, December 6, 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.

Announcements:

- Ask for 2 IGRs to share about their meeting

7:00 Getting Started

1. Open with the Serenity Prayer
2. Call to order. Statement of Purpose
3. Roll Call
4. New IGRs, Visitors, AA Anniversaries
5. Approval of agenda (*housekeeping item*)
6. Approval of last month's Intergroup Meeting minutes (*housekeeping item*)

7:15 Officer Reports

1. Board Chair
2. Treasurer
 - a. Standard financials
3. Executive Director
 - a. Keep us informed: Alcathons and meeting changes due to the holidays
 - b. Open commitment: [Marin Pop Up Coordinator](#)

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

7:40 Service Committee Liaison Reports (up to 2 minutes/report)

7:45 Old Business

1. 2024 Budget (vote)
 - a. [2024 budget highlights](#)
2. Marin Pop Up One-Year Analysis

8:05 New Business

1. Communications Committee merger with *The Buzz* and *The Point* (Isae)
2. Quick poll re: ideas for 15-minute educational topics at monthly Intergroup meetings

8:17 Share about your Home Group (up to 2 minutes each)

8:20 What's On Your Mind

8:30 Targeted Message

1. San Francisco and Marin Intergroup is grateful for your **Gratitude Month** contributions. Please remember to send in contributions before the end of the year as your additional contributions support important 12th Step services, including running Central Office,

selling A.A. literature, publishing the meeting schedule and our website.

2. 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.
3. Holiday meeting changes? Central Office needs your help keeping the meeting schedule current. If your group is not meeting on a regularly scheduled date due to a holiday, please email aa@aasfmarin.org so the info can be reflected in the online schedule.

Adjourn with the Responsibility Statement

Intergroup Information

1. **Next Intergroup Meeting** is Wednesday, January 3, 2024.
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 -

San Francisco and Marin Intergroup

Proposed Minutes

Wednesday, November 1, 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.

Getting Started

1. Open with the Serenity Prayer
2. Call to order. Statement of Purpose
3. Roll Call
 - a. 36 groups represented (9 Marin, 27 San Francisco)

Marin Groups	Be Still	Parkside
Fairfax Attitude Adjustment Online	Bernal New Day Virtual	Reality Farm
Barnyard Group	BIPOC-Together We Prosper	Serenity Seekers
Corte Madera Saturday Candlelight	Castro Sober Sisters	Sesame Step
Monday Night Stag Tiburon	Cow Hollow Men's	Sometimes Slowly
Quitting Time	Cow Hollow Young People	T 4 Tea
Rise N Shine	Dignitaries Sympathy	Too Early
Sisters in Sobriety	Each Day a New Beginning Virtual	Surf
Sunday Express	Friendly Circle	Sunday Sunrise
Tuesday Chip	Haight Street Explorers	Thurs. Night Women's Meeting
San Francisco Groups	High Noon Thursday Online	Valencia Smokefree
A New Start	Hilldwellers	West Portal
Any Lengths	Join the Tribe	

Roll Call

4. New IGRs, Visitors, AA Anniversaries
 - a. New IGRs: Tessa L, High Noon Online (SF); Ann V, Thursday Parkside (SF), Ann C, Valencia Smokefree (SF);
 - b. Visitors: Chris L, Kim S

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- c. AA Anniversaries: Ashlee K (2 years)
- 5. Approval of agenda (housekeeping item)
 - a. Approved
- 6. Approval of last month's Intergroup Meeting minutes (housekeeping item)
 - a. Approved

Officer Reports

- Board Chair (Elena)
 - Thank you to all attendees and organizers of SF and Marin Unity Days
 - Save the Date for San Francisco and Marin Intergroup's **Open House & Ugly Sweater Holiday Party** on Saturday, December 2 between 12 to 2pm at Central Office (1821 Sacramento Street, SF). Bring your sponsees and friends and join us for fellowship, pizza and refreshments!
 - Don't forget November is Gratitude Month and it's a time to express your gratitude for your sobriety by passing a second basket to support San Francisco and Marin Intergroup's 12th Step services.
 - Gratitude Month contributions can be made via aasfmarin.org/group-contributions or via Venmo [@SFMarinIntergroup](https://www.venmo.com/SFMarinIntergroup), OR
 - Gratitude Month QR code flyer can be found [here](#)
- Treasurer (Christina G on behalf of Hedy)
 - Financial Report
 - **Year to Date as of September 2023**
 - Revenue \$281,487 - up 16% over prior year
 - Individual contributions and 7th Tradition are keeping us going
 - Expenses \$286,514, 3% over budget, +7% prior year (likely due to inflation and taking on more projects)
 - Deficit \$3.3K versus budgeted deficit \$12.4K
 - Unrestricted Cash (above our prudent reserve) \$67,899 2.5 month's expenses (down from 2.9)

