

Body Meeting Agenda



December 10th, 2025 @ 7:00 pm
Norma Hertzog Center

1. Call to Order - Serenity Prayer -
2. Readings:
 - a. Twelve Traditions -
 - b. Statement of Purpose -
3. Tradition 12 Presentation: Skip K. -
 - Tradition 1 Volunteer for January -
4. Concept 12 Presentation: Katie M. -
 - Concept 1 Volunteer for January -
5. Pamphlet Pick-of-the-Month: Ariel L. -
 - Pamphlet Volunteer for January -

(Volunteer, please forward the title of your selected pamphlet to the Secretary - secretary@oc-aa.org)
6. Board Member Roll Call: Mikayla T., Chair
7. Introductions of New Reps and Other Attendees: Josh O., Group Relations Chair
 - a. New Intergroup Reps -- Name, Meeting Name, City, Day, and Time
 - b. GSR and District Liaisons, Visitors, and Guests
8. Approval of November Body Meeting Minutes
 - 1st -
 - 2nd -

9. Old Business

a. Discussion of Motion: ***I move that the Lifeline no longer be printed in hard-copy form.***

- 5 - 10 minutes of discussion
- Reps may not speak a second time until everyone who wishes to speak a first time has had the opportunity
- To ensure everyone has an opportunity to speak, please avoid restating points that have already been made

10. New Business

a. Technology Chair Vacant

- Please let the board know if you are interested in the position

11. Board and Committee Reports:

- Chair : Mikayla T. -
- Vice Chair : Mike M. -
- Secretary : Terri L. -
- Treasurer : Ryan H. -
- Lifeline: Matt D. -
- Public Information: Brittany H. -
- Group Relations: Josh O. -

- Central Office: Jennifer M. -
- Office Manager: Skip K. -
- Special Events: CJ D. -

12. AA Related Announcements

13. Motion to Close Meeting

1st - 2nd -

14. Responsibility Statement -

“I Am Responsible – When anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that, I am responsible.”

Next Body Meeting:

Wednesday January 14, 2025

Norma Hertzog Community Center

Body Meeting at 7 pm

New Reps Orientation 6:30 pm

Thank You

“The purpose of the Orange County Intergroup Association shall be to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers; to perform the local functions of; and to operate and maintain the Central Office of Alcoholics Anonymous in Orange County.”
(Bylaws Page One - ARTICLE II)

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

NOVEMBER MINUTES

OC Intergroup Body Meeting

Wednesday November 12th 2025, 7:00 PM

Opening - Call to Order Ariel L. Chair at 7:04pm

Welcome to the Body meeting of the Orange County Intergroup Association of Alcoholics Anonymous.

1. Readings:

- a.* **12 Traditions – John**
- b.* **Statement of Purpose -Nathan**
- c.* **Tradition Presentation –Tradition 11-Katie M.**
- d.* **Volunteer - Tradition 12 for December-Skip**
- e.* **Concept No. 11- Cindy Lou Absent(Ariel stepping in for presentation)**
- f.* **Volunteer – Concept No.12- Katie M.**
- g.* **Pamphlet Pick-of-the-Month Presentation –CJ D- “A Members Eye View of AA.”**
- h.* **Volunteer – Pamphlet Pick-of-the-Month December-Ariel L**

2. Secretary: Ariel L. - Roll Call

a. Present –Ariel L, Ryan H, Mikayla T, Jackie G, Skip K, Matt D, Michelle B

b. Not Present –Beth C, Jennifer M, Manny A

Matt D.- Introductions: New Intergroup Reps, GSR Liaisons, Visitors, and Guests

c. New Intergroup Reps – Az from Huntington Beach Tues 7pm, Josh from Saturday Newcomer meeting at the community methodist church in Huntington Beach at 6pm. Michael from the 7am attitude adjustment meeting that is everyday in laguna beach at the canyon club.

