

**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: JANUARY 10, 2024**

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**AGENDA:**

7:00pm - Call to order - Serenity Prayer: Chris W., Chair

**1. Welcome:** Chris W., Chair

**2. Readings:**

- Traditions Two, Five, and Nine
- Statement of Purpose

**3. Tradition 1 Presentation:** Nickki H.  
Tradition 2 Volunteer for next month (February):

**4. Concept 1 Report:** Laura R., Vice Chair

**5. Concept 2 Report February:** Tom P., Treasurer

**6. Pamphlet Pick-of-the-Month: Darnelle**  
Pamphlet Volunteer for next month (February):  
*(Volunteers, after meeting please give your Phone Number to our Secretary, Jennavev V.)*

**7. 2024 Intergroup Service Body Meeting Schedule:**  
Jan 10, Feb 14, Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sep 4 (1<sup>st</sup> 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. Introductions of New Reps and Others** (Please use full name)

- New Intergroup Reps -- Name, Meeting Name, City, Day & Time,
- Past Intergroup Board Members, Area 09 Board of Committee, Assistant Office Managers, District Intergroup Liaisons, H&I Liaisons, Central Office Volunteers

**10. Approval of December “Body” Minutes. Motion by our Secretary Jennavev V.**

**11. Board and Committee’ Reports:**

- **Chair:** Chris W.

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- **Vice:** Laura R.

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- **Secretary:** Jennavev V.

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- **Treasurer: Tom P.**

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- **Central Office: Lindsay K.**

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- **Office Manager: Skip K.**

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- **Technology: Ariel L.**

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- **Public Information: Michelle B.**

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- **Special Events: Jillian T.**

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- **Group Relations: Casey W.**

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- **Lifeline: Tanner K. Stepping Down (Position Open)**

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**12. Old Business:**

- A. Paper Directories

**13. New Business:**

- A. Join Standing Committees

**14. Floor Open – AA Related Announcements**

**15. 90 Second Sample “Intergroup Report”**

**16. Meeting Closes**

**Next Intergroup Body Meeting:** Wednesday, February 14<sup>th</sup>, 2024  
Norma Hertzog Community Center, 1845 Park Ave., Costa Mesa

## 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

# INTERGROUP SERVICE BODY MEETING MINUTES

December 13, 2023

**1. Opening - Call to order - Serenity Prayer:** Chris W

**2. Chair - Welcome**

**3. Readings**

- a. Read Traditions 2, 5, 9 - Skip K
- b. Statement of Purpose - Deb
- c. Tradition 12 Presentation - Matt D  
Volunteer - Tradition 1 in January: Nickki H
- d. Concept 12 Board/Report: Chris W  
Concept 1 Board/Report January: Laura R
- e. Pamphlet Pick-of-the-month: Mike M  
Volunteer - January Pamphlet Pick: Darnelle

**4. Board Members in Attendance:** Chris W (Chair), Laura R (Vice Chair), Jennavev V (Secretary), Tom P (Treasurer; Absent), Skip K (Central Office Manager), Casey W (Group Relations), Michelle (Public Information), Lindsay K (Central Office Chair), Jillian T (Special Events), Tanner K (Lifeline), Ariel (Tech Committee)

**5. Introductions:**

**New Reps:**

Deb F - Saturday 9:30am - Women BB - Hybrid  
Chris J - Monday 7:30am - Keep It Simple - HB  
Nancy K - Monday 10:30am - Laguna Beach  
Joanne P - Thursday 12:00pm - Women BB - Mission Viejo  
Rita W - Saturday 10:30am - Women BB - RSM  
Bree J - M-F 5:15pm - Tustin Rush Hour - HB  
Mike M - Thursday 7:30pm - 777 Beginners Mens Stag - Orange

**GSR Liaisons:**

Dave W (District 18)  
Dolly (District 12)

**H&I Liaisons:**

Hedra (North County)

**6. Approval of November Minutes:**

1st: Pat D                      2nd: Mike K

**7. Old Business:**

Committee Financial Forecast - Tom P (Absent)  
Directories - Skip K

**8. New Business:**

Join a standing committee - discussed within each board members report.

**9. Service Reports:**

**Chairman - Chris W:** Thanked past and outgoing board members for their service. Discussed importance and basics of committees.

**Vice Chairman - Laura R:** Thanked the body for the opportunity to serve and introduced herself and what her service commitment will entail.

**Group Relations - Casey W:** Committee meeting meets 3rd Thursday of month via Zoom at 6:00pm. New rep meetings are at 6:30pm prior to body meeting.