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- On target for cash position (on budget and >2 months expenses)
- Grateful Givers = down 8%, donated \$4,523, average gift remains at \$12.39
- It is difficult to identify the cause of the downward trend, there are often credit cards declined for various reasons and some instances of financial hardship
- Executive Director Report (Christina G)
 - The holidays are just around the corner, please send any Alcathon details and/or meeting closure notices to aa@aasfmarin.org so that we can publish Alcathon details and update meeting schedules
 - Christina attended the ICOAA (Intergroup Central Office of AA) Special Worker retreat
 - Lots of networking and sharing of ideas
 - Workshop highlights included “How Central Office and Intergroup Supply the Context of the 12 Traditions”, “Attracting IGR Reps and Nominating Board Members and Officers” and “Working with General Service”, “Public Information: Attraction versus Promotion and Singleness of Purpose”
 - Christina was able to highlight our outreach work at the retreat
 - GSO Special Worker provided some literature updates
 - GSO received 2,600 stories for the 5th edition, there is a lot of work to do, so no release date yet
 - GSO is working on a draft of a Plain Language translation of the Big Book (Note it is considered a translation), tentatively slated for next year with plans to have it ready for the International Conference in Vancouver, in 2025
 - An update to the Service Manual is underway with 4 chapters to be rewritten

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- Code for Recovery was there (creators of the meeting plug-in on our website) and said adding the ability to add search criteria for chip meetings/birthday meetings is doable so we will be pursuing that option

Intergroup Committee Reports

- SF Public Relations (David L)
 - Recent events
 - Last Sunday Streets event for 2023 was 10/15
 - AA Info Presentation at Women's Resource Center was 10/16
 - Upcoming events
 - PR needs support! Next meeting 11/13
 - Orientation at 6pm and meeting at 7pm
 - Joint Speaker Workshop discussion (hybrid meeting) at SF Central Office on 11/18 10:30am to 12 noon.
 - Project Homeless Connect is scheduled for 12/6, 10am to 3pm
- Outreach (Marty M)
 - Thank you for making the IGR [announcement](#) at meetings without an IGR; it's working! (1 new IGR this month and a couple more next month).
 - Keep making the [announcement](#)!
 - Working to identify meetings without an IGR and meetings where the IGR is no longer active
- Communications (Isae)
 - The Buzz, weekly newsletter for the latest news, events and service opportunities
 - Submit items to thebuzz@asfmarin.org by Sunday for Friday's edition
 - The Point, monthly publication featuring SF and Marin AA member's stories, poetry and artwork about their experience, strength and hope

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- Have a story, poem, or artwork to share? Submit items to thepoint@aasfmarin.org
- Currently working on the Annual Report
- Communications committee would welcome volunteers! Communications and/or Marketing experience helpful but not required.
- Committee meets the 2nd Monday of the month at 5:30pm. Email communications@aasfmarin.org to receive the meeting link
- Tech (Brian C)
 - AirTable database hand off in process (holds all our meeting and trusted servants info)
- Teleservice (Christina G on behalf of Amanda)
 - SF and Marin Teleservice have merged
 - 10/16 moved over to VoIP (Voiceover Internet Protocol) network and it's going well, allows more volunteers to take shifts at the same time, rolls over from one volunteer to the next
 - Committee meets the 3rd Monday of the month, Orientation at 6pm followed by business meeting at 6:45pm
- Sunshine Club (Clayton)
 - In order to keep the Sunshine Club going, they are seeking new Meeting Coordinators (the current coordinators have been serving for 2+ years and now have conflicting commitments), ideally at least one member located in Marin
 - Requirements: Current Sunshine Club Member and at least one year of continuous sobriety or 2 years of continuous sobriety
 - Upcoming Orientation meeting on 11/8 at 7pm, info in The Buzz
 - To schedule an in-person meeting by the Sunshine Club or to ask questions about the Sunshine Club contact sunshineclub@aasfmarin.org
- Archives (Kim S)

