

Intergroup Meeting - Agenda
Wednesday, February 7, 7-8:30PM
St. Andrew Presbyterian Church, 101 Donahue St, Marin City, 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: If you are late, please see the secretary to be sure you are marked in attendance.
5. AA Anniversaries.
6. Approval of agenda.
7. Approval of last month's Intergroup Meeting minutes.
8. Arrange hospitality volunteers for next meeting.
9. Collect contributions for dinner.
10. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Standing Reports

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

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

7:45 Liaison Reports

7:50 IGR Reports

8:00 Old Business

- Digital contributions, James O.
 - Shall we make out Venmo handle available to the fellowship for contributions?

8:15 Discussion Items

- Continue to watch Video on voting procedures. (NAATW presentation)
- <https://www.youtube.com/watch?v=yQKzLEHfHc8&feature=youtu.be>

8:25 What's On Your Mind

8:30 Adjourn with the Responsibility Statement

Intergroup Information

1. **Next Intergroup Meeting, Wednesday March 7, 2018 in San Francisco**
First Unitarian Universalist Center, 1187 Franklin St., San Francisco, CA 94109
Please call the Central Office, 415-674-1821, with questions.

2. **Intergroup Newcomers**

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

3. **Intergroup Voting**

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

4. **Registration Sheet**

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

5. **Meeting Absences**

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

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

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

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

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

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

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

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

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

Intergroup Meeting - Agenda Minutes
Wednesday, January 3, 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.

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Marin Groups	San Francisco Groups	Blue Book Special	Each Day a New Beginning	Saturday Beginners
Men's Two Plus	A is for Alcohol	Came To Believe	Embarcadero Group	Serenity Seekers
Mill Valley 7am	Any Lengths	Castro Discussion	Experience, Strength & Hope	Sunday Night Castro Discussion
Monday Blues	Anything is Possible	Castro Monday Night BB	Girls Gone Mild	Sundown
Monday Night Stag Tiburon	As Bill Sees It Th 6pm	Cocktail Hour	Kool Fresh Kids Club	Sunset 9'ers
On Awakening	Be Still	Come 'n Get It!	Join the Tribe	Sunset Speaker Step
Thursday Night Chip	Beginners Warmup	Cow Hollow Young People	Lunch with Bill	Too Early
Tuesday Beginners	Big Book Basics	Creative Alcoholics	Reality Farm	Valencia Smokefree

5. AA Anniversaries
6. Approval of agenda.
7. Approval of last month's Intergroup Meeting minutes.
8. Arrange hospitality volunteers for next meeting.
 - a. Paul (dessert), Tom (dessert), Jason (salad), Brian (salad)
9. Collect contributions for dinner.
10. Website Calendar & Guidelines for Intergroup Agenda Items

7:15 Standing Reports

1. Board Chair (Liz)

- a. Online meeting info now at aasf.org
- b. Gratitude contributions need to be sent to Central Office as soon as possible
- c. Quarterly Committee Chair meeting on January 20th at Central Office at 9am
- d. Open service positions – PI/CPC chair, Facebook admin, etc.

2. Treasurer (Alix)

- a. Still closing out December, but came to about on budget for the year. November was still at an Excellent rating with over 2 months' operating expenses saved up.
- b. Alix shared a handout detailing the proposed 2018 budget. Some expenses are fixed (i.e. special workers salaries, rent) but some other expenses are broken out by committees who submitted a proposal. Contributions would ideally increase in order to meet this proposed 2018 budget. There was some discussion around the process of how the budget was landed and how we can make sure we're following the traditions and the concepts.

