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PCI Intergroup Meeting Minutes 04/20/26

1. Renaming/Roll Call
2. Call to Order at 7:00PM
3. Open with the Serenity Prayer
4. Welcome to all new Intergroup Representatives
5. Statement of Purpose
6. Reading of Second Tradition
7. Motion of Approve Minutes from Previous Month
8. Chairperson's Remarks - Brian

9. **Reports – (See Reports document sent separately with Agenda)**

a) Treasurer's Report
b) Central Office Manager's Report
c) District 1 Report
d) Plain and Straight Report
e) Helpline Report
f) Web Report
g) Tech Report
h) Where and When Report
i) Unity Report
j) Rules Report
k) Volunteer Report
l) Outreach Committee

Key takeaways

- The new Pinellas County Intergroup website is officially live and operational
- Fort DeSoto picnic scheduled for Sunday with raffle tickets stopping at 1:45 PM and drawing at 2:00 PM
- Total cash and savings in prudent reserve is $59,899 with CD balance of $26,003
- Year-to-date income is $4,658 less than budgeted, primarily due to 27% lower group contributions and 76% lower Grateful Givers contributions
- New event announced: Bring Your Sponsor to Brunch scheduled for second Saturday in December
- Intergroup elections will be held in October with 2-year term cycles
- Technical difficulties with internet connectivity and audio quality throughout the meeting
- Rules committee working on standardizing requirements for chair positions across all events

Discussed topics

Treasurer's Report

Virginia presented comprehensive financial report comparing actual performance to budget and prior year.

- **Details**
  - Total cash and savings in prudent reserve is $59,899, CD balance is $26,003 earning $87 in March
  - March net income was $1,648, which was $979 better than budgeted $669
  - Contributions are $1,269 less than budget, literature sales $253 more than budget
  - T-shirt sales timing difference will reconcile in April similar to anniversary dinner
  - Year-to-date actual income of $2,247 is $4,658 less than allocated budget of $6,905
  - Group contributions 27% lower and Grateful Givers 76% lower than allocated budget
  - Literature sales 12% less than budget
  - Expenses remain in line with budget
  - Compared to March 2025, net income was $2,445 less due to 20% less contributions and merchandise sales
  - Year-to-date 2026 is $7,040 less than 2025, with gross profit $5,116 less mainly due to 40% lower contributions and literature sales
  - Virginia: Anniversary dinner net revenue was $308 less than prior year at $2,727 versus $3,035
  - Expenses higher than 2025 by $2,043 due to no free rent month, meeting room expense, and payroll increases
- **Conclusion**
  - Financial position shows declining contributions and sales compared to budget and prior year
  - Expenses remain controlled and in line with budget
  - Net income remains positive but significantly below expectations

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Central Office Report

Allen provided update on office operations and upcoming events.

- **Details**
  - March was more productive than first two months with more visitors
  - Intergroup open house was well attended with strong merchandise and t-shirt sales
  - Virginia assisted during open house
  - Requested groups purchase literature at office due to declining sales
  - Orientation at 6:30 PM had only one participant, requesting more participation
  - Steering committee decided to create new event called Bring Your Sponsor to Brunch
  - Event scheduled for second Saturday in December at meeting location
  - Groups requested to supply food, with charge of $10-$15 per person
  - Planning will begin after Gratitude Dinner
  - Distributed Plain and Straight and Grateful Givers flyers
  - Personal contributions have stopped, now primarily group contributions
  - Grateful Givers program created to increase contributions
- **Conclusion**
  - New Bring Your Sponsor to Brunch event approved for December
  - Groups will be contacted for food contributions after Gratitude Dinner
  - Need for increased participation in orientations and Grateful Givers program

Unity Meeting Report

Deedee provided update on Unity meeting operations and group participation.

- **Details**
  - Unity meeting held every Saturday night at 8 PM at Serenity Club
  - Opportunity for groups to feature speakers with all collections going to Intergroup
  - Serenity Club donates room, all basket collections go to Intergroup
  - Many groups have not signed up recently
  - Meeting features free raffles and microphone for speakers
- **Conclusion**
  - Groups encouraged to sign up for Unity meeting speaker slots
  - Contact central office for assistance with scheduling

Website Report

Ashleigh reported on new website launch and functionality.

