PINELLAS COUNTY STEERING COMMITTEE BUSINESS MEETING MINUTES

March 9, 2024 @ 10 a.m.
In-Person @ Walshingham Group

Members Present:
Tanya Y. – Chair
Kevin R. – Vice Chair
Brian G.– Helpline
Joe G. – Web Chair
Steven S.– Where & When
Christina – Rules Committee
Brian B. – Picnic Chair
Maria W. – Anniversary Chair
Bill S. – Unity Meeting Chair
Ginny L. – Office Committee
Pam V.– Plain P & Straight

Members Not Present:
Mickey S. – Treasurer
Mike F. – Secretary

1. Meeting – Christina took notes for Mike
2. Open with "We" version of Serenity Prayer.
3. Secretary takes roll call and assumes 'timekeeper' role.
4. Welcome any New or Potential Standing Chair Attendees - None present.
5. Open Meeting.
6. Chairperson's remarks.
    - CPA Update: Signed 3-month contract with CPA and they are working with Allen. Executive committee met with her. She was on the ball and willing to meet with the Steering Committee once she has ingested our financial information. She is willing to meet with the Intergroup body. Estimated 6-8 weeks to get everything together to get the full picture. Maybe June intergroup meeting. Worked with Allen on getting access and reviewing Feb 2024 books and then going back in time to review.

7. Reading of Reports:
    - Financials/Treasurer's Report Mickey S.
        - No official report this month – Tanya and Allen presented what Allen provided from CPA. CPA will generate the financial reports moving forward.
    - Office Manager Report Allen C.
        - QuickBooks online - online consultant spent 5 hours with Allen, no cost. Very automated system and working well.
        - New CPA - asked for 5 years of historical financials. P & L not that bad, but some of the balances were thrown and will be doing deep dives into balance sheet and will be ready by next week. CPA has understanding and experience working with Intergroups. Working currently with Intergroup in New York.
        - POS system – Continuing to research POS systems. Credit card processor offered a POS system with fees removed; sending us POS now. Will upload inventory into POS so can use barcodes from inventory without punching in. If this POS system does not meet intergroup's needs, Allen already did research and narrowed down to another POS. POS system should keep inventory current up to the minute – Allen will ensure that happens and will get support if needed.

- Helpline/12 Step Report Brian G.
    - For last 2 months, missed calls are not being forwarded to Brian's phone. Currently investigating, but Ring Central cannot figure out what occurred to cause this change.
- Plain & Straight Report Pam V.
    - Pam will follow up on email from printer to get Plain and Straight printed. Uploaded on website.
- Tech Committee Report Joe G.
- Website Report Joe G.
    - Joe put together 2 guides for the Intergroup body - how to use Zoom and how they can contact Steering if have concerns.
    - Researching POS solutions – must integrate with plans for website and online store. Researching to ensure works well with QuickBooks online.
    - Tanya stated that identified 280 groups in county – ongoing efforts to identify who is donating, who has a intergroup rep, and assess who is left to start having Steering members visit those meetings. Allen and Joe suggested leveraging DCMs to help with these efforts. Steve has started coordinating with DCM coordinator (Warren) to update group information. Joe asked Steve to be included on Steve's emails to groups requesting changes.
    - Motion submissions form on website now – decided to just go to Tanya and Christina instead of all of Steering. Tanya will send to applicable people as needed. Ginny suggested we can remind Intergroup body of 1st of month deadline when send minutes from previous meeting before end of the month.
- Where & When Committee Report Steve S.
- Unity Meeting Report Bill S. – No report this month
    - $380 total basket for Feb 2024 - $95 meeting avg. Going well and well attended.
- Anniversary Chair Maria W
    - Event went well and was underbudget.
- Picnic Report Brian B.
    - All positions are filled and event planning is going well. T-shirts are available at Central Office. Brian will start using Intergroup's Zoom account instead of a free version that has a time limit on meetings. Not Intergroup's responsibility for Saturday night meeting – whoever is organizing can do what they want regarding start time. Steering agreed to $1,000 budget for picnic breakfast.
- Finance Committee Report Vacant – No report this month
- Office Committee Report Ginny L. – No report this month
- Rules Committee Report Christina – No report this month
- Volunteer Coordinator Report Vacant – No report this month

Motion made to accept reports as written. Motion was seconded and unanimously passed.