b. GSR Liaison – Dolly Dist. 12 lesion

e. Visitors – South County H&I rep Michael, Nathan, Anne

f. Guests -none

Approval of September 2025 Meeting Minutes

1st –Richard 2nd -Rita

3. Old Business

- a. **Elections:** Introductions of nominees(1-2 minutes)
- b. **Voting**
 - i. six spots available on the board
 - ii. October Nominess: Josh O. Mike M. CJ D. Brittany H. Terri L.
 - iii. New Nominees: No new nominees
- c. Elected members to the Board
 - i. All board members that were nominated for spots were voted through by the body. The board still has 1 more open spot available.

4. New Business

1. Motion by Terri L.-"I move that the Lifeline no longer be printed in hard-copy form."
 - a. Discussion on motion
 - b. Brittney H. second motion after discussion
 - c. This will be voted on in January after representatives bring motion back to their groups.

5. Service Board Reports -

- i. **Chair:** Ariel L.-No report
- j. **Vice Chair:** Jennifer M. –Absent
- k. **Secretary:** Beth C. –Absent
- l. **Treasurer:** Ryan H.-Dicussed financials and reported that contributions went up. Collected \$199 from body contribution during the meeting. \$10,000 a year to do the yearly tax summary. We decided on a bank to use for our money market and an email was sent out to the body regarding that decision. We also passed the basket a second time due to it being gratitude month.
- m. **Central Office:** Michelle B- Central office looking for volunteers. Information for shifts are on the back of the flyer for the Open House
- n. **Technology:** Ezekiel U.- Made a statement about intergroup's facebook and the purpose of it.
- o. **Lifeline:** Jackie G.-Reported a successful lifeline writing workshop as well as the articles and writings we received from the event. Reported that Lifeline does not accept AI generated articles. Lifeline is always looking for articles, pictures and poems, etc.

- p. **Public Information:** Manny-Absent
- q. **Group Relations:** Matt D.- No report
- r. **Special Events:** Makayla T. –Spoke about the Open House November 15th. Stop by anytime to enjoy some treats and share some gratitude. She mentioned that it’s a great opportunity to come see the central office.

3.AA Related Announcements: Gabby reported that there is a Thanksgiving potluck with the Saddleback Valley fellowship group between 6am-4pm. Marathon meetings and Free potluck on November 27th. Karen Lee reported on Woman to Woman committee meetings. Mike reported that on December 1st at 10am the website will go live for the OC convention. This convention is May 1st, 2nd, 3rd of 2026. Dolly reported on dist. 12 meeting minutes.

4. Motion to close Meeting: 1st -Hannah 2nd -CJ

5. Closing - Responsibility Statement -

I Am Responsible, when anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that, I am responsible.

