

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: February 14th, 2024

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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

2. **Readings:**

- 12 Traditions
- Statement of Purpose

3. **Tradition 2 Presentation:** Matt D.
Tradition 3 Volunteer for next month (March):

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):
(Volunteers, after meeting please give your Phone Number to our Secretary, Jennavev V.)

7. **2024 Intergroup Service Body Meeting Schedule:**
Feb 14, 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 December “Body” Minutes. Motion by our Secretary Jennavev V.**

10. **Introductions by Chair**

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)

11. **Board and Committee’ Reports:**

- **Chair: Chris W. Please welcome our new Lifeline Chair Ezekiel U.**

- **Vice: Laura R.**

- **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. Join Standing Committees

13. Floor Open – AA Related Announcements

14. 90 Second Sample “Intergroup Report”

15. 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: Wednesday, March 13th, 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

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: January 10th, 2024

7:00pm - Call to order - Serenity Prayer: Chris W., Chair - Meeting started at 7:00pm pst.

1. Welcome: Chris W., Chair

2. Readings:

- Traditions Two, Five, and Nine: Brenden
- Statement of Purpose: Rachelle

3. Tradition 1 Presentation: Nickki H.

- Tradition 2 Volunteer for next month (February): Matt D.

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): Beth C.

(Volunteers, after meeting please give phone number to our Secretary, Jennavev)

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

- New Intergroup Reps -

John C - Costa Mesa - Daily - 6:45pm - Morning Meditation Group

Cynthia M - HB - 10:00am - Friday - Step Sister Meeting

Tracy G - Capo Beach - Wednesday - 6:00pm - Sisters of Sobriety

Brenden M - Costa Mesa - Saturday - 6pm - Refugees Group

Rachel D - San Juan Cap - Daily - 6:00am - Taking A Trip

Rick K - HB - Tuesday - 7:30pm - Men's Last Gaspers

Tammy P - Newport Beach - Wednesday - 7:30pm - Living Sober

Benton C - Mission Viejo - Saturday - 11:00am - Acceptance Meeting

- Past Intergroup Board Members, Area 09 Board of Committee, Assistant Office Managers, District Intergroup Liaisons, H&I Liaisons, and Central Office Volunteers -

Visitors - Mike M, Beth, Mike

Dave - District 18 Liaison

Rolf - District 6 Liaison

Dolly - District 12 Liaison

Hendra - H&I Liaison

Kayla - OC H&I

10. Approval of December "Body" Minutes -

- Motion by our Secretary Jennavev V.
- Nikki made a correction for the spelling of her name; Darnell also commented on the correction of her name on the meeting minutes.
- 2nd: Mike M with no opposition. Vote passed unanimously.

11. Board and Committee' Reports:

- **Chair: Chris W.** - Discussed the full year ahead! Planning on attending MSCA Area 09 assemblies/caucus for 2024, representing OCAA intergroup Association. Vice chair and chair will be reaching out to the OC AA District to invite district liaisons. Reminded the group of the importance regarding procedures and rules of order and provided examples of out of order scenarios. Encouraged the body that if discussions turn into committee work or a debate, those individuals will be asked to join the committee and we move on.
- **Vice: Laura R.** - Asked the body if Justine (previously elected alternate) was present; she was not. Familiarizing herself with bylaws Robert's rules of order, and the world concepts.
- **Secretary: Jennavev V** - Reminded the body to please speak loudly, slowly, and clearly.
- **Treasurer: Tom P.** - Literature sales don't match on the YTD column but if you can compare the figures; they are ultimately the same. Group donations are in line with last month; approximately 20% behind YTD. Asked for any questions from the body:
 - Jennifer inquired about clarification on the literature sales.
 - Jackie inquired about where to send AA donations.
- **Central Office: Lindsay K.** - Needs of volunteers at central office. Working on currently arranging a new time for committee meeting. Announced that meeting directories will be available at central office on Friday 1/12/24. Asked for any questions from the body:
 - Debbie inquired about pricing - \$2.00 per meeting directory
- **Office Manager: Skip K.** - No report.

- **Technology: Ariel L.** - Committee was held Monday 1/1; discussed reaching out to previous members to encourage them to rejoin, a live chat feature on the website, a possible private facebook for event sharing, and possibly using WhatsApp for board correspondence. No question from the body.

- **Public Information: Michelle B** - Committee was held first wednesday of the month. Explained the importance of PI. Discussed that PI has a lot of chair positions open currently. PI is also reaching out to local schools, and getting more public information out there. If there is interest in joining the committee; discussion about the possibility to switching meeting to Zoom instead of in-person. No questions from the body.

- **Special Events: Jillian T.** - Was unable to attend committee meeting this month but shared that it is every 3rd wednesday of the month. Asked for any questions from the body:
 - Matt inquired about the next upcoming event - this is up for discussion currently.

- **Group Relations: Casey W.** - Explained what group relations does. Shared that the committee meeting is the 3rd Thursday at 6:30pm. Next meeting will be held 1/18/24. No questions from the body.