**Treasurer - Tom P:** Absent

**Intergroup Secretary - Jennavev V:** Reminded the body to speak up when sharing.

**Central Office Chair - Lindsay K:** Correction on flier for central office monthly meeting committee; date change from 4th Tuesday to 3rd Wednesday at 6:00pm

**Office Manager - Skip K:** Phone volunteers are always needed. Discussed paper directories; currently printing and expected to be available by the first of the year. Directories financial cost was \$10,000. Monthly drawing for books at the central office; encouraged members to stop by. Encouraged individuals to inform the central office regarding any al-ca-thons meetings taking place during the holidays. (Note from the body; Pat D suggested the possibility of a pause of printing Lifeline for 1 year to save money. Kate made a rebuttal regarding the value/importance of lifeline. These remarks were redirected to be discussed amongst committees.)

**Hospitals & Institutions:** N/A

**Lifeline - Tanner:** Committee meeting is 1st Thursday of each month 7:00pm on Zoom. Encouraged the body to submit stories to Lifeline.

**Public Information - Michelle:** Committee meeting is the last Wednesday of the month at 5:30pm.

**Special Events – Jillian T:** By next board meeting the committee meeting schedule will be established and brought to the group.

**Tech Committee – Ariel:** Committee meetings are the 1st Monday of each month via Zoom; next will be January 6th 6:00pm.

**10. Floor open - AA related announcements:**

*Dolly - Anyone (not just intergroup reps) can serve on the committee's. Overnight call forwarding volunteers are needed for the 1st and 3rd thurs 9pm-6am.*

*Hedra - 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](http://www.Sochic.club)*

**11. 90 Second Sample Intergroup Report: Ryan**

*Motion to close meeting: Mike R*

*2<sup>nd</sup> : Laura*

**NEXT INTERGROUP BODY MEETING -**

*Wednesday, January 10<sup>th</sup> 2024*

**Norma Hertzog Community Center**

**1845 Park Ave., Costa Mesa**

Orange County Intergroup Assoc. of A.A.  
**Profit & Loss Previous Year to Date**  
January through December 2022

	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>	
Income	
Bank Adjustments	0.00
Birthday Donations	1,118.00
Group Donations	209,373.12
In Memoriam	155.00
Individual/Fellowship	13,870.71
Interest Earned	53.10
Literature Sales	123,420.39
Sales Discount	85.80
Special Events Donation	100.00
<b>Total Income</b>	<u>348,176.12</u>
Cost of Goods Sold	
Cost of Literature Sold	102,177.55
Inventory Adjustments	4,977.65
Shipping / Misc. Adjustments	-288.04
<b>Total COGS</b>	<u>106,867.16</u>
<b>Gross Profit</b>	<u>241,308.96</u>
Expense	
Accounting	13,814.22
Auto Expense (all Mgrs.)	407.56
Convention & Svs Event Expense	774.03
Copier Expense	269.09
Credit Card Expense	2,762.37
Freight and Shipping Costs	150.00
Insurances	3,744.35
Intergroup Expense	2,087.25
Internet Expense	1,606.50
Lease Expense	3,120.00
"LIFELINE" Expense	20,632.73
Maintenance & Repairs	4,111.00
Offices' Supplies & Expenses	3,001.65
Payroll Tax Expense	9,294.08
Postage	587.95
Public Info Expense	4,500.00
Reconciliation Discrepancies	-3.56
Reimb. Health	6,000.00
Rent Main/Satellite Offices	45,872.52
Salaries	114,239.08
Sales Tax on Lease	288.60
Special Events Expense	5,239.60
Taxes & Licenses	703.34
Telephone Expense	4,400.18
Utilities	842.98
Volunteers Coffee & Water	609.46
Website Expense	10,102.72
<b>Total Expense</b>	<u>259,157.70</u>
<b>Net Ordinary Income</b>	<u>-17,848.74</u>
Other Income/Expense	
Other Income	
Other Income	4,112.17
Purchase Discounts	872.93
<b>Total Other Income</b>	<u>4,985.10</u>
Other Expense	
Balancing Adjustments	0.00
<b>Total Other Expense</b>	<u>0.00</u>
<b>Net Other Income</b>	<u>4,985.10</u>
<b>Net Income</b>	<u><u>-12,863.64</u></u>

