PINELLAS COUNTY STEERING COMMITTEE BUSINESS MEETING MINUTES

December 12, 2023 @ 6:30 p.m.

THIS MEETING IS RECORDED via Zoom @ 6:30

Members Present:

Tanya Y. – Chair
Mike F. – Secretary
Brian G.– Helpline
Bill S. – Unity Meeting Chair
Brian B. – Picnic Chair
Ginny L. – Office Committee
Pam V.– Plain P & Straight
Joe G. – Web Chair
Steven S.– Where & When
Maria W. – Anniversary Chair

Members Not Present:

Virginia M. – Vice Chair
Mickey S. – Treasurer
Christina – Rules Committee

Also Not Present:

Allen C. – Central Office Manager & District 1 Liaison

1. Meeting- recording for Secretary.

2. Open with "We" version of Serenity Prayer.

3. Secretary takes roll call & assumes 'timekeeper' role.

4. Welcome any New or Potential Standing Chair Attendees - None present.

5. Open Meeting.

6. Chairperson's remarks. No general remarks provided.

7. Reading of Reports:

- Financials/Treasurer's Report Mike F substituting for Mickey S.

- Helpline/12 Step Report — Brian G.
- Plain & Straight Report — Pam V.
- Website/Tech Report — Joe G.
    - Ginny make a motion to approve spending approximately $500 this year on IT security. Motion was seconded and unanimously approved.
- Where & When Committee Report — Steve S.
    - Brian G noted that some out of towners have called the Helpline to ask about meetings that apparently aren't being held, even though the Meeting Guide app listed them as active. a meeting, but there was no meeting there when they arrived. Steve S asked Brian to call him with particulars and he would attempt to contact someone from that meeting to discuss.
- Picnic Report — Brian B.
    - First meeting has occurred and next meeting will be in-person at 49ers Club.
- Unity Meeting Report — Bill S.
    - Attendance has been 60-90 each week. Meetings raised $387 last month. Bill thanked the SC for donating Big Books.
- Anniversary Chair — Maria W
    - Team is working and will provide a budget next month. Some costs (including catering) will be higher than in the past.
- 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
- Tech Committee Report — Evan S. – No report this month
- Volunteer Coordinator Report — John D. – No report this month

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

8. Old Business
    a. CPA Firm / QuickBooks Online
        i. SC discussed contracting with Bernie Ribald (the lowest cost provider) to conduct an audit, pending approval of the 2024 budget. Bernie does not support QuickBooks Online, so we will have to select another firm when we convert. To provide context to the Body's motion that we have our financial records audited, Tanya noted a 2021 notation in SC minutes regarding the need to have a CPA full time to handle the books. Mike suggested that perhaps the Body's motion to convert to QuickBooks Online should be revisited because it was hastily made and perhaps should not have been brought to the Body. Tanya said she consulted with the Rules Chair, who determined the motion stands because it was voted on and passed. Tanya also informed the group that she discussed product support (including security upgrades) with Quicken and they confirmed QuickBooks Desktop will not be an affordable, secure option for the future. Joe commented that QuickBooks Online facilitates adding an online store, while QuickBooks Desktop would require double entry of data. A motion

was made to contract with Bernie for the review of our books. The motion was seconded and passed with six votes from the eight voting members.

b. Discussion of 2024 Budget

i. Tanya began discussion by noting that we didn't present a clear budget proposal to the Body last month, and that a fully staffed Finance Committee would be very helpful for the future. Brian knows someone who may be interested, as does Tanya. Tanya will ask IG to help staff the Finance Committee. Steve noted the previous Finance Committee would meet between meetings to ensure progress, sometimes meeting weekly.

c. Health Benefits for PCI Employee

i. At last meeting we voted to budget for health insurance for PCI's employee. Brief discussion occurred, then a motion was made to provide a stipend or other form of payment up to $250/month for health insurance. Seconded. Unanimously passed.

9. New Business:

a. Finances – To improve our management controls, Ginny moved that we require two signatures on all checks. Motion was seconded and passed unanimously.

b. Controls on unbudgeted or Under-budgeted expenses – Ginny suggested a $2,000 limit on SC. Brian suggested assigning this to the soon-to-be formed Finance Committee to make a recommendation. Mike moved that for any budget line item with an overrun of $2,000 or more, the SC must make a motion to the IG Body to approve prior to incurring the expense. Motion was seconded and passed.

c. Distribution of funds – Brian noted that we've not decided what to do with money that could be distributed, allocated to prudent reserve, or utilized locally. Brian suggested we should be considering this and discussing it between meetings. Steve noted we need an update on how much is available for utilization or distribution. Pam noted we have discussed increasing prudent reserve and suggested we increase our prudent reserve to four months. SC will request the Treasurer to inform them of the amount available, and will discuss its utilization in January. In the interest of having two parties agree on the interpretation of the data set, Mike offered to review the file Allen was provided that demonstrates that no other Intergroups are donating to GSO. Tanya asked Mike to obtain independent confirmation, once again to have verification of all our information prior to approaching the Body regarding distributions.

10. 7th Tradition

11. AA Related Announcements - None

11. Motion to Adjourn

12. Close 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."

13. Anniversaries in the Month of December – Pam 7 years on Dec 25.