- **Lifeline: Tanner K. Stepping Down (Position Open)** - Chris W., Chair discussed the open position for Lifeline and the purpose/importance of Lifeline. Asked for any questions from the body:
 - Bradley from the body inquired on who to email in the meantime for Lifeline submissions Chris W., shared that it would be the LifeLine editor.

12. Old Business:

- A. **Paper Directories** - Chris W. Discussed the meeting directories will be available on Friday 1/12/24 at the price of \$2.00 per pamphlet.

13. New Business:

- A. **Join Standing Committees** - Chris W. Shared the importance and privilege of sharing and passing along experience. Committee's work to collaborate and offer unity in order to help the still suffering alcohol.

14. Floor Open - AA Related Announcements

- Mike - Central office needs volunteers from 9am-6pm. Annual OCAAC March 29th, 30, 31st 2024.
- 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
- Matt D - Inquired about newcomer packet increasing pricing. Skip K, informed him that it will be increased from the previous \$3.50; price is not definitive yet.
- Nanya - A state of love and service conference. Combined H&I and General service.

- Rolf - District 6 General service meets first Thursday of every month 7:00pm.
- Dolly - Mid summer Area 9 assembly this Sunday at Laguna hills middle school 8:30pm-3pm.

15. 90 Second Sample “Intergroup Report”: Matt D

16. Meeting Closes - Motion to close: Matt D. 2nd: Joanne. Motion passed with no opposition.

Next Intergroup Body Meeting: Wednesday February 14th, 2024

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

**Orange County Intergroup Assoc. of A.A.
Profit & Loss Previous Year to Date**

February 2022 through January 2023

	<u>Feb '22 - Jan 23</u>
Ordinary Income/Expense	
Income	
Bank Adjustments	0.00
Birthday Donations	1,183.00
Group Donations	208,591.26
In Memoriam	155.00
Individual/Fellowship	14,948.60
Interest Earned	53.10
Literature Sales	124,881.62
Special Events Donation	100.00
Total Income	<u>349,912.58</u>
Cost of Goods Sold	
Cost of Literature Sold	103,369.90
Inventory Adjustments	5,278.02
Shipping / Misc. Adjustments	-288.04
Total COGS	<u>108,359.88</u>
Gross Profit	241,552.70
Expense	
Accounting	13,885.00
Auto Expense (all Mgrs.)	404.41
Convention & Svs Event Expense	654.03
Copier Expense	281.65
Credit Card Expense	2,783.93
Freight and Shipping Costs	150.00
Insurances	3,766.65
Intergroup Expense	2,378.20
Internet Expense	1,607.23
Lease Expense	3,120.00
"LIFELINE" Expense	19,745.60
Maintenance & Repairs	4,211.00
Offices' Supplies & Expenses	3,025.47
Payroll Tax Expense	9,311.91
Postage	589.13
Public Info Expense	5,000.00
Reconciliation Discrepancies	-3.56
Reimb. Health	6,000.00
Rent Main/Satellite Offices	45,951.52
Salaries	115,323.32
Sales Tax on Lease	288.60
Special Events Expense	5,289.53
Taxes & Licenses	703.34
Telephone Expense	4,400.47
Utilities	853.25
Volunteers Coffee & Water	582.46
Website Expense	10,062.72
Total Expense	<u>260,365.86</u>
Net Ordinary Income	-18,813.16
Other Income/Expense	
Other Income	
Other Income	4,112.17
Total Other Income	4,112.17
Other Expense	
Balancing Adjustments	0.00
Total Other Expense	0.00
Net Other Income	4,112.17
Net Income	<u><u>-14,700.99</u></u>

Orange County Intergroup Assoc. of A.A.