NEXT INTERGROUP BODY MEETING -

November 12th, 2025 7:00 PM

Norma Hertzog Community Center

1845 Park Ave., Costa Mesa

New Reps Orientation 6:30 pm

**Orange County Intergroup Assoc. of A.A.
 Profit & Loss Previous YTD
 January through November 2024**

| | <u>Jan - Nov 24</u> |
|--------------------------------------|---------------------|
| Ordinary Income/Expense | |
| Income | |
| Literature Resale | 23,360.57 |
| Bank Adjustments | -49.60 |
| Birthday Donations | 1,237.65 |
| Group Donations | 198,066.98 |
| Individual/Fellowship | 12,808.68 |
| Interest Earned | 50.14 |
| Literature Sales | 113,732.35 |
| Shipping and Delivery Income | -48.75 |
| Total Income | 349,158.02 |
| Cost of Goods Sold | |
| Cost of Literature Sold | |
| Cost of Goods Sold | 114,141.70 |
| Cost of Literature Sold - Other | 65.60 |
| Total Cost of Literature Sold | 114,207.30 |
| Shipping / Misc. Adjustments | -1,658.56 |
| Total COGS | 112,548.74 |
| Gross Profit | 236,609.28 |
| Expense | |
| Accounting | 17,517.50 |
| Auto Expense (all Mgrs.) | 1,091.96 |
| Bank Charges | -32.00 |
| Convention & Svs Event Expense | 855.54 |
| Copier Expense | 1,058.84 |
| Credit Card Expense | 2,988.11 |
| Freight and Shipping Costs | 7.50 |
| Insurances | 4,070.40 |
| Intergroup Expense | 4,081.98 |
| internet Expense | 1,999.28 |
| Lease Expense | 3,264.70 |
| "LIFELINE" Expense | 18,496.00 |
| Maintenance & Repairs | 2,166.00 |
| Offices' Supplies & Expenses | 4,781.60 |
| Payroll Tax Expense | 9,317.64 |
| Postage | 467.74 |
| Public Info Expense | 661.81 |
| Reconciliation Discrepancies | -0.01 |
| Reimb. Health | 7,600.00 |
| Rent Main/Satellite Offices | 42,001.98 |
| Salaries | 115,088.42 |
| EE Retention Credit (From IRS ERTC) | 3.36 |
| Sales Tax on Lease | 0.00 |
| Special Events Expense | 3,882.05 |
| Taxes & Licenses | 369.31 |
| Telephone Expense | 4,239.24 |
| Utilities | 674.33 |
| Voided Transaction | -36.00 |
| Volunteers Coffee & Water | 510.75 |
| Website Expense | 6,489.55 |
| Total Expense | 253,617.58 |
| Net Ordinary Income | -17,008.30 |
| Other Income/Expense | |
| Other Income | |
| Purchase Discounts | 717.82 |
| Total Other Income | 717.82 |
| Net Other Income | 717.82 |
| Net Income | -16,290.48 |

