

OCAA INTERGROUP SERVICE BODY MEETING

(Held the second Wednesday of each Month – 7:00pm // Orientation of New Reps – 6:30pm)

Norma Hertzog Community Center, 1845 Park Ave., Costa Mesa, CA 92627

MEETING DATE: March 13th, 2024

AGENDA:

7:00pm - Call to order-Moment of Silence followed by the we version of the Serenity Prayer:
Chris W., Chair

1. Welcome: Chris W., Chair

Temporary for this meeting as planned Chris West the Chair will step aside for Laura Rocha the Vice Chair to step in as acting chair for acclimation and experience.

2. Readings:

- 12 Traditions_____
- Statement of Purpose_____

3. Tradition 3 Presentation (2-3 minute report): Rachael D.
Tradition 4 Volunteer for next month (April)

4. Concept 3 Report: Jennavev V. Secretary

5. Concept 4 Report April: Jillian T.

6. Pamphlet Pick-of-the-Month (2-3 minute report): Brenda N.

Pamphlet Volunteer for next month (April): *(Volunteers, after meeting please give your Phone Number to our Secretary, Jennavev V.)*

7. 2024 Intergroup Service Body Meeting Schedule:

Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sep 4 (1st Weds.), Oct 9, Nov 13, and Dec 11 (*Note: Sept. date rescheduled due to the unavailability of the Norma Hertzog Center.*)

8. Board Members Roll Call: Jennavev V., Secretary

9. Approval of February “Body” Minutes. Secretary Jennavev V.

10. Introductions by Chair

Acknowledge and recognize: Central Office Volunteers, Past Intergroup Board Members, Assistant Office Managers, Lifeline Editor, District Intergroup Liaisons, H&I Liaisons. (AA announcements under new business)

11. Board and Committee’ Reports:

- **Chair: Laura R.**

- **Vice: Chris W.**

- **Secretary: Jennavev V.**

- **Treasurer: Tom P.**

- **Central Office: Lindsay K.**

- **Office Manager: Skip K.**

- **Technology: Ariel L.**

- **Public Information: Michelle B.**

- **Special Events: Jillian T.**

- **Group Relations: Casey W. (Intro of New Reps)** Name, Meeting Name, City, Day & Time,

- **Lifeline: Ezekiel U.**

12. New Business:

A: "Would you like our Central Office to sell chips?" For example, Newcomer, 30-60-90-days, 6 months, 9 months... aluminum chips. No other details at this point just Yes or No. Ask your groups and bring back their voice to next Intergroup meeting

13. Old Business

A. Join Standing Committees See Lifeline page 2 or See Website Events Page for Day, Time, Location/Zoom of each committee that meets each month. (See Flyers for more info on each committee)

14. Floor Open – AA Related Announcements

15. 90 Second Sample "Intergroup Report"

16. Meeting Closes with The 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."

Next Intergroup Body Meeting: 7pm Wednesday, April 10, 2024 Norma Hertzog
Community Center, 1845 Park Ave., Costa Mesa
6:30pm New Rep Orientation

STATEMENT OF PURPOSE

THIS ASSOCIATION WAS FORMED BY THE AA GROUPS WITHIN ORANGE COUNTY FOR THE EXPRESS PURPOSE OF ESTABLISHING A CENTRAL OFFICE THROUGH WHICH THE GROUPS, THEIR MEMBERS AND THE GENERAL PUBLIC COULD BE SERVED MORE EFFECTIVELY THAN COULD BE DONE BY THE GROUPS INDIVIDUALLY.

THE SERVICE WHICH THE CENTRAL OFFICE SUPPLIES INCLUDE:

- ASSIGNING "TWELTH STEP" CALLS ON A GEOGRAPHICAL BASIS.
- MAINTAINING A SUPPLY OF APPROVED BOOKS AND LITERATURE.
- MAINTAINING AA LISTINGS IN TELEPHONE DIRECTORIES.
- PUBLISHING A DIRECTORY OF LOCAL AA MEETINGS.
- SERVING AS A COMMUNICATION CENTER FOR LOCAL GROUPS, KEEPING THEM INFORMED ABOUT AA ACTIVITIES BY NEWSLETTERS, BULLETINS OR OTHER MEDIA.
- HANDLING REQUESTS FOR INFORMATION ABOUT AA FROM THE GENERAL PUBLIC.
- FURNISHING SPEAKERS FOR AA GROUPS AND FOR NON-AA ORGANIZATIONS.
- SPONSORING AND ARRANGING ANY JOINT SOCIAL AFFAIRS WHICH THE MEMBER'S MAY DESIRE.