- **Details**
  - New Pinellas County Intergroup website is officially live and operational
  - Transition successfully completed, site active and accessible
  - Training conducted for session servants on submitting updates and making changes
  - Monitoring website to ensure proper functioning and addressing issues
  - Does not yet have access to webshare email
  - Provided phone number for direct contact in report
  - Encouraged groups to use new website system instead of calling Alan
  - Website is user-friendly for meeting changes, additions, and corrections
- **Conclusion**
  - New website successfully launched and operational
  - Groups should use website for meeting updates rather than calling office

Tech Chair Report
Keith presented comprehensive technical objectives and progress.

- **Details**
  - Working to gain access to administrator account in Google Workspace
  - Need to assign/reassign email accounts to proper chairs, specifically helpline chair
  - Developing solution for missed call notifications to be forwarded via text to helpline chair
  - Current no-cost solution has 15-minute polling limitation
  - One-minute polling solution costs $19.99 per month
  - Investigating alternative no-cost solutions for real-time polling
  - Compiling document with logins and passwords for Intergroup chair and office manager
  - Document limited to technical administration, excluding sensitive accounting functions
  - Three-month objective includes organizing drive folders for easy discovery by future tech chairs
  - Setting up onboarding and offboarding processes for chairs and volunteers
  - Consolidating technical support for telephony, digital assets, and helpline
  - Long-term objective to create step-by-step documentation for tech processes
  - Working on easier method for participants to rename themselves in Zoom meetings
- **Conclusion**
  - Technical infrastructure improvements underway
  - Documentation and access management being standardized
  - Seeking cost-effective solutions for helpline notification system

Where and When Report

Rules Committee Report
Sam discussed ongoing work to standardize requirements for chair positions.

- **Details**
  - Identified inconsistencies in requirements for sober time and Intergroup experience across positions
  - Reviewed bylaws and motions, found many one-off motions
  - Working to standardize requirements and keep them simple
  - Will present standardized proposal to body by next month
  - Goal is simple solution rather than position-specific requirements
  - Sissy asked if committee will take suggestions on parameters and bring back to group for vote
  - Sissy emphasized importance of considering event size and financial responsibilities
  - Sissy suggested events with substantial logistics and finances may be overwhelming for members under 2 years sobriety
  - Sissy recommended group wisdom from experienced members be incorporated
  - Sam confirmed committee aligned with Sissy's suggestions regarding accountability and qualifications
  - Spirit of proposals matches committee's direction though exact solutions may differ
- **Conclusion**
  - Committee working to standardize requirements across all positions
  - Will present proposal to body next month

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    - Committee considering accountability, qualifications, and support structures
    - Co-chair model being evaluated as potential solution

Intergroup Outreach Committee Report
Sissy outlined new committee formation and objectives.

- **Details**
    - Starting as new Intergroup outreach chair
    - Thanked Alan and Steve for assistance with materials
    - Steve will help on committee
    - Clarified position is to recruit Intergroup reps and provide training
    - Not responsible for H&I requests or other district-level outreach
    - H&I requests should go to Jen as volunteer chairperson
    - Will be at Intergroup picnic at hospitality tent
    - Committee members will go around to groups to identify those without Intergroup reps
    - Will discuss importance of participation and voting
    - Emphasized groups' wisdom and participation needed
    - Provided email and phone number in chat for questions
    - Apologized for not having written report due to busy week
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    - Sue asked about training meeting before Intergroup meeting
    - Sissy confirmed training will be held before next month's meeting
- **Conclusion**
    - Outreach committee forming to recruit and train Intergroup reps
    - Kickoff at Fort DeSoto picnic at hospitality tent
    - Focus on increasing group participation and representation

Volunteer Committee Report
Jen provided update on volunteer coordination efforts.

- **Details**
    - Looking forward to picnic, will be next to hospitality
    - Created flyer for volunteer sign-up
    - Allen printing copies, bringing clipboards with sign-up sheets
    - Creating master volunteer list
    - Attempted to contact previous volunteer coordinator without response
    - Plans to circle back with previous coordinator for input
    - Discussed monthly meeting with central office workers
    - Plans to recruit many volunteers at picnic
- **Conclusion**
    - Volunteer recruitment effort planned for picnic
    - Sign-up sheets and master list being developed
    - Monthly coordination meetings with central office planned

Gratitude Dinner Report
Ashleigh provided brief update on planning progress.