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

November 2025

| | Nov 25 | Nov 24 | % Change | Jan - Nov 25 |
|--------------------------------------|------------------|------------------|---------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Literature Resale | 180.00 | 1,251.47 | -85.6% | 11,375.24 |
| Bank Adjustments | 0.00 | 0.00 | 0.0% | -49.74 |
| Birthday Donations | 183.00 | 100.00 | 83.0% | 1,818.72 |
| Group Donations | 16,175.44 | 24,610.13 | -34.3% | 221,955.72 |
| Individual/Fellowship | 6,748.00 | 4,198.75 | 60.7% | 21,645.60 |
| Interest Earned | 4.51 | 4.49 | 0.5% | 50.15 |
| Literature Sales | 4,677.81 | 14,075.15 | -66.8% | 62,013.06 |
| Shipping and Delivery Income | 0.00 | 0.00 | 0.0% | -51.25 |
| Total Income | 27,968.76 | 44,239.99 | -36.8% | 318,757.50 |
| Cost of Goods Sold | | | | |
| Cost of Literature Sold | 4,031.99 | 12,721.09 | -68.3% | 60,890.21 |
| Cost of Goods Sold | 0.00 | 0.00 | 0.0% | 82.00 |
| Cost of Literature Sold - Other | | | | |
| Total Cost of Literature Sold | 4,031.99 | 12,721.09 | -68.3% | 60,972.21 |
| Shipping / Misc. Adjustments | -7.70 | 0.00 | -100.0% | -2,609.92 |
| Total COGS | 4,024.29 | 12,721.09 | -68.4% | 58,362.29 |
| Gross Profit | 23,944.47 | 31,518.90 | -24.0% | 260,395.21 |
| Expense | | | | |
| Accounting | 975.00 | 1,197.50 | -18.6% | 19,487.50 |
| Auto Expense (all Mgrs.) | 89.22 | 89.05 | 0.2% | 600.38 |
| Copier Expense | 0.00 | 63.46 | -100.0% | 506.24 |
| Credit Card Expense | 275.49 | 261.21 | 5.5% | 3,251.44 |
| Freight and Shipping Costs | 0.00 | 0.00 | 0.0% | 0.00 |
| Insurances | 462.60 | 444.60 | 4.1% | 4,566.94 |
| Intergroup Expense | 207.04 | 221.71 | -6.6% | 3,651.79 |
| Internet Expense | 184.21 | 177.30 | 3.9% | 2,169.62 |
| Lease Expense | 284.05 | 359.05 | -20.9% | 3,124.55 |
| "LIFELINE" Expense | 1,835.00 | 1,835.00 | 0.0% | 20,221.00 |
| Maintenance & Repairs | 80.00 | 160.00 | -50.0% | 2,006.00 |
| Offices' Supplies & Expenses | 269.76 | 382.05 | -29.4% | 4,603.21 |
| Payroll Tax Expense | 751.60 | 835.02 | -10.0% | 9,351.43 |
| Postage | 0.00 | 0.00 | 0.0% | 321.24 |
| Reconciliation Discrepancies | 0.00 | 0.00 | 0.0% | 0.00 |
| Reimb. Health | 800.00 | 800.00 | 0.0% | 8,800.00 |
| Rent Main/Satellite Offices | 4,401.88 | 4,055.38 | 8.5% | 45,109.68 |
| Salaries | 10,060.00 | 10,874.34 | -7.5% | 111,316.30 |
| EE Retention Credit (From IRS ERTC) | 0.00 | 3.36 | -100.0% | 0.00 |
| Sales Tax on Lease | 0.00 | 0.00 | 0.0% | 0.00 |
| Special Events Expense | 50.59 | 99.00 | -48.9% | 249.46 |
| Taxes & Licenses | 0.00 | 0.00 | 0.0% | 247.25 |
| Telephone Expense | 386.38 | 384.99 | 0.4% | 4,265.41 |
| Utilities | 65.86 | 67.17 | -2.0% | 593.36 |
| Volunteers Coffee & Water | 62.50 | 35.00 | 78.6% | 660.15 |
| Website Expense | 359.99 | 474.84 | -24.2% | 5,745.08 |
| Total Expense | 21,601.17 | 22,820.03 | -5.3% | 250,848.03 |
| Net Ordinary Income | 2,343.30 | 8,698.87 | -73.1% | 9,547.18 |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Purchase Discounts | 0.00 | 0.00 | 0.0% | 0.00 |
| Total Other Income | 0.00 | 0.00 | 0.0% | 0.00 |
| Other Expense | | | | |
| Balancing Adjustments | 0.00 | 0.00 | 0.0% | 588.11 |
| Total Other Expense | 0.00 | 0.00 | 0.0% | 588.11 |
| Net Other Income | 0.00 | 0.00 | 0.0% | -588.11 |
| Net Income | 2,343.30 | 8,698.87 | -73.1% | 8,959.07 |