3. Central Office Manager (John filling in for Maury)

- a. Open phone shifts at Central Office
- b. Central Office closed on Monday, January 15
- c. Traditions workshop on Jan 27th from 11-12:30

- d. Registration is at all-time low -- less than 140 known representatives for 700 meetings – for both SF and Marin counties. Remind groups that are having elections
- e. More than 100 open service commitments outside of the group

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

- **Lane, SF Teleservice**
 - Meeting will be moved due to MLK holiday – updated time will be posted on aasf.org
 - Open shifts for early morning and late night
- **Greg, Orientation**
 - Buddies are needed for new members – list was passed around
 - Reminder to elect an alternate IGR for your group if they don't already have one
- **Jane, outgoing chair for The Point**
 - Looking for a new chair and other positions
- **Kim, Archives**
 - Handout of a poster that Archives has – signed poster from 1st meeting at San Quentin prison
 - Another history meeting is coming soon
- **James, Technology**
 - This month's meeting moved to 2nd Monday – online meeting – talk to James for an invite
 - We were featured in Box 459 for our user's guide on digital contributions and we've been receiving many emails from groups who have adopted it

7:40 Liaison Reports

- **Jacqueline, Marin District 10 General Service**
 - Had a potluck and 3rd Legacy election for recording secretary and alternate district committee member chair
 - Passed 2018 budget
 - Passed housekeeping motion to disperse excess funds
 - Holding an agenda topics workshop on Sunday, Feb. 25 in San Rafael from 11-2
 - Received funding to create an inter-district and intergroup Safety Workshop in August 2018
 - Heard a brief report from Technology committee re: digital contributions
 - Jan 15th is next meeting
- **Cathy, Marin PI/CPC**
 - Thursday, Jan. 25th is speaker workshop from 7:30-8:15 followed by regular business meeting. Encouraging all speaker attendees
 - Discussed value of rotating service positions
 - Dominican University Nursing Program has requested presentations for March
 - New meeting time! Meet every 4th Thursday at San Rafael Alano Club from 8-9pm
- **Adam, Marin Teleservice**
 - This month, committee positions are rotating so spread the word
- **Dennis, SF District 6 General Service**
 - Agenda topic workshop happening January 18th
 - Hosting an area assembly in November 2019
 - Safety workshop – talking with Marin General Service about hosting one here
- **James, GGYPA**
 - Asking Intergroup for a letter of support – they are bidding to host ACYPA (All California Young Peoples AA) conference. We voted as a group to show support. They will draft a letter and Liz or Maury will sign off.

- Reminder that the Sobriety By The Bay Conference will happen Friday, January 26-Sunday, January 28 at The Midway. You can register at sobrietybythebay.org.

7:50 New Business

- James submitted a discussion topic – extending the use case for digital contributions – should Central Office accept digital group contributions via our Venmo account?
- James submitted another discussion topic. NY Intergroup has an event called the Bill W. dinner – it is black-tie and tickets sell out – wondering if there is any interest in doing something like that in SF?

8:00 Discussion items

- **Overview of voting procedures**
 - Mock voting demonstration
- **Continue to watch Video on voting procedures. (NAATW presentation) – this will be moved to next month due to technical issues**

8:15 Old Business

- Online meetings – SF mom's group is now AA sober mom's, no longer a specific area meeting so we suggest having a listing for online meetings, see screen shot.

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Committees and Service Opportunities

Archives Committee: Meets the third Sunday of the month at 12:00 pm

Chair: Kim S., Email: archives@aasf.org

Preserving our legacy by collecting and cataloging historical materials.

Service Opportunity: Archives needs your help organizing, scanning, cataloging and researching. If you have an interest in history, art, marie kondo, library studies, etc. PLEASE come to our next meeting. We need your help!

Announcements: Archives committee meets on the third Sunday of the month from 12pm to 2pm. Our next meeting will be held at Central Office on Feb. 18th.

Central Office Volunteers

Chair: Maury P., Email: maury@aasf.org

Answers phones and greets visitors to Central Office during business hours and assists with other service work at the office. One year sobriety requirement to answer phones. Call M - F from 10am to 6pm to schedule a training shift.