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- The Archives Committee collects and preserves official and unofficial documents related to AA from the general area, responsible for storing and protecting the materials as well as developing access procedures
- Currently a committee of one, the committee is seeking volunteers to:
 - Collect group histories and member stories
 - Catalog, organize, create and recreate visual displays, scan, file and more
 - If you love history, collecting or want to know more about the local evolution of AA this is the role for you!
- Monthly meeting on 3rd Saturday of the month at SF Central Office from 12pm to 2pm

Service Committee Liaison Reports

- SF H&I (Thatcher)
 - Pausing monthly business/orientation meetings until January
 - Gearing up for more outreach in early 2024
 - If your group doesn't have an H&I Rep, please consider adding one
- District 10 Marin (Riaz A)
 - Developing 2024 budget
 - Performing a district inventory to ensure they are serving General Service Officers in an effective manner
 - District 10 monthly meeting location will be moving in January (TBD)
- District 6 San Francisco (Alison T)
 - The Fall Assembly Area Inventory (AKA "the fun one") is happening 11/4 at the Monterey Moose Family Center in Del Rey Oaks, California
- Marin Accessibilities (Cathy P)
 - Focusing on:
 - Visual and hard of hearing challenges
 - Remote participation
 - Physical disabilities
 - Mental diversities
 - 2024 budget proposal of \$75 (up from \$50 prior year)

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- Target Message for November “Who’s still missing from your group?”
- Committee meets the 2nd Monday of the month from 7pm to 8pm, all are welcome

Old Business

- Grateful Giver Logo Contest (Caitlin T)
 - Intergroup selected the winning design for the Grateful Giver logo contest. 2 late submissions were added to the finalists.
 - Logo #4 was selected from the [options](#)

New Business

- 2024 Budget Presentation (Christina G on behalf of Hedy)
 - Budget process starts with reaching out to all the IGR Service Committees to get a feel for their projected expenses, reviewing current expenditures
 - Many other factors such as increased rent, computer equipment in order to upgrade to Windows 11 at Central Office, on-call sub to be back-up for Jackie and a site for more frequent Marin Pop-Up Bookstore events are influencing expenses
 - On the plus side there are savings associated once the AT&T landline is retired.
 - Projecting a \$10.4K deficit overall for 2024 (versus \$16.5K projected deficit for 2023), confident no impact on prudent reserve (funds would come out of Unrestricted Cash)
 - 2023 Revenue (does not include goods sold): +17% over last year and is projected to increase by 9%/\$35K in 2024
 - Bookstore Sales: goal is to return to pre-Covid levels (64% drop during 2020/ 2021 to 2022 +39%) projected to go up 13% in 2024
 - 2024 Fellowship Contributions: projection = \$7.7K versus 2023 projection of \$17K down due to Sobriety by the Bay’s move to San Jose and the unwinding of Marin Teleservice direct contributions (which moving forward will go directly to Intergroup’s group contributions line item)

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- Group Contributions: goal is to return to pre-Covid levels, 2023 contributions +13% over prior year and are projected to go up as Marin Teleservice direct contributions move to Intergroup
- Individual Contributions are forecasted to remain flat, 2023 contributions are up 45% over last year thanks to our Grateful Givers and a few bequests between \$2K and \$10K which can't be counted on going forward
- Total Expenses (as of 10/26) unreconciled, 2023 is up 5% over last year with a projected increase of 12% due to the items mentioned in the budget process above
 - Employee Expenses: 2023 is up 6% looking at a forecasted increase of 13% due to new hire (Jackie) and the need for a Central Office sub (would legally be required to be an employee rather than an outside contractor)
 - Intergroup Committee Expenses: 2024 projection +132% in support of our 12-Step Services
 - Expenses include return to in-person Intergroup meetings, new committees like Outreach and Communications, more Fellowship events and sending Special Workers to ICOAA
 - Operational Expenses: will stay relatively flat, includes hardware and software upgrades, rent, savings on final move to VoIP
 - General Administrative Expenses: AirTable contractors for hand-off, CPA, etc
- Battery Lift Expenditure at Central Office:
 - Replacement is not feasible, just had 5-year load test, awaiting state to renew permit
 - Potential of lift permit from the state not being renewed due to failing battery. The lift operates on both the battery and electricity (both are required)
 - Per our operation manual, for any non-budgeted expenses >\$2K require Intergroup approval

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- It is also required by law under the ADA Act to stay in business
- Motion to approve \$3,378 expenditure to bring the lift into compliance.
 - Approved by simple majority vote.
- Group Contribution Recommendations:
 - With the merger of SF and Marin Teleservice, Marin Teleservice is now recommending that Marin groups include their teleservice contributions in with their 7th Tradition contributions to Intergroup.
 - The sample group contributions recommendations can be found [here](#).