THESE ACTIVITIES ARE SUPPORTED BY THE VOLUNTARY CONTRIBUTIONS OF GROUPS WITHIN THE INTERGROUP AREA. AN ACCOUNTING OF THE FUNDS RECEIVED IS MADE AT EACH MONTHLY INTERGROUP MEETING.

EVERY AA GROUP IN ORANGE COUNTY IS AUTOMATICALLY A MEMBER OF THIS ASSOCIATION; ENTITLED TO REPRESENTATION AND A VOTE AT EACH INTERGROUP MEETING.

ANY AA MEMBER IS WELCOME AS A GUEST AT ALL INTERGROUP MEETINGS.

ORANGE COUNTY CENTRAL OFFICE
1526 BROOKHOLLOW DR., #75
SANTA ANA, CA 92705-5404

OCAA INTERGROUP SERVICE BODY MEETING MINUTES

(Held the second Wednesday of each month - 7:00pm // Orientation of new reps - 6:30pm)

Norma Hertzog Community Center, 1845 Park Ave., Costa Mesa, CA 92627

MEETING DATE: February 14th, 2024

=====
7:00pm - Call to order - Moment of Silence followed by the we version of the Serenity Prayer: Chris W., Chair

1. Welcome: Chris W., Chair

2. Readings:

- 12 Traditions: Rich
- Statement of Purpose: Manny A.

3. Tradition 2 Presentation: Matt D.

Tradition 3 Volunteer for next month (March): Rachel

4. Concept 2 Report: Tom P. Treasurer

5. Concept 3 Report (March): Jennavev V., Secretary

6. Pamphlet Pick-of-the-Month: Beth

Pamphlet Volunteer for next month (March): Brendan

7. 2024 Intergroup Service Body Meeting Schedule:

Feb 14, Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sep 4 (1st Wed), Oct 9, Nov 13, and Dec 11

(Note: Sept date rescheduled due to unavailability of center)

8. Board Members Roll Call: Jennavev V., Secretary

9. Approval of January "Body" Minutes. Entertain a Motion by our Secretary Jennavev V.

Dolly made a correction from the January minutes - MSCA correction in AA announcements section

Motion made to approve January meeting meetings by Steve K and 2nd Kate F. Motion passed with no opposition.

10. Introductions of New Reps and Others (Please use full name)

Acknowledge and recognize past Intergroup board members, Area 09 Board Committee, current or past Area 09 Delegates, Office Manager, Assistant Office Managers, District Intergroup Liaisons, H&I Liaisons, Central Office Volunteers (AA announcements under new business)

- Past Intergroup Board Members, Area 09 Board of Committee, Assistant Office Managers, District Intergroup Liaisons, H&I Liaisons, and Central Office Volunteers -
 - Dave - Past board member
 - Betsy - Past board member
 - Manny A. - Past board member
 - Mike - Past board member, central office volunteer
 - Darnele - Asst office manager
 - Carra-lee - Substitute central office assistant manager, central office volunteer
 - John H - District 12 liaison
 - Luis - Institution chair H&I