- **Details**
    - Planning currently underway in positive direction

    - Finalizing details including new states and overall format
    - Meeting scheduled for next day
    - Goal to create welcoming and enjoyable experience for fellowship
    - Still looking for secretary to support planning and coordination
    - Beginning to organize volunteers and committees for setup, coordination, and cleanup
    - More information will be shared as details confirmed
    - Requested groups reach out if interested in getting involved or being of service
- **Conclusion**
    - Planning progressing positively
    - Secretary position still open
    - Volunteer recruitment beginning

Plain and Straight Report
Bill provided update on newsletter operations.
- **Details**
    - Plain and Straight getting out on time by 5th of month
    - Newsletter in central office since beginning of year, good trend
    - Had trouble getting Plain and Straight out last year
    - Requested groups submit events including picnics and group activities
    - Noted more reps present than anniversary submissions received
    - Emphasized people like getting names in newsletter for anniversaries
    - Requested groups send anniversary information, first name only
- **Conclusion**
    - Newsletter distribution on schedule
    - Groups encouraged to submit events and anniversaries

Fort DeSoto Picnic Report
District 1 Liaison Report
Loralei provided updates on district activities and upcoming events.
- **Details**
    - District 1 completed inventory with notes and decisions in report
    - Changes will be implemented at district level
    - Eventually inventory process will come to intergroup and meeting levels
    - Area 15 rep Lisa D will attend District 1 in May to report from New York conference
    - Conference will vote on and discuss many items
    - Report scheduled for May 19th at District 1
    - Doors open at 5:00 PM at Calvary Community Center
    - Potluck starts at 5:30 PM, meeting starts at 6:00 PM
    - Entire meeting will be Area 15 readout, not regular District 1 meeting
- **Conclusion**
    - District 1 inventory completed with implementation beginning
    - Area 15 conference report scheduled for May 19th
    - Special meeting format for conference readout

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Anniversary Recognition
Participants recognized for sobriety milestones.

- **Details**
  - May: Celebrated 4 years sobriety on April 12th

Action items

- **Allen**
  - Improve microphone situation for next month's meeting
  - Print copies of volunteer sign-up flyers for Jenn for picnic
  - Begin planning for Bring Your Sponsor to Brunch after Gratitude Dinner
  - Continue conducting orientations at 6:30 PM before Intergroup meetings

- **Virginia**
  - Continue monitoring financial performance against budget
  - Assist with open house events

- **Ashleigh**
  - Continue monitoring new website functionality
  - Address website issues as they arise
  - Obtain access to webshare email
  - Hold meeting on Gratitude Dinner planning
  - Find secretary for Gratitude Dinner committee
  - Organize volunteers and committees for Gratitude Dinner

- **Keith**
  - Gain access to administrator account in Google Workspace
  - Assign/reassign email accounts to proper chairs
  - Present solution for missed call text notifications to helpline chair
  - Investigate no-cost solutions for real-time polling
  - Compile document with logins and passwords for technical operations
  - Organize drive folders and documents for easy discovery
  - Set up onboarding and offboarding processes for chairs and volunteers
  - Create step-by-step documentation for tech processes
  - Develop easier method for Zoom meeting participant renaming

- **Danielle**
  - Update meeting information with wheelchair and bathroom accessibility details
  - Evaluate printing volumes for Where and When schedules

- **Sam and Rules Committee**
  - Present standardized requirements proposal to body next month
  - Finalize simple, standardized solution for chair position requirements

- **Sissy**
  - Form Intergroup outreach committee with Steve
  - Staff hospitality tent at Fort DeSoto picnic for outreach

- Coordinate with committee members to identify groups without Intergroup reps
- Conduct Intergroup rep training before next month's meeting at 6:30 PM

- **Jenn**
  - Bring volunteer sign-up clipboards to picnic
  - Contact previous volunteer coordinator for input
  - Set up monthly meetings with central office workers
  - Recruit volunteers at picnic

- **Bill**
  - Continue publishing Plain and Straight by 5th of month
  - Collect group events and anniversary information for newsletter

- **Freddie**
  - Coordinate final picnic logistics including tables and trash bags
  - Manage raffle ticket sales stopping at 1:45 PM
  - Conduct raffle drawing at 2:00 PM
  - Select banner trophy winner between 1:45 and 2:00 PM

- **All Groups**
  - Use new website for meeting changes instead of calling central office
  - Submit meeting changes and accessibility information to Where and When at aapinellas.org
  - Purchase literature at central office to support sales
  - Sign up for Unity meeting speaker slots
  - Participate in Grateful Givers program
  - Submit group events and anniversaries to Plain and Straight
  - Consider participation in Bring Your Sponsor to Brunch food contributions
  - Download ParkMobile app before attending Fort DeSoto picnic