Adjourn with Responsibility Statement



San Francisco and Marin Intergroup

October 23, 2023 Intergroup Board Meeting Minutes

Present:

- Elena, Chair
- Hedy H., Treasurer
- Christina G, Executive Director
- Judy W, Board Member
- Caitlin T, Board Member
- Alison T, Board Member
- Phil S, Board Member
- Andrew S, Board Member
- Paul A, Board Member
- Denis O, Board Member

- Absent: Nikki T, Secretary

Meeting called to order by Chair at 6:30pm.

- Check-Ins
- Review/Approve Agenda
 - Approved
- Review/Approve September Board Meeting Minutes
 - Approved

Board Reports

- Chair Report
 - Ugly Sweater Party - 12/2/23 - Board Participation: participants are grateful seeing board members
- ED Report
 - ICOAA debrief: a hearty description of Kentucky special workers conference including descriptions workshops about central offices, traditions and concepts.
 - Teleservice update: one week into two month transition, VOIP system working well, good feedback from volunteers.
- Treasurer Report
 - Financial Report

- Income Statement and Balance Sheet: all is well, continue to slowly improve balance sheet and income statement (links to financials on the Google Drive).
- Gratitude Month: reminder that Gratitude Month is in November, discussion about VENMO, the Buzz and group treasurers' announcements.

Board Committee Reports

- Executive: executive director survey to be distributed
- Development: 800 meetings with only 60-70 IGRs, outreach to individual meetings, suggestions: board members to recruit IGRs, board members to visit at least three meetings to recruit IGRs. Development committee supporting Outreach committee.
- Finance: no report
- Governance: discussions about Zoom meetings, outside counsel, one person satisfying multiple roles, difference between ministerial and material, update employment policies, clarify conflict of interests, declaration that insurance policy is in effect, board to advise IGRs.
- Operations: committee to review employee manual, discussion about Central Office elevator maintenance and costs.

Board Liaison Reports

- Committee Liaison: Discussions: Outreach meetings are in progress, Fall assembly in November 2023. GSR District 10.
- Communications
- Teleservice
- Fellowship
 - Sign-up to be an Intergroup Committee Liaison

7:40 Old Business

- 2024 budget presentation (Vote)
 - Discussion: methodology and assumptions, deficit, bookstore sales, fellowship contributions, communications with group secretaries, individual contributions, expenses, special worker's responsibilities, hiring a substitute special worker.
 - **Motion to Accept Budget as Presented.**
 - **Approved.**

- Board assist with outreach to increase IGR participation (vote)
 - Motion for Board to assist with Outreach efforts.
 - Approved.
- Marin Pop Up Bookstore
 - Discussion: Looking at San Rafael's Tuesday Chip meeting as possible venue, as well as Marin Alano Club and a possible 4th Street location. Subcommittee to be formed to evaluate and report.
- Speaker Tape Library
 - no update

New Business

- Group contribution recommendations
 - Discussion: Marin contributions to Central Office to increase 10% due to Teleservice merger.
 - **Motion to recommend change in percentage due to Marin Teleservice merging with San Francisco.**
 - **Approved.**
- Battery lift expenditure approval (link to quote)
 - Discussion on replacing battery.
 - **Motion to present to Intergroup.**
 - **Approved.**

Meeting adjourned at 8:30pm.