Orange County Intergroup Assoc. of A.A.
Balance Sheet
As of November 30, 2025

| | <u>Nov 30, 25</u> | <u>Nov 30, 24</u> | <u>% Change</u> |
|---|--------------------------|--------------------------|---------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Stripe | 2,415.14 | 0.00 | 100.0% |
| Venmo | 1,406.45 | 2,264.82 | -37.9% |
| Paypal Cash | 205.28 | 174.58 | 17.59% |
| Bus. Int. Maximizer | 137,059.06 | 137,004.27 | 0.04% |
| Cash in Drawer | 50.00 | 470.42 | -89.37% |
| Cash on Hand | 100.31 | 268.00 | -62.57% |
| Checking BofA | 30,506.97 | 34,283.88 | -11.02% |
| Total Checking/Savings | <u>171,743.21</u> | <u>174,465.97</u> | -1.56% |
| Accounts Receivable | | | |
| Accounts Receivable | 0.32 | 0.32 | 0.0% |
| Total Accounts Receivable | <u>0.32</u> | <u>0.32</u> | 0.0% |
| Other Current Assets | | | |
| Inventory (at cost) | -10,730.05 | 550.29 | -2,049.89% |
| Inventory Asset (Costs of inventory purchased for resale) | 44,072.83 | 38,681.95 | 13.94% |
| Undeposited Funds | 7,712.09 | 1,122.78 | 586.88% |
| Total Other Current Assets | <u>41,054.87</u> | <u>40,355.02</u> | 1.73% |
| Total Current Assets | <u>212,798.40</u> | <u>214,821.31</u> | -0.94% |
| Fixed Assets | | | |
| Accum Depreciation | -48,278.00 | -48,278.00 | 0.0% |
| Furniture & Equipment | 63,625.66 | 63,625.66 | 0.0% |
| Total Fixed Assets | <u>15,347.66</u> | <u>15,347.66</u> | 0.0% |
| Other Assets | | | |
| Right-Of-Use Assets | 54,322.00 | 54,322.00 | 0.0% |
| Deposits | 2,669.79 | 2,669.79 | 0.0% |
| Prepaid Expenses | 2,772.00 | 2,772.00 | 0.0% |
| Total Other Assets | <u>59,763.79</u> | <u>59,763.79</u> | 0.0% |
| TOTAL ASSETS | <u><u>287,909.85</u></u> | <u><u>289,932.76</u></u> | <u><u>-0.7%</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 6,936.55 | 9,124.20 | -23.98% |
| Total Accounts Payable | <u>6,936.55</u> | <u>9,124.20</u> | -23.98% |
| Other Current Liabilities | | | |
| Current Portion of Lease Liab | 48,130.00 | 48,130.00 | 0.0% |
| *Sales Tax Payable | 878.00 | 1,653.22 | -46.89% |
| Payroll-FICA (Social Security) | 630.97 | 674.18 | -6.41% |
| Payroll-FWH (Federal Withholding) | 472.95 | 544.99 | -13.22% |
| Payroll-Medicare | 138.74 | 157.73 | -12.04% |
| Payroll-SDI (State Disability Insurance) | 242.01 | 152.05 | 59.17% |
| Payroll-SWHCA (State Withholding CA) | 353.35 | 179.78 | 96.55% |
| Total Other Current Liabilities | <u>50,846.02</u> | <u>51,491.95</u> | -1.25% |
| Total Current Liabilities | <u>57,782.57</u> | <u>60,616.15</u> | -4.68% |
| Long Term Liabilities | | | |

Orange County Intergroup Assoc. of A.A.
Balance Sheet
 As of November 30, 2025

| | <u>Nov 30, 25</u> | <u>Nov 30, 24</u> | <u>% Change</u> |
|---------------------------------------|--------------------------|--------------------------|---------------------|
| Long Term Portion of Lease Liab | 7,683.00 | 7,683.00 | 0.0% |
| Capital Lease Obligation | 3,021.00 | 3,021.00 | 0.0% |
| Total Long Term Liabilities | <u>10,704.00</u> | <u>10,704.00</u> | <u>0.0%</u> |
| Total Liabilities | 68,486.57 | 71,320.15 | -3.97% |
| Equity | | | |
| Fund Balance | 210,464.21 | 234,903.09 | -10.4% |
| Net Income | 8,959.07 | -16,290.48 | 155.0% |
| Total Equity | <u>219,423.28</u> | <u>218,612.61</u> | <u>0.37%</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>287,909.85</u></u> | <u><u>289,932.76</u></u> | <u><u>-0.7%</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 2024: \$392088 = 1 month = 32674, 4 months = \$130696, 6 months = \$196044

Current Prudent Reserve: \$137059.06 (70% of Maximum Prudent Reserve)

Note 3. Operating Fund Calculation: ST \$2415.14 + VM \$1406.45 + PP \$205.28 + CID \$50.00 + COH \$100.31 + BOA \$30506.97 = \$34684.97