Service Opportunity: We have five open shifts

Announcements: Central Office will be closed on Monday, Feb. 19, 2018

Committee Chair Committee: Quarterly (Jan, April, July, Oct at 9am on the third Sat.)

Chair: Liz M., Email: chair@aasf.org

Fellowship Committee

Chair: Michael P., Email: fellowship@aasf.org

Organizes the annual Founders' Day event and arranges volunteers for Unity Day.

Service Opportunity: We will have a number of volunteer openings on the day of the event. Also, this is a good opportunity for your home group to volunteer together!

Announcements: Save the date for the 83 Annual Smith/Wilson Family Reunion, Saturday, June 9, 2018, 5:00 pm, at the Unitarian Universalist Center, 1187 Franklin St, San Francisco.

Hospitality Committee

Chair: Ken J., Email: hospitality@aasf.org

Coordinates dinner for the monthly Intergroup meetings.

Intergroup: Meets first Wednesday of each month. Orientation for new members: 6:15 pm. General Meeting: 7:00 pm. Check calendar for location.

Chair: Liz M., Email: chair@aasf.org

Our Intergroup, the Intercounty Fellowship of Alcoholics Anonymous, is a resource for Twelfth Step work and A.A. information in San Francisco and Marin. We exist to support the groups in their common purpose of carrying the A.A. message to the still suffering alcoholic by providing and coordinating services that are difficult for the individual groups to execute. We are an A.A. service entity involving a partnership among groups in a community - just as A.A. groups themselves are partnerships of individuals.

Intergroup Orientation Committee: Meets 1st Wednesday of the month, 6:15 pm (just before the monthly Intergroup Meeting)

Chair: Greg M., Email: orientation@aasf.org

Orientation for new Intergroup Representatives (IGR).

SF Public Info/CPC: Meets the second Monday of the month at 7:00 pm

Chair: OPEN, Email: picpc@aasf.org

Public Information/Cooperation with the Professional Community provides literature and speakers for members of the professional community who work with alcoholics and members of the public interested in AA.

SF Teleservice Committee: Meets the third Monday of the month. Orientation at 6:00pm. Business Meetings are held quarterly at 6:30pm.

Chair: Layne Z., Email: sfteleservice@aasf.org

This committee makes it possible for the Central Office phone line to be answered 24-hours a day.

Service Opportunity: The next teleservice orientation is on Monday, February 18 at central office at 6 PM

Announcements: The next teleservice orientation is on Monday, February 18 at central office at 6 PM.

There are many shifts that are open for answering the phones for AA when the central office is closed so please come and volunteer. An orientation and one year of sobriety is required

Spirit of Service: Meets Bi-Annually (April/October) on the Fourth Thursday of the month at 6:00 pm

Chair: Dorothy V., Email: sos@aasf.org

Spirit of Service, formerly Sober Outside Services, was formed to serve A.A. members whose on-going circumstances keep them from attending regular A.A. meetings. These A.A. members may be homebound or in an assisted living or hospital environment. This service opportunity provides a face to face meeting for these members, who otherwise may not be able to experience such meetings anymore.

Sunshine Club

Chair: Carole P., Email: sunshine@aasf.org

Brings meetings to members of the fellowship temporarily unable to leave home or hospital.

Technology Committee

Chair: James O, Email: tech@aasf.org

Meets the 1st Monday at 6:00pm.

The Buzz

Chair: Anne Marie C., Email: thebuzz@aasf.org

A bi-weekly email newsletter and website focusing on current service opportunities and fellowship events.

The Point Editorial Committee: Meets the second Saturday at 12:00 pm

Chair: Jane B., Email: thePoint@aasf.org

The Point is published monthly to inform A.A. members about business and meeting affairs of the Intercounty Fellowship of Alcoholics Anonymous (San Francisco and Marin Counties).