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

December 2023

	Dec 23	Dec 22	% Change	Jan - Dec 23
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Square Sales	8,360.92	0.00	100.0%	22,847.39
Bank Adjustments	0.00	0.00	0.0%	-109.92
Birthday Donations	0.00	350.00	-100.0%	1,406.00
Group Donations	14,610.70	18,201.06	-19.7%	202,602.36
Individual/Fellowship	551.44	878.46	-37.2%	8,152.39
Interest Earned	4.65	4.51	3.1%	54.18
Literature Sales	0.00	7,494.15	-100.0%	106,930.17
Merchandise Sales	0.00	0.00	0.0%	622.16
Shipping and Delivery Income	0.00	0.00	0.0%	-0.25
<b>Total Income</b>	<b>23,527.71</b>	<b>26,928.18</b>	<b>-12.6%</b>	<b>342,504.48</b>
<b>Cost of Goods Sold</b>				
Cost of Literature Sold	0.00	6,104.19	-100.0%	80,634.36
Cost of Goods Sold	6,812.53	0.00	100.0%	7,270.55
Cost of Literature Sold - Other				
<b>Total Cost of Literature Sold</b>	<b>6,812.53</b>	<b>6,104.19</b>	<b>11.6%</b>	<b>87,904.91</b>
Inventory Adjustments	0.00	4,552.18	-100.0%	2,771.81
Shipping / Misc. Adjustments	0.00	0.00	0.0%	-1.86
<b>Total COGS</b>	<b>6,812.53</b>	<b>10,656.37</b>	<b>-36.1%</b>	<b>90,674.86</b>
<b>Gross Profit</b>	<b>16,715.18</b>	<b>16,271.81</b>	<b>2.7%</b>	<b>251,829.62</b>
<b>Expense</b>				
Accounting	0.00	0.00	0.0%	17,837.50
Auto Expense (all Mgrs.)	75.65	62.50	21.0%	795.96
Copier Expense	0.00	0.00	0.0%	950.12
Credit Card Expense	33.80	157.04	-78.5%	2,575.64
Freight and Shipping Costs	0.00	0.00	0.0%	199.34
Insurances	405.80	339.20	19.6%	3,953.53
Intergroup Expense	530.60	206.00	157.6%	4,444.68
Internet Expense	202.39	133.96	51.1%	1,980.35
Lease Expense	284.05	260.00	9.3%	3,125.65
"LIFELINE" Expense	1,625.00	1,625.00	0.0%	21,133.61
Maintenance & Repairs	80.00	240.00	-66.7%	2,091.16
Offices' Supplies & Expenses	489.31	0.00	100.0%	20,181.18
Payroll Tax Expense	760.75	815.03	-6.7%	13,575.48
Postage	0.00	66.40	-100.0%	535.52
Public Info Expense	0.00	500.00	-100.0%	5,150.00
Reconciliation Discrepancies	-1.01	0.00	-100.0%	-3,708.34
Reimb. Health	500.00	500.00	0.0%	6,250.00
Rent Main/Satellite Offices	6,710.00	3,822.71	75.5%	49,810.26
Returned Checks	0.00	0.00	0.0%	420.00
Salaries	9,793.33	10,355.30	-5.4%	122,448.42
EE Retention Credit (From IRS ERTC)	0.00	0.00	0.0%	-56,538.42
Sales Tax on Lease	0.00	24.05	-100.0%	72.15
Special Events Expense	0.00	0.00	0.0%	6,737.72
Taxes & Licenses	0.00	92.60	-100.0%	19.00
Telephone Expense	385.42	367.72	4.8%	4,639.40
Utilities	81.99	81.16	1.0%	1,398.83
Volunteers Coffee & Water	72.00	32.00	125.0%	537.48
Website Expense	787.92	781.91	0.8%	6,913.97
<b>Total Expense</b>	<b>22,817.00</b>	<b>20,462.58</b>	<b>11.5%</b>	<b>237,530.19</b>
<b>Net Ordinary Income</b>	<b>-6,101.82</b>	<b>-4,190.77</b>	<b>-45.6%</b>	<b>14,299.43</b>
<b>Other Income/Expense</b>				
Other Income	0.00	0.00	0.0%	7.13
Purchase Discounts	654.36	0.00	100.0%	2,741.41
<b>Total Other Income</b>	<b>654.36</b>	<b>0.00</b>	<b>100.0%</b>	<b>2,748.54</b>
<b>Other Expense</b>				
Balancing Adjustments	0.00	0.00	0.0%	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>654.36</b>	<b>0.00</b>	<b>100.0%</b>	<b>2,748.54</b>
<b>Net Income</b>	<b>-5,447.46</b>	<b>-4,190.77</b>	<b>-30.0%</b>	<b>17,047.97</b>