11. Board and Committee' Reports:

- **Chair: Chris W.** - Reminded that sharing members only need to share first name and last initial; not full name. Introduction of our new Lifeline chair, Ezekiel U.
- **Vice: Laura R.** - Familiarizing herself with Robert's rules of order, also attended a successful Annual review of the bylaws meeting.
- **Secretary: Jennavev V** - Reminder to speak up when sharing.
- **Treasurer: Tom P.** - Sold approximately one third of the directories so far. Increase in literature sales. Financials overall look positive.
- **Central Office: Lindsay K.** - Need volunteers at central office for three hour shifts. Open house at the satellite office to encourage volunteers.
- **Office Manager: Skip K.** - Ordered 5,000 directories. Sold 1,000 to south Orange County. Expressed gratitude on the group's decision for the directories. Introduced Dolly; South County Satellite office manager.
- **Technology: Ariel L.** - Looking for more members to join committee. Currently one additional member has joined. Possibly creating a private Facebook option for groups. Chat function will be eventually implemented. Encouraged individuals to relay to the website on where to find group contributions, events, Lifeline, ByLaws, Guidelines, and more. Anyone can join any committee.
- **Public Information: Michele B** - We are trying to reach out more to highschoools and nursing programs. Mailing out introduction packets to these places to inform them who we are, and where to find us. Taking volunteers to help with these packets. A Health fair is coming up at Cypress college in April and volunteers will be needed.
- **Special Events: Jillian T.** - First committee meeting occurred last month on the third Thursday of the month; a few people attended. Encouraged more individuals to join. St. Patrick's day event planning is in effect and a flier will be worked on shortly and sent out. This event will be held on March 17th.
- **Group Relations: Casey W.** - First committee meeting was on the third Thursday of last month. Encouraged volunteers to join the committee.

New Intergroup Reps -

Bryan F. - Laguna Beach - M-Sun - 7am - Attitude Adjustment
Joni D. - Hunting Beach - Sat - 10am - Womens 12 Steps Mtg
Jeanette W. - San Juan Cap - Sun - 9:10am
Manny A. - Orange - Sunday - 7pm - Sunday Nite Speakers
Bryan P. - Irvine - Wed - 7:30pm - Night Wild Bunch
Shirely M - Garden Grove - Wed - 7pm - Name in a Hat
Belinda L - Huntington Beach - Wed - 7pm - Women's Stag
Becky D - Lake Forest - Fri - 7am - Women's Day Reflecting

- **Lifeline: Ezekiel U.** - Introduced himself. Expressed his love and passion for H&I. Excited to serve on the board and represent Lifeline. Currently researching the history of Lifeline and getting familiarized with it.

12. New Business:

- A. Join Standing Committees - Chris W. shared about the importance of being willing and able to join a committee; you may have a skill set that we need.

14. Floor Open - AA Related Announcements

Luis - Need members to join H&I, they meet the 2nd Sunday Garden Grove alano club.

Tedra - H&I meets the 3rd Wednesday of the month 6:45pm, come to the orientation and stay for the business meeting to pick-up. Information also available on the website; www.Sochic.club

Darnele - Luis Brown memorial will be 3rd Saturday in March

Manny - Annual OCAA Convention will be March 30th and 31st.

15. 90 Second Sample "Intergroup Report": Luis

16. Meeting Closes - Motion to close: Matt D. 2nd: Mike

Next Intergroup Body Meeting: Wednesday, March 13th, 2024

Norma Hertzog Community Center, 1845 Park Ave., Costa Mesa

**Orange County Intergroup Assoc. of A.A.
Profit & Loss Previous YTD
January through February 2023**

	Jan - Feb 23
Ordinary Income/Expense	
Income	
Birthday Donations	238.00
Group Donations	43,306.68
Individual/Fellowship	2,304.64
Interest Earned	8.58
Literature Sales	22,631.70
	68,489.60
Total Income	68,489.60
Cost of Goods Sold	
Cost of Literature Sold	
Cost of Goods Sold	18,498.48
	18,498.48
Total Cost of Literature Sold	18,498.48
Inventory Adjustments	300.35
	18,798.83
Total COGS	18,798.83
Gross Profit	49,690.77
Expense	
Accounting	1,465.00
Auto Expense (all Mgrs.)	86.15
Copier Expense	93.12
Credit Card Expense	464.54
Freight and Shipping Costs	101.84
Insurances	593.40
Intergroup Expense	1,826.08
Internet Expense	293.68
Lease Expense	520.00
"LIFELINE" Expense	4,605.74
Maintenance & Repairs	340.00
Offices' Supplies & Expenses	359.49
Payroll Tax Expense	1,579.43
Postage	74.41
Public Info Expense	1,500.00
Reimb. Health	1,000.00
Rent Main/Satellite Offices	7,803.42
Salaries	19,967.84
Sales Tax on Lease	48.10
Special Events Expense	544.33
Telephone Expense	738.20
Utilities	145.31
Volunteers Coffee & Water	89.98
Website Expense	711.98
	44,952.04
Total Expense	44,952.04
Net Ordinary Income	4,738.73
Other Income/Expense	
Other Income	
Purchase Discounts	103.96
	103.96
Total Other Income	103.96
Other Expense	
Balancing Adjustments	0.00
	0.00
Total Other Expense	0.00
Net Other Income	103.96
Net Income	4,842.69