INTERCOUNTY FELLOWSHIP OF AA
BALANCE SHEET
as of October 31, 2023

	31-Oct-23	30-Sep-23	\$ Change	31-Oct-22	\$ Change
ASSETS					
Current Assets					
Cash					
Unrestricted Cash	\$68,041	\$67,906	\$135	\$35,762	\$32,279
Restricted Cash (Prudent Reserve)	\$162,099	\$162,095	\$3	\$157,933	\$4,166
Total Cash	\$230,140	\$230,002	\$138	\$193,695	\$36,445
Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Inventory - Bookstore	\$20,299	\$19,830	\$469	\$19,081	\$1,218
Total Current Assets	\$250,439	\$249,832	\$607	\$212,775	\$37,663
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Deposits	\$6,698	\$6,698	\$0	\$6,698	\$0
TOTAL ASSETS	\$257,136	\$256,529	\$607	\$219,473	\$37,663
LIABILITIES & NET ASSETS					
Liabilities					
Accounts Payable	(\$69)	(\$92)	\$23	(\$69)	\$0
Payroll Liabilities	\$5,937	\$5,520	\$417	\$3,243	\$2,694
Sales Tax Payable	\$422	\$432	(\$11)	\$407	\$15
Advanced Sales	\$0	\$0	\$0	\$0	\$0
Total Liabilities	\$6,289	\$5,860	\$429	\$3,581	\$2,708
Net Assets					
Net Assets, Beginning of Year	\$253,964	\$253,964	\$0	\$241,155	\$12,809
Net Surplus/(Deficit), YTD	(\$3,118)	(\$3,296)	\$178	(\$25,263)	\$22,146
Total Net Assets	\$250,847	\$250,669	\$178	\$215,892	\$34,955
TOTAL LIABILITIES & NET ASSETS	\$257,136	\$256,529	\$607	\$219,473	\$37,663

Intercounty Fellowship of AA
Budget vs. Actuals: 2023 Annual Budget - FY23 P&L
January - October, 2023

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Over/Under Budget
Revenue													
Total Bookstore Sales Revenue	\$ 5,824.71	\$ 4,664.29	\$ 5,613.54	\$ 3,904.04	\$ 5,727.36	\$ 5,016.36	\$ 5,806.76	\$ 5,812.88	\$ 5,397.34	\$ 6,366.42	\$ 54,133.70	\$ 69,166.60	\$ -15,032.90
Total Fellowship Contributions	\$ 911.49	\$ 50.63	\$ 3,456.00	\$ 72.00	\$ 40.91	\$ 983.00	\$ 144.00	\$ 1,737.00	\$ 38.70	\$ 2,502.41	\$ 9,936.14	\$ 14,166.60	\$ -4,230.46
Total Group Contributions	\$ 22,654.79	\$ 19,600.46	\$ 15,147.61	\$ 13,577.40	\$ 12,401.55	\$ 9,363.69	\$ 20,991.85	\$ 20,681.13	\$ 12,223.30	\$ 18,002.81	\$ 164,644.59	\$ 166,666.70	\$ -2,022.11
Total Individual Contributions	\$ 6,921.94	\$ 17,390.60	\$ 11,295.85	\$ 5,399.11	\$ 5,139.69	\$ 6,079.59	\$ 13,197.76	\$ 8,975.17	\$ 5,251.00	\$ 5,536.82	\$ 85,187.53	\$ 62,916.60	\$ 22,270.93