Service Opportunity: Looking for new Committee Chair and backup Layout person

Announcements: John B. is the new Interim Chair of The Point Committee

Dear Pat,

I'm writing to you in your role with MI2020, and am doing so from my role as Board Chair of the San Francisco and Marin Intergroup. This letter is intended to address the publishing of the Point article and MI2020's ongoing interactions with Intergroup which, at this point, can no longer continue.

As I understand it, MI2020 was established to provide space/opportunities for the service entities in Marin to better communicate with one another. The existing Intergroup, which has served Marin and SF counties for decades is designed for that specific purpose, in addition to coordinating services that individual groups cannot provide. From what we've heard and read, the current goals of MI2020 have shifted.

When MI2020 started out, several board members, including Matt S., Chris H., Caroline R., invited its participants to become a part of the existing Intergroup in an effort to address its concerns and improve the existing Intergroup structure. The invitation was declined and, in fact, we were told that you did not want to be a part of Intergroup.

The way business is conducted at Intergroup is through the IGRs, the board and Intergroup committees, of which MI2020 is not a part. During conversations at Intergroup spanning from October 2014, when the Marin Intergroup Central Services Committee was first brought up by Chris H, to the unanimous vote held on September 2015 to not list MICSC's meeting in the schedule, the IGRs have expressed concerns about confusion created by MI2020 and to no longer have discussions about it on our agenda.

In February, 2016, the SF/Marin AA Central Office survey identified interest from the fellowship in exploring a possible bookstore in Marin. During that meeting a Marin bookstore ad hoc research committee was formed when Virginia M. and Charles P. volunteered. No information was brought back to Intergroup from that committee and Charles P. became inactive as an IGR.

We have observed various tactics that MI2020 and its predecessor entities engaged in that have led to concern and a need to move forward. Additional examples of this include:

- Has yet to share a copy of the Intergroup Development Chart mentioned in the June 2015 MI2020 minutes, which were requested by Central Office Manager in July of that year.
- Despite Intergroup's vote in September 2015, to not list the MI2020 meeting in the schedule, MI2020 representatives continued to pursue the listing
- Circulated a MI2020 flyer at Marin Unity Day in 2017 which indicated that services were currently nonexistent, when in fact they are all being provided by our Intergroup and Marin Teleservice
- MI2020 Spaghetti Feed, held on November 17, 2017, was advertised as being co-hosted by Marin General Service, but Marin General Service indicated they were not a part of, nor co-hosting the event

- At the November 1st, 2017, Intergroup meeting you, Pat, asked to make a report, to which the Vice Chair (John Rising) asked if you were an IGR. You replied that you were. In fact, you are not an IGR.
- During your report to Intergroup of November 1, 2017, it was revealed that the Marin meeting information on the website MI2020 sponsors was likely to be inaccurate because it was not being updated regularly. When asked if you were concerned about this, given that the still-suffering alcoholic might be led to meetings not occurring (due to the recent fires in Marin County), you indicated that you were not. Several IGRs expressed significant concern.

Your submission to the Point is another example: When you approached me, you simply asked who could submit an article to the Point, and I replied that anyone could submit an article and introduced you to Jane, the editor. The article submitted was an editorial stating that it was time for Marin to have its own Intergroup. The scope of the Point is to report business (financial statements, minutes, committee information, calendar of events) of San Francisco and Marin Counties, plus articles regarding recovery, the Steps, the Traditions, and Concepts. The submitted article contains inaccurate information and is outside the scope of the Point. When the Board was consulted, we suggested they not publish it, due to it being outside of the scope of the Point and also to honor Intergroup's previous vote to no longer give space to MI2020.

When the idea of MI2020 was originally presented, we gave it time and space for discussion and in some cases, allowed MI2020 to participate in Intergroup business meetings even after the Intergroup voted to stop doing so. Moving forward, and to be consistent with Intergroup's intentions, we will no longer address MI2020 business at Intergroup meetings. Our process remains: should IGRs (having taken a group conscience) ever bring up the business of services to Marin - a separate bookstore or Intergroup - through the Intergroup meetings, we will gladly honor our process and give it the space it warrants.