**Orange County Intergroup Assoc. of A.A.
Profit & Loss Prev Year Comparison**

February 2024

	Feb 24	Feb 23	% Change	Jan - Feb 24
Ordinary Income/Expense				
Income				
Literature Resale	2,132.92	0.00	100.0%	5,937.92
Birthday Donations	137.65	132.00	4.3%	187.65
Group Donations	12,647.39	18,424.04	-31.4%	36,650.84
Individual/Fellowship	898.00	303.75	195.6%	1,940.02
Interest Earned	4.34	4.07	6.6%	8.98
Literature Sales	7,681.42	10,277.62	-25.3%	27,773.76
Shipping and Delivery Income	-7.50	0.00	-100.0%	-7.50
Total Income	23,494.22	29,141.48	-19.4%	72,491.67
Cost of Goods Sold				
Cost of Literature Sold				
Cost of Goods Sold	8,305.41	8,354.78	-0.6%	24,938.04
Cost of Literature Sold - Other	0.00	0.00	0.0%	0.00
Total Cost of Literature Sold	8,305.41	8,354.78	-0.6%	24,938.04
Inventory Adjustments	0.00	-0.01	100.0%	0.00
Shipping / Misc. Adjustments	-338.95	0.00	-100.0%	-338.95
Total COGS	7,966.46	8,354.77	-4.7%	24,599.09
Gross Profit	15,527.76	20,786.71	-25.3%	47,892.58
Expense				
Accounting	0.00	0.00	0.0%	3,910.00
Auto Expense (all Mgrs.)	89.41	58.90	51.8%	151.69
Convention & Svs Event Expense	0.00	0.00	0.0%	55.00
Copier Expense	0.00	0.00	0.0%	293.59
Credit Card Expense	204.47	211.34	-3.3%	557.70
Freight and Shipping Costs	0.00	101.84	-100.0%	7.50
Insurances	318.70	254.20	25.4%	724.50
Intergroup Expense	206.24	423.65	-51.3%	2,106.00
Internet Expense	177.22	159.34	11.2%	354.71
Lease Expense	284.05	260.00	9.3%	568.10
"LIFELINE" Expense	1,625.00	2,302.87	-29.4%	3,250.00
Maintenance & Repairs	160.00	80.00	100.0%	320.00
Offices' Supplies & Expenses	896.71	162.85	450.6%	1,103.38
Payroll Tax Expense	785.79	769.74	2.1%	2,394.52
Postage	136.00	11.41	1,091.9%	136.00
Public Info Expense	0.00	1,000.00	-100.0%	0.00
Reconciliation Discrepancies	-0.01	0.00	-100.0%	-0.01
Reimb. Health	500.00	500.00	0.0%	1,000.00
Rent Main/Satellite Offices	4,018.00	3,901.71	3.0%	5,264.00
Salaries	9,722.13	9,905.88	-1.9%	19,993.81
Sales Tax on Lease	0.00	24.05	-100.0%	0.00
Special Events Expense	0.00	494.40	-100.0%	0.00
Telephone Expense	385.32	370.62	4.0%	771.89
Utilities	56.83	73.66	-22.9%	124.20
Volunteers Coffee & Water	26.50	71.98	-63.2%	67.00
Website Expense	367.98	355.99	3.4%	724.97
Total Expense	19,960.34	21,494.43	-7.1%	43,878.55
Net Ordinary Income	-4,432.58	-707.72	-526.3%	4,014.03
Other Income/Expense				
Other Income				
Purchase Discounts	0.00	103.96	-100.0%	717.82
Total Other Income	0.00	103.96	-100.0%	717.82
Other Expense				
Balancing Adjustments	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.0%	0.00
Net Other Income	0.00	103.96	-100.0%	717.82
Net Income	-4,432.58	-603.76	-634.2%	4,731.85