Total Revenue	\$ 36,312.93	\$ 41,705.98	\$ 35,513.00	\$ 22,952.53	\$ 23,309.51	\$ 21,442.64	\$ 40,140.37	\$ 37,206.18	\$ 22,910.34	\$ 32,406.69	\$ 313,900.17	\$ 312,916.50	\$ 983.67
Total Cost of Goods Sold	\$ 2,970.88	\$ 3,397.38	\$ 4,385.75	\$ 3,189.54	\$ 4,442.12	\$ 4,008.06	\$ 4,345.79	\$ 4,368.77	\$ 4,211.34	\$ 3,632.07	\$ 38,951.70	\$ 53,937.50	\$ -14,985.80
Gross Profit	\$ 33,342.05	\$ 38,308.60	\$ 31,127.25	\$ 19,762.99	\$ 18,867.39	\$ 17,434.58	\$ 35,794.58	\$ 32,837.41	\$ 18,699.00	\$ 28,774.62	\$ 274,948.47	\$ 258,979.00	\$ 15,969.47
Expenditures													
Total Employee Expenses	\$ 18,424.00	\$ 18,261.53	\$ 18,230.76	\$ 18,606.61	\$ 21,404.61	\$ 19,197.47	\$ 18,982.50	\$ 18,982.47	\$ 20,088.29	\$ 20,186.17	\$ 192,364.41	\$ 186,797.10	\$ 5,567.31
Total Intergroup Committees	\$ 154.44	\$ 354.67	\$ 135.93	\$ 1,723.45	\$ 337.24	\$ 1,670.44	\$ 653.22	\$ 752.09	\$ 486.63	\$ 1,177.37	\$ 7,445.48	\$ 9,030.20	\$ -1,584.72
Total Operational Expenses	\$ 6,427.16	\$ 6,297.81	\$ 7,209.30	\$ 6,755.47	\$ 6,165.03	\$ 7,695.96	\$ 7,513.54	\$ 6,714.51	\$ 8,411.04	\$ 7,041.03	\$ 70,230.85	\$ 66,091.30	\$ 4,139.55
Total General Administrative Expenses	\$ 281.00	\$ 1,200.43	\$ 0.00	\$ 1,566.25	\$ 967.50	\$ 0.00	\$ 573.11	\$ 1,654.13	\$ 3,317.68	\$ 210.00	\$ 9,770.10	\$ 11,709.90	\$ -1,939.80
Total Expenditures	\$ 25,286.60	\$ 26,114.44	\$ 25,575.99	\$ 28,651.78	\$ 28,874.38	\$ 28,563.87	\$ 27,722.37	\$ 28,103.20	\$ 32,303.64	\$ 28,614.57	\$ 279,810.84	\$ 273,628.50	\$ 6,182.34
Net Operating Revenue	\$ 8,055.45	\$ 12,194.16	\$ 5,551.26	\$ -8,888.79	\$ -10,006.99	\$ -11,129.29	\$ 8,072.21	\$ 4,734.21	\$ -13,604.64	\$ 160.05	\$ -4,862.37	\$ -14,649.50	\$ 9,787.13
Total Other Revenue	\$ 870.24	\$ 168.66	\$ 170.65	\$ 119.98	\$ 170.65	\$ 69.99	\$ 79.92	\$ 20.65	\$ 19.99	\$ 20.65	\$ 1,711.38	\$ 833.30	\$ 878.08
Total Other Expenditures	\$ 6.92		\$ 3.95	\$ 0.33	\$ 0.61	\$ 0.53	\$ 0.47	\$ 0.32	\$ -49.31	\$ 2.69	\$ -33.49	\$ 0.00	\$ -33.49
Net Revenue	\$ 8,918.77	\$ 12,362.82	\$ 5,717.96	\$ -8,769.14	\$ -9,836.95	\$ -11,059.83	\$ 8,151.66	\$ 4,754.54	\$ -13,535.34	\$ 178.01	\$ -3,117.50	\$ -13,816.20	\$ 10,698.70