In Service

Elizabeth M
Board Chair

**Intergroup, December 2017
Treasurer's Report**

Month Ended December 2017

For December 2017, Total Revenue was \$42,746, over budget by \$5,430. This was mainly due to increased individual contributions, which were over budget by \$7,430, offset by gratitude month contributions being under by budget by \$2,964. Total Operating Expense for December was \$23,998, over budget by \$3,114. The result is a Net Operating Surplus of \$18,443. Net Surplus year to date is \$6,579 which is greater than our budgeted annual net surplus of \$0.

Group Contributions for December were \$12,888, over budget by \$888. Individual Contributions were \$16,230, over budget by \$7,430.

Total Unrestricted Cash for December 2017 was \$78,278, an increase of \$18,154 from November 2017. Unrestricted Cash is over 3 months of operating expenses.

The rating for December 2017 is "Excellent".

OVERALL RATING: Excellent

INTERGROUP FINANCE RATING SYSTEM

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

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

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

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

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

**Intercounty Fellowship of AA
Income and Expense
Actual to Budget
January through November 2017**

	Dec 2017		Jan - Dec 17		TOTAL	
	Budget	% to Budget	Budget	% to Budget	Budget	% to Budget
Revenue						
Contributions from Groups	12,888	7.4%	166,002	7.4%	167,500	-0.9%
Contributions from Individuals	16,230	84.4%	57,447	84.4%	55,600	3.3%
Gratitude Month	12,036	-19.8%	17,734	-19.8%	21,500	-17.5%
Intergroup Event Revenue	-	0.0%	12,114	0.0%	8,500	42.5%
Other Revenue	85	142.9%	1,441	142.9%	480	200.2%
Sales - Bookstore						
Sales - Bookstore	7,808	6.6%	95,048	6.6%	87,936	8.1%
Cost of Bookstore Sales	(6,300)	7.8%	(76,911)	7.8%	(71,781)	7.1%
Gross Margin - Bookstore	1,508	1.8%	18,136	1.8%	16,155	12.3%
Total Revenue	42,746	14.6%	272,875	14.6%	269,735	1.2%
Expense						
Employee Expenses	16,495	17.5%	167,363	17.5%	166,972	0.2%
Committees						
PI/CPC	87	100.0%	360	100.0%	700	-48.5%
Access Committee	-	0.0%	-	0.0%	350	-100.0%
Sunshine Club	-	0.0%	52	0.0%	100	-47.9%
Archives Committee	81	100.0%	178	100.0%	30	495.0%
Committees - Other	-	0.0%	-	0.0%	330	-100.0%
Total Committees	168	100.0%	591	100.0%	1,510	-60.9%
Intergroup Sponsored Events	(610)	-252.5%	9,639	-252.5%	12,300	-21.6%
Professional Fees						
Postage	5	0.0%	1,663	0.0%	1,500	10.8%
Rent - Office	4,592	4.4%	1,037	4.4%	1,180	-12.1%
Rent - Other	100	0.0%	53,766	0.0%	53,766	0.0%
Filing/Fees	-	100.0%	1,095	100.0%	1,020	7.4%
Insurance	1,670	0.0%	476	0.0%	500	-4.8%
Internet Expense	171	14.3%	4,155	100.0%	2,500	66.2%
IT Services	-	-100.0%	2,270	-100.0%	1,800	26.1%
IT Hardware	-	-100.0%	-	-100.0%	2,000	-100.0%
IT Software	-	-100.0%	-	-100.0%	400	-100.0%
Office Supplies	91	-36.2%	2,227	-100.0%	765	-73.0%
Paper Purchased	62	-50.5%	1,212	-50.5%	1,462	52.3%
Printing	-	0.0%	-	0.0%	1,500	-19.2%
Equipment Lease	422	3.5%	5,325	3.5%	4,897	8.7%
Repair & Maintenance	382	31.8%	5,444	31.8%	3,230	68.6%
Security System	144	44.3%	571	44.3%	1,200	-52.5%
Payroll Expenses	6	-40.0%	87	-40.0%	120	-27.7%
Telephone	86	-57.0%	1,970	-57.0%	2,400	-17.9%
Phone Book Listings	93	0.0%	1,116	0.0%	1,116	0.0%