Orange County Intergroup Assoc. of A.A.
Balance Sheet
As of February 29, 2024

	<u>Feb 29, 24</u>	<u>Feb 28, 23</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Venmo	6,347.98	6,224.09	1.99%
Paypal Cash	1,803.35	2,488.76	-27.54%
Bus. Int. Maximizer	136,963.11	132,808.53	3.13%
Cash in Drawer	470.42	409.69	14.82%
Cash on Hand	215.00	230.00	-6.52%
Checking BofA	<u>32,378.40</u>	<u>22,878.31</u>	<u>41.52%</u>
Total Checking/Savings	178,178.26	165,039.38	7.96%
Accounts Receivable			
Accounts Receivable	0.32	0.00	100.0%
Total Accounts Receivable	<u>0.32</u>	<u>0.00</u>	<u>100.0%</u>
Other Current Assets			
Inventory (at cost)	-24,938.04	0.00	-100.0%
Inventory Asset (Costs of inventory purchased for resale)	55,753.11	32,154.46	73.39%
Undeposited Funds	<u>1,389.55</u>	<u>3,187.03</u>	<u>-56.4%</u>
Total Other Current Assets	<u>32,204.62</u>	<u>35,341.49</u>	<u>-8.88%</u>
Total Current Assets	210,383.20	200,380.87	4.99%
Fixed Assets			
Accum Depreciation	-68,937.00	-68,937.00	0.0%
Furniture & Equipment	<u>90,972.66</u>	<u>79,314.66</u>	<u>14.7%</u>
Total Fixed Assets	22,035.66	10,377.66	112.34%
Other Assets			
Deposits	<u>2,769.79</u>	<u>3,769.79</u>	<u>-26.53%</u>
Total Other Assets	<u>2,769.79</u>	<u>3,769.79</u>	<u>-26.53%</u>
TOTAL ASSETS	<u>235,188.65</u>	<u>214,528.32</u>	<u>9.63%</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	<u>4,981.65</u>	<u>756.85</u>	<u>558.21%</u>
Total Accounts Payable	4,981.65	756.85	558.21%
Other Current Liabilities			
*Sales Tax Payable	2,418.02	1,615.47	49.68%
Payroll-FICA (Social Security)	-4.41	610.20	-100.72%
Payroll-FWH (Federal Withholding)	-158.01	426.40	-137.06%
Payroll-Medicare	-1.03	142.80	-100.72%
Payroll-SDI (State Disability Insurance)	17.46	59.18	-70.5%
Payroll-SWHCA (State Withholding CA)	<u>10.81</u>	<u>92.52</u>	<u>-88.32%</u>
Total Other Current Liabilities	<u>2,282.84</u>	<u>2,946.57</u>	<u>-22.53%</u>
Total Current Liabilities	7,264.49	3,703.42	96.16%

Orange County Intergroup Assoc. of A.A.
Balance Sheet
 As of February 29, 2024

	<u>Feb 29, 24</u>	<u>Feb 28, 23</u>	<u>% Change</u>
Long Term Liabilities			
Capital Lease Obligation	8,547.00	8,547.00	0.0%
Total Long Term Liabilities	<u>8,547.00</u>	<u>8,547.00</u>	<u>0.0%</u>
Total Liabilities	15,811.49	12,250.42	29.07%
Equity			
Fund Balance	214,645.31	197,435.21	8.72%
Net Income	4,731.85	4,842.69	-2.29%
Total Equity	<u>219,377.16</u>	<u>202,277.90</u>	<u>8.45%</u>
TOTAL LIABILITIES & EQUITY	<u><u>235,188.65</u></u>	<u><u>214,528.32</u></u>	<u><u>9.63%</u></u>

** Prudent Reserve consists of Bus. Int. Maximizer account.

Note 1. Per our Bylaws, Article X, Section 1: The financial policy of the Orange County Intergroup Association shall be: Maintain sufficient operating funds plus an ample reserve fund. Ample reserve (prudent reserve) is defined as four to six months of operating expenses based on the annual audit or review. Sufficient operating funds are determined as approximately one month of the monthly expenses, but not more than two months.

Note 2. Prudent Reserve calculation: Year end 2022: \$356695 = 1 month = 29724, 4 months = \$118896, 6 months = \$178344
 Current Prudent Reserve: \$136963.11 (77% of Maximum Prudent Reserve)

Note 3. Operating Fund Calculation: VM \$6347.98 + PP \$1803.35 + CID \$470.42 + COH \$215.00 + BOA \$32378.40 = \$48660.47