Profit & Loss Prev Year Comparison

January 2024

	Jan 24	Jan 23	% Change	Jan 24
Ordinary Income/Expense				
Income				
Literature Resale	3,805.00	0.00	100.0%	3,805.00
Birthday Donations	50.00	106.00	-52.8%	50.00
Group Donations	23,441.45	24,882.64	-5.8%	23,441.45
Individual/Fellowship	1,042.02	2,000.89	-47.9%	1,042.02
Interest Earned	4.64	4.51	2.9%	4.64
Literature Sales	20,039.31	12,354.08	62.2%	20,039.31
Total Income	48,382.42	39,348.12	23.0%	48,382.42
Cost of Goods Sold				
Cost of Literature Sold	16,632.63	10,143.70	64.0%	16,632.63
Cost of Literature Sold - Other	0.00	0.00	0.0%	0.00
Total Cost of Literature Sold	16,632.63	10,143.70	64.0%	16,632.63
Inventory Adjustments	0.00	300.36	-100.0%	0.00
Total COGS	16,632.63	10,444.06	59.3%	16,632.63
Gross Profit	31,749.79	28,904.06	9.9%	31,749.79
Expense				
Accounting	3,910.00	1,465.00	166.9%	3,910.00
Auto Expense (all Mgrs.)	62.28	27.25	128.6%	62.28
Convention & Svs Event Expense	55.00	0.00	100.0%	55.00
Copier Expense	293.59	93.12	215.3%	293.59
Credit Card Expense	353.23	253.20	39.5%	353.23
Freight and Shipping Costs	7.50	0.00	100.0%	7.50
Insurances	405.80	339.20	19.6%	405.80
Intergroup Expense	1,899.76	1,402.43	35.5%	1,899.76
Internet Expense	177.49	134.34	32.1%	177.49
Lease Expense	284.05	260.00	9.3%	284.05
"LIFELINE" Expense	1,625.00	2,302.87	-29.4%	1,625.00
Maintenance & Repairs	160.00	260.00	-38.5%	160.00
Offices' Supplies & Expenses	206.67	196.64	5.1%	206.67
Payroll Tax Expense	1,608.73	809.69	98.7%	1,608.73
Postage	0.00	63.00	-100.0%	0.00
Public Info Expense	0.00	500.00	-100.0%	0.00
Reimb. Health	500.00	500.00	0.0%	500.00
Rent Main/Satellite Offices	1,246.00	3,901.71	-68.1%	1,246.00
Salaries	10,271.68	10,061.96	2.1%	10,271.68
Sales Tax on Lease	0.00	24.05	-100.0%	0.00
Special Events Expense	0.00	49.93	-100.0%	0.00
Telephone Expense	386.57	367.58	5.2%	386.57
Utilities	67.37	71.65	-6.0%	67.37
Volunteers Coffee & Water	40.50	18.00	125.0%	40.50
Website Expense	356.99	355.99	0.3%	356.99
Total Expense	23,918.21	23,457.61	2.0%	23,918.21
Net Ordinary Income	7,831.58	5,446.45	43.8%	7,831.58
Other Income/Expense				
Other Income				
Purchase Discounts	717.82	0.00	100.0%	717.82
Total Other Income	717.82	0.00	100.0%	717.82
Net Other Income	717.82	0.00	100.0%	717.82
Net Income	8,549.40	5,446.45	57.0%	8,549.40

Orange County Intergroup Assoc. of A.A.
Balance Sheet Prev Year Comparison
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	% Change
ASSETS			
Current Assets			
Checking/Savings			
Venmo	3,601.48	2,256.30	59.6%
Paypal Cash	1,803.35	1,359.42	32.7%
Bus. Int. Maximizer	136,958.77	132,804.46	3.1%
Cash in Drawer	470.42	693.93	-32.2%
Cash on Hand	215.00	230.00	-6.5%
Checking BofA	39,823.72	24,190.71	64.6%
Total Checking/Savings	182,872.74	161,534.82	13.2%
Accounts Receivable			
Accounts Receivable	0.32	0.00	100.0%
Total Accounts Receivable	0.32	0.00	100.0%
Other Current Assets			
Inventory (at cost)	-16,632.63	0.00	-100.0%
Inventory Asset (Costs of inventory purchased for resale)	43,632.42	36,795.32	18.6%
Undeposited Funds	116.31	1,220.39	-90.5%
Total Other Current Assets	27,116.10	38,015.71	-28.7%
Total Current Assets	209,989.16	199,550.53	5.2%
Fixed Assets			
Accum Depreciation	-68,937.00	-68,937.00	0.0%
Furniture & Equipment	90,972.66	79,314.66	14.7%
Total Fixed Assets	22,035.66	10,377.66	112.3%
Other Assets			
Deposits	2,769.79	3,769.79	-26.5%
Total Other Assets	2,769.79	3,769.79	-26.5%
TOTAL ASSETS	<u>234,794.61</u>	<u>213,697.98</u>	<u>9.9%</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,330.20	175.00	660.1%
Total Accounts Payable	1,330.20	175.00	660.1%
Other Current Liabilities			
*Sales Tax Payable	1,765.65	779.80	126.4%
Payroll-FICA (Social Security)	29.66	619.89	-95.2%
Payroll-FWH (Federal Withholding)	-108.01	397.40	-127.2%
Payroll-Medicare	6.94	145.06	-95.2%
Payroll-SDI (State Disability Insurance)	23.50	60.59	-61.2%
Payroll-SWHCA (State Withholding CA)	4.96	91.58	-94.6%
Total Other Current Liabilities	1,722.70	2,094.32	-17.7%
Total Current Liabilities	3,052.90	2,269.32	34.5%
Long Term Liabilities			
Capital Lease Obligation	8,547.00	8,547.00	0.0%
Total Long Term Liabilities	8,547.00	8,547.00	0.0%
Total Liabilities	11,599.90	10,816.32	7.2%
Equity			
Fund Balance	214,645.31	197,435.21	8.7%
Net Income	8,549.40	5,446.45	57.0%
Total Equity	223,194.71	202,881.66	10.0%
TOTAL LIABILITIES & EQUITY	<u>234,794.61</u>	<u>213,697.98</u>	<u>9.9%</u>