8. Old Business
    a. Gratitude dinner
        i. Venue secured for the Gratitude Dinner - Oakhurst United Methodist on Saturday, November 9. Tons of parking, pass through kitchen, full kitchen. Pastor said we could pay whatever we think we can afford for the event space.
        ii. Venue willing to staff for full audio/visual capabilities. Tanya suggested maybe we use a good video produced about AA.
        iii. Will approve free tickets for Archives Committee
        iv. Will announce at meetings to get volunteers.

v. Brian is trying to find archives of Bill W's last speech about gratitude to show at the Gratitude dinner. Need to ensure no other alcoholics are in video due to anonymity issues.

b. New CPA

i. RBC accounting firm has been hired. The CPA is with a review of February financials and will also be going backwards to make sure everything is in order. That historical review will take 6-8 weeks. She is willing to attend an Intergroup meeting if we think that would be helpful. More information about the new CPA is in the Chairperson's remarks and Central Office report.

c. Last month we voted to have an Intergroup tent at the picnic. Do we have a tent? Any of you know someone with a tent?

i. Intergroup has a tent, but will be used at picnic to sell water. Vice chair Kevin has tent that we could use. We will get a good location for the Intergroup tent and will have signup sheets for helpline and other items.

9. New Business

a. Formation of an ad hoc team to conduct a feasibility study for in-person or hybrid IG meetings in the event the Body decides to change the format of the meeting.

i. Locations

1. Steve has started researching possible locations, but has not made any calls yet.
2. Possible locations:
    a. Calvary church off US 19 - district uses now.
    b. Oakhurst
    c. Prince of Peace – doesn't have everything we need for hybrid
    d. Kevin found a place that he mentioned to Steve that costs $10/hour until 8pm and then $12.50/hour after 8pm. Kevin will give Steve the contact's number.
3. Plan to look for more places around Calvary to see what other options there are since seems like a good location.
4. Steve will need help to check places because does not drive. Tanya suggested we should ask for volunteers from the Intergroup body.

ii. Logistics

1. TBD on printing report costs. Steve reviewed printing options - go paperless and present on screen or print ourselves at Central Office
2. Tanya mentioned hard for 2-3 hours when in person on Mondays - do we want to move them to Saturdays? Move to less often than monthly? Quarterly? Bimonthly? Can circulate financials still monthly. TBD and do not need to decide now.
3. Will need people to set up and take down. Bring supplies/materials from and take back to Central office.

b. General discussion on all remaining items from steering group inventory

i. Poll the Intergroup reps and possibly Pinellas AAs at large to generate ideas on what more the Intergroup can do to help them fulfill their primary purpose.

ii. Discussion of whether certain Standing Committees should be converted to ad hoc

iii. Committees to be activated when needed.

iv. Discussion of how to proceed with suggestions SC members made for improvements to PCI.

v. Tanya suggested combining all the 3 above in our discussion. What are our priorities and what should we do to start right now?

a. Pam suggested we increase our prudent reserve (right now 2 months expenses/costs, but based on costs from a few years ago and would need to

correct it to 2024 standards). Discussed whether we need to get body or can Steering approve to expand to 4 months and decided Steering could increase prudent reserve. Brian recommended we increase to 6 months. Pam made motion to right size prudent reserve and increase it to 4 months. Seconded by Brian. Passed.

b. Poll of Body - What questions do want to ask intergroup reps? Brief discussion occurred to identify some potential questions.
    i. Switch to Saturdays?
    ii. Switch to bimonthly?
    iii. Do you know what Intergroup does for you?
        1. Steve suggested presenting that at Intergroup meetings and events. Kevin suggested we use the Intergroup banner at events.
    iv. Want more information?

c. Maria brought up that the Anniversary manual was helpful but was outdated. And asked if she could update. Unanimous agreement for her to update as needed. Thinks Archives should be bigger presence.

d. Brian asked if wanted to continue to meet at the Walsingham Group or move to Central Office for in-person Steering Committee meetings. Ginny made motion to meet at Central Office. Seconded. Passed. Minority opinion expressed by Brian that Walsingham group provides more space and better setup with long table and chairs. Redid vote. Motion failed. Will continue to meet at Walshingham Group.

10. Today I Learned Robert's Rules

Christina reviewed attached report.

11. AA Related Announcements

Allen – Pam and Brian speaking at Central group next Saturday
Bill – Primary Purpose group chairing unity meeting tonight at 8pm
Brian – Positions available for helpline volunteers

12. Motion to adjourn. Seconded. Passed.

13. Closed with responsibility statement:

"I am Responsible. When anyone, anywhere reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible."

Adjourned at 12:03pm