**Orange County Intergroup Assoc. of A.A.**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>% Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Venmo	4,538.33	3,093.09	46.73%
Paypal Cash	4,171.82	2,233.02	86.82%
Bus. Int. Maximizer	136,954.13	132,799.95	3.13%
Cash in Drawer	-92.19	390.06	-123.64%
Cash on Hand	215.00	230.00	-6.52%
Checking BofA	25,957.80	24,664.30	5.24%
<b>Total Checking/Savings</b>	<u>171,744.89</u>	<u>163,410.42</u>	5.1%
<b>Accounts Receivable</b>			
Accounts Receivable	-508.02	0.00	-100.0%
<b>Total Accounts Receivable</b>	<u>-508.02</u>	<u>0.00</u>	-100.0%
<b>Other Current Assets</b>			
Inventory (at cost)	-6,248.24	21.55	-29,094.15%
Inventory Asset (Costs of inventory purchased for resale)	57,238.92	31,116.74	83.95%
Undeposited Funds	-645.87	681.39	-194.79%
<b>Total Other Current Assets</b>	<u>50,344.81</u>	<u>31,819.68</u>	58.22%
<b>Total Current Assets</b>	<u>221,581.68</u>	<u>195,230.10</u>	13.5%
<b>Fixed Assets</b>			
Accum Depreciation	-68,937.00	-68,937.00	0.0%
Furniture & Equipment	79,314.66	79,314.66	0.0%
<b>Total Fixed Assets</b>	<u>10,377.66</u>	<u>10,377.66</u>	0.0%
<b>Other Assets</b>			
Deposits	3,631.93	3,769.79	-3.66%
<b>Total Other Assets</b>	<u>3,631.93</u>	<u>3,769.79</u>	-3.66%
<b>TOTAL ASSETS</b>	<u><u>235,591.27</u></u>	<u><u>209,377.55</u></u>	<u>12.52%</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	7,898.16	175.00	4,413.23%
<b>Total Accounts Payable</b>	<u>7,898.16</u>	<u>175.00</u>	4,413.23%
<b>Credit Cards</b>			
Orange County Intergroup Assoc. (Office Debit Card)	49.00	0.00	100.0%
<b>Total Credit Cards</b>	<u>49.00</u>	<u>0.00</u>	100.0%
<b>Other Current Liabilities</b>			
*Sales Tax Payable	-77.83	2,180.32	-103.57%
Payroll-FICA (Social Security)	1,709.37	638.08	167.89%
Payroll-FWH (Federal Withholding)	1,435.39	71.40	1,910.35%
Payroll-Medicare	498.59	149.31	233.93%
Payroll-SDI (State Disability Insurance)	493.62	83.93	488.13%
Payroll-SWHCA (State Withholding CA)	554.79	97.30	470.19%
<b>Total Other Current Liabilities</b>	<u>4,613.93</u>	<u>3,220.34</u>	43.28%



**Orange County Intergroup Assoc. of A.A.**  
**Balance Sheet Prev Year Comparison**  
 As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>% Change</u>
Total Current Liabilities	12,561.09	3,395.34	269.95%
Long Term Liabilities			
Capital Lease Obligation	<u>8,547.00</u>	<u>8,547.00</u>	0.0%
Total Long Term Liabilities	<u>8,547.00</u>	<u>8,547.00</u>	0.0%
Total Liabilities	21,108.09	11,942.34	76.75%
Equity			
Fund Balance	197,435.21	210,298.85	-6.12%
Net Income	<u>17,047.97</u>	<u>-12,863.64</u>	232.53%
Total Equity	<u>214,483.18</u>	<u>197,435.21</u>	8.64%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>235,591.27</u></b>	<b><u>209,377.55</u></b>	<b>12.52%</b>

\*\* 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: \$136954.13 (77% of Maximum Prudent Reserve)

Note 3. Operating Fund Calculation: VM \$4538.33 + PP \$4171.83 + CID \$-92.19 + COH \$215.00 + BOA \$25957.80 = \$34790.77

39th

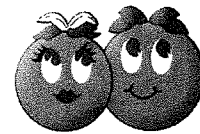
# Annual OCAA Convention

with Al-Anon Participation

March 29th, 30th and 31st 2024



Hilton Orange  
County  
Costa Mesa, CA  
714-540-7000



Room Rates: \$149 Register EARLY!  
Parking: \$12.00 overnight—\$10 In & Out

**All Registrations are online**

**at [OCAAC.org](http://OCAAC.org).**

You can also register at the convention  
starting March 29th 2024.