Wednesday, Nov 15, 2023 09:52:41 AM GMT-8 - Accrual Basis

		San Francisco and Marin Intergroup						
		Summary Income Statement (Actuals)						
	2018 - 2022 Actuals, 2023 Forecast, 2024 Budget							
	2018	2019	2020	2021	2022	2023 BUDGET	2023 FORECAST	2024 BUDGET
Revenue								
Total Bookstore Sales Revenue	\$91,862.09	\$93,239.92	\$33,021.07	\$38,599.65	\$53,764.40	\$83,000.00	\$78,500.10	\$88,500.00
Total Fellowship Contributions	\$2,182.00	\$0.00	\$542.20	\$0.00	\$17,184.00	\$17,000.00	\$8,016.00	\$7,700.00
Total Group Contributions	\$197,235.45	\$203,389.75	\$165,021.71	\$183,571.09	\$193,710.41	\$200,000.00	\$195,000.00	\$206,500.00
Total Individual Contributions	\$52,369.84	\$50,714.40	\$121,954.35	\$103,531.94	\$105,460.68	\$75,500.00	\$111,289.16	\$112,100.00
Total Revenue	\$343,649.38	\$356,071.07	\$320,539.33	\$325,702.68	\$370,119.49	\$375,500.00	\$392,805.26	\$414,800.00
Total Cost of Goods Sold	\$70,691.77	\$71,744.91	\$26,208.78	\$29,241.11	\$41,297.46	\$64,725.00	\$53,207.78	\$54,650.00
GROSS PROFIT	\$272,957.61	\$284,326.16	\$294,330.55	\$296,461.57	\$328,822.03	\$310,775.00	\$339,597.48	\$360,150.00
Expenditures								
Employee Expenses	\$183,183.16	\$191,376.76	\$199,568.44	\$194,135.26	\$216,412.71	\$224,156.77	\$225,760.97	\$254,745.87
Committee Expenses								
Archives Committee	\$1,679.62	\$1,621.67	\$0.22		\$82.91	\$1,860.00		\$1,500.00
Communications								\$1,500.00
Sunshine Club						\$251.00		\$150.00
Fellowship Committee	\$5,347.82	\$6,470.75	\$844.03		\$1,058.37	\$3,160.00	\$2,500.00	\$7,500.00
Intergroup Expenses	\$1,224.63	\$2,824.68	\$603.00	\$1,131.25	\$1,444.04	\$0.00	\$2,505.61	\$7,850.00
Outreach								\$250.00
SF PI/CPC	\$875.88	\$892.29	\$133.94		\$628.98	\$1,000.00	\$1,478.19	\$1,800.00
Teleservice Committee		\$432.14	\$0.75	\$358.46	\$89.36	\$935.34		\$1,000.00
The Buzz				\$428.89	\$880.00	\$1,080.00	\$986.67	\$1,100.00
The Point	\$1,443.39	\$12.02	\$65.56		\$177.72	\$450.00	\$128.00	\$750.00
Travel	\$3,519.66				\$2,276.34	\$2,100.00	\$2,500.00	\$2,100.00
Total Committee Expenses	\$14,091.00	\$12,253.55	\$1,758.36	\$1,918.60	\$6,644.98	\$10,836.34	\$10,098.47	\$23,750.00
Total Operational Expenses (Office/Utilities)	\$75,380.04	\$75,494.72	\$82,081.35	\$73,287.73	\$70,397.57	\$79,310.00	\$83,334.00	\$85,252.00
Total General Administrative Expenses	\$2,148.10	\$4,174.92	\$24,538.74	\$18,220.89	\$24,480.96	\$14,052.00	\$14,642.34	\$8,827.00
TOTAL EXPENDITURES	\$274,802.30	\$283,299.95	\$307,946.89	\$287,562.48	\$317,936.22	\$328,355.11	\$333,835.77	\$372,574.87
Net Operating Revenue	-\$1,844.69	\$1,026.21	-\$13,616.34	\$8,899.09	\$10,885.81	-\$17,580.11	\$5,761.71	-\$12,424.87
Other Revenue (Insurance Contributions)	-\$1,028.88	\$2,794.98	\$3,631.83	\$3,198.62	\$3,943.31	\$1,000.00	\$1,726.81	\$2,000.00
NET REVENUE (OR DEFICIT)	-\$2,873.57	\$3,821.19	-\$9,984.51	\$12,097.71	\$14,829.12	-\$16,580.11	\$7,488.52	-\$10,424.87



**2024 OPERATING BUDGET FOR
SAN FRANCISCO AND MARIN INTERGROUP
(as of October 23, 2023)**

THE 2024 DRAFT BUDGET:

- The 2024 budget ensures we can sustain the 12th Step services that San Francisco and Marin Intergroup provides, including running our Central Office/bookstore, maintaining the website (including our meeting schedule, both online and in-person), answering the phone lines and supporting the work of our Intergroup service committees.
- The 2024 budget factors in the following items:
 - Increased rent at Central Office (per our lease);
 - Rent for a physical space if Intergroup chooses to return to in-person meetings, as well as hybrid equipment;
 - Our new Intergroup committees: Outreach and Communications;
 - Moving the AT&T landline to our new VOIP system;
 - Computer equipment as we work to upgrade our outdated computers;
 - An on-call sub for Central Office (rather than hiring an independent contractor);
 - A big speaker meeting/dinner event, and
 - Possible more frequent Marin pop up bookstore.
- We are not necessarily bound to all the things listed above, however the 2024 budget is a guide for the year. We believe the coming year's budget not only continues the primary purpose of Intergroup but will grow and expand our reach to more of the A.A. fellowship in Marin and San Francisco.

GENERAL ASSUMPTIONS AND ANALYTICS:

- Analyzed 2018 to 2023 actuals, forecast, budget, and trends by line. And year to date through August 2023 plus an estimate for year end.

- The 2024 budget is at a \$10,424 deficit due to increasing our services. However cash liquidity is preserved meaning, we would not have to dip into our prudent reserve with this budgeted deficit.
- Estimated revenues for 2024 are realistic and attainable. Individual revenue line items and cost lines can be debated but overall the bottom line is realistic.

COMPONENTS OF REVENUE ASSUMPTIONS:

- **BOOKSTORE SALES**

- Goal of returning to 2018-2019 levels. With COVID, we had a 64% decrease in literature sales however we are seeing a steady incline post Covid. Anticipating an 12.7% increase from this year's forecast to next year's budget (2021-2022 had a 39% increase). This projected increase is due to several factors, including increased our lit prices (both medallions and AAWS). In the coming year, looking at what more we can do to increase literature sales (more frequent pop ups, refreshing the online bookstore shopping experience and offering a book of the month).