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Professional Fees						
Postage	-	0.0%	1,663	1,500	163	10.8%
Rent - Office	5	4.4%	1,037	1,180	(143)	-12.1%
Rent - Other	4,592	0.0%	53,766	53,766	0	0.0%
Filing/Fees	100	100.0%	1,095	1,020	75	7.4%
Insurance	-	0.0%	476	500	(24)	-4.8%
Internet Expense	1,670	100.0%	4,155	2,500	1,655	66.2%
IT Services	171	14.3%	2,270	1,800	470	26.1%
IT Hardware	-	-100.0%	-	2,000	(2,000)	-100.0%
IT Software	-	-100.0%	-	400	(400)	-100.0%
Office Supplies	91	-100.0%	207	765	(558)	-73.0%
Paper Purchased	62	-36.2%	2,227	1,462	765	52.3%
Printing	-	-50.5%	1,212	1,500	(288)	-19.2%
Equipment Lease	422	0.0%	-	-	-	0.0%
Repair & Maintenance	382	3.5%	5,325	4,897	428	8.7%
Security System	144	31.8%	5,444	3,230	2,214	68.6%
Payroll Expenses	6	44.3%	571	1,200	(629)	-52.5%
Telephone	86	-40.0%	87	120	(33)	-27.7%
Phone Book Listings	93	-57.0%	1,970	2,400	(430)	-17.9%
		0.0%	1,116	1,116	-	0.0%

Intercounty Fellowship of AA

Balance Sheet

Actual to Budget

January through November 2017

	31-Dec-17	30-Nov-17	\$ Change	31-Dec-16	\$ Change
ASSETS					
Current Assets					
Cash					
Unrestricted Cash	78,278	60,124	18,154	53,905	24,373
Restricted Cash	125,232	125,232	-	130,540	(5,308)
Total Cash	203,510	185,356	18,154	184,445	19,065
Accounts Receivable	(308)	(468)	160	67	(375)
Inventory - Bookstore	25,963	20,507	5,456	26,774	(811)
Total Current Assets	229,165	205,395	23,770	211,286	17,879
Fixed Assets	10,862	11,210	(348)	15,038	(4,176)
Deposits	6,698	6,698	-	6,698	-
TOTAL ASSETS	246,725	223,303	23,422	233,022	13,703

LIABILITIES & NET ASSETS

Liabilities					
Current Liabilities					
Accounts Payable	7,366	2,132	5,234	630	6,736
Payroll Tax Liabilities	2,107	3,943	(1,836)	3,517	(1,410)
Sales Tax Payable	560	717	(157)	499	61
Total Current Liabilities	10,033	6,791	3,242	4,646	5,387
Deferred Compensation	1,737	-	1,737		
Total Liabilities	11,770	6,791	4,979	4,646	7,124
Net Assets					
Net Assets, Beginning of Year	228,376	228,376	-	199,894	28,482
Net Surplus/(Deficit), YTD	6,579	(11,864)	18,443	28,482	(21,903)
Total Net Assets	234,955	216,512	18,443	228,376	6,579
TOTAL LIABILITIES & NET ASSETS	246,725	223,303	23,422	233,022	13,703

PROCEDURES FOR INTERGROUP AGENDA, DISCUSSION AND VOTING

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

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"), and indicated whether a discussion only item or a voting item (motion).

The first time that a proposed item or topic is placed on the Intergroup agenda it shall be placed on the "New Business" calendar. Thereafter, if the same item or topic appears on the agenda, it will be placed on the "Old Business" calendar.