- **GROUP CONTRIBUTIONS**

- Returning to pre-pandemic levels. Comparing this year to last year to date, we are +13%. For 2024, upped this number due to the newly merged Teleservice contributions (in addition to our continued outreach to groups, through such means as a digital basket).

- **INDIVIDUAL CONTRIBUTIONS**

- Keeping this fairly stagnant - whereas other line items, expecting more growth. This year, we did receive 4 bequests (between 2-10k) which of course you can't anticipate. Our Grateful Giver contributions continue to grow, which we are so grateful for! Comparing this year to last year = 45% increase!!

COMPONENTS OF EXPENSE ASSUMPTIONS:

- **EMPLOYEE EXPENSES**

- This budget anticipates a 13% increase in employee expenses - due to a couple of factors, including, new hire w/ greater responsibility and added in a sub. A sub would fill in if the current special workers could not work (e.g. sick). This # would have previously been in Outside Service but the laws have changed around independent contractors. (We can no longer legally hire an individual to do work, if the work is being done by an employee). The individual would not receive benefits, however we would have to pay payroll tax.

- **INTERGROUP COMMITTEE BUDGETS**

- Awesome to see the growth in this line item (132% but goes towards supporting 12th step services), as our committees are the heart of Intergroup. Includes such things as:
 - Includes such things as:
 - Archives conference
 - 2023 Annual Report
 - Fellowship events including: Founders Day, Volunteer Appreciation Day, and Speaker Meeting/Dinner
 - Return to in-person Intergroup meetings
 - More frequent Marin Pop Up
 - New Outreach committee
 - Newly merged Teleservice Committee
 - ICOAA for special worker

- **OPERATIONAL EXPENSES**

- Stays fairly consistent. Allows for upgrading some of our computers leading up to Windows 11 compatibility. Will get rid of AT&T and save \$ there. Will need to upgrade our hybrid equipment, if we go back to in-person Intergroup meetings. Includes 3% rent increase at Central Office.

- **OUTSIDE SERVICES**

- Cuts outside contractors down as the Tech Committee/Special Workers will help assume more responsibility for Airtable. Also, includes money for

BOTTOM LINE COMMENTARY:

- This 2024 budget has a -10,424 deficit (compared to 2023 budget that had a -16,580 projected deficit)
- With this deficit, Intergroup will still have liquid or “unrestricted” cash to cover two months’ expenses in addition to the 6-month Prudent Reserve, and still maintain a “Fair” financial position closing out 2024.

SOURCE DATA:

[2024 BUDGET](#) (w/ 2018, 2019, 2020, 2021, 2022 data)

[SEPTEMBER 2023 INCOME STATEMENT](#) (w/ Prior Month and Prior Year comparisons)



Marin Pop Up Bookstore Coordinator Commitment Description

Updated Nov 2023

Description:

The Marin Pop Up Bookstore Coordinator is responsible for operating the Pop Up Bookstore at the monthly Marin District meeting. Each month, A.A. groups in Marin County order literature from San Francisco and Marin Intergroup to be delivered to the District meeting at Vivalon, in San Rafael.

Before the Pop Up, a Central Office Special Worker will arrange a time with the Pop Up Coordinator to drop off the literature in Marin. The Pop Up Coordinator will arrive at the District meeting before 6:45pm to set up the Pop Up Bookstore table. In addition to bringing the literature, the coordinator needs to have sufficient computer skills to process any extra orders that happen during the District meeting.

Following the District meeting (either the next day or two), the coordinator will either meet up with the Special Worker to drop off any items not sold.

Skills and Requirements:

The Marin Pop-Up Bookstore Coordinator should be organized, possess excellent computer, and oral communication skills, and be highly detail-oriented. Previous customer service experience is a plus.

The Marin Pop Up Bookstore Coordinator needs access to a reliable car. The liaison must own a personal computer or use a San Francisco and Marin Intergroup computer when at the District meeting.

They must be able to attend the monthly Marin District meeting at Vivalon from 6:45 pm to 9:30pm.

The commitment is 1 year and the sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.

Reimbursement:

Due to the financial demands of this volunteer position, including gas, bridge toll, and parking, San Francisco and Marin Intergroup will reimburse the individual to cover those monthly expenses.

Intergroup will reimburse at 75% of the federal standard mileage rate. In order to receive reimbursement an expense report must be submitted.

For more information: aa@aasfmarin.org