Items originally placed on the agenda as Discussion only items often, though not always, foster a voting item. This can happen by an IGR making a motion during the discussion at the Intergroup meeting, OR via email to the Board Chairperson two weeks prior to an Intergroup meeting. **All motions (voting items) require a 2nd from an eligible voting member in order to proceed to consideration/discussion and then a vote.**

It is the intent of Intergroup that most voting items not be voted on at the motion's introduction as "New Business" allowing time to discuss and fully consider the item and for the emergence of an informed group conscience. (The exception to this limitation is where the item is determined by the Board Chairperson to be an "Urgent Matter" or routine / "housekeeping" items requiring little, if any, discussion)

Discussion of an agenda item, however, shall not be unlimited, and shall be monitored by the Board Chairperson as to the allotted time afforded to any single individual to express an opinion or provide information on the item (typically no longer than 2 minutes, each). IGRs are encouraged to obtain their group's conscience at the first opportunity after a voting item is introduced.

Amendments may be offered during the discussion of the voting item, but only the motion's original maker may accept the amendment. If so accepted, the new, amended motion, becomes the topic of discussion.

Eligibility to Vote

- Intergroup Representatives are granted voting rights upon completion of both registration **and** orientation and after attending one (1) regularly scheduled Intergroup meeting. IGRs that become inactive (by missing 3 consecutive Intergroup meetings) must re-register by completing and submitting a new registration form in order to vote that night. Re-registering also adjusts the quorum. After a 1 year absence (from the time of deactivation), the IGR must attend Orientation, in order to become eligible to vote.
- Alternates are granted voting rights upon completion of registration and may vote for three (3) consecutive meetings without attending an Orientation. Following the third meeting, the registered IGR is considered inactive and the Alternate must then attend an Orientation to continue voting privileges. Following Orientation, the Alternate shall be considered the Group's IGR.
- Board members, committee chairs or others in attendance are allowed to vote only to the extent that they are also IGRs.

Quorum and Voting

A majority of the total number of registered Groups entitled to vote at an annual, regular or special Intergroup meeting, as of the Record Date for such meeting, shall constitute a quorum at such meeting. Eligible IGRs will be asked to stand up and count-off. The Secretary will also determine the quorum based on the roll-call.

Choosing the Voting Method

Typically, the Board Chairperson (or their designee) will get a sense of the room and make a determination when the item is ready for a vote. Voting members must determine how to vote: Simple Majority or Substantial Unanimity. The vote of voting method is conducted via Substantial Unanimity (66.67%).

Simple Majority is counted as 50% + 1 vote of all those eligible to vote. Used in case of procedural matters, if items are less controversial, if the motion involves little money and if there is no great impact on the groups.

Substantial Unanimity is $\frac{2}{3}$ (66.67%) of all those eligible to vote. Used if the motion affects policy, precedent, more money, or has a greater impact / affects many groups or Alcoholics Anonymous as a whole.

Substantial Unanimity is preferred in most matters; Simple Majority should be used sparingly.

Vote Counting

After both the number of eligible voters and the method of voting have been determined, voting can proceed. All voting for motions is by hand. Voting for officers and directors is by paper ballot. There will be a call for each of 3 positions: those in favor, those opposed, those who abstain.

Abstentions may be tendered when: The IGR feels insufficiently informed to make an appropriate decision, but the remainder of Intergroup has moved to proceed with voting OR in rare circumstances, where the motion may directly benefit the IGR or their group

Minority Opinion

After voting on a motion, the side which did not prevail is given an opportunity to speak to their position. Calls for additional minority opinions should ideally focus on hearing new or differing thoughts to **add to the conversation**, rather than reiterating or repeating the same thoughts.

The Board Chairperson will determine when the full and varied minority opinion has been expressed, and will then ask if, in hearing these opinions, anyone having voted in the majority wishes to change their vote. If anyone so indicates, a re-vote and recount must occur in the same manner as originally performed. If not, the motion will carry.