

AGENDA

OC Intergroup Body Meeting

Wednesday, May 8th, 2024 | 7:00 pm

- 1. Opening – Call to order - Serenity Prayer**
- 2. Facilitator Welcoming Statement – Thank you all for being a part of Orange County Intergroup.**
 - **Facilitator to explain special circumstances.**
- 3. Readings (as time permits)**
 - a. 12 Traditions – volunteer from Body**
 - b. Statement of Purpose – volunteer from Body**
 - c. Tradition 5 Presentation: Bree**
Volunteer - Tradition 6 in June: _____
 - d. Pamphlet Pick-of-the-Month: Rachel**
Volunteer - June Pamphlet Pick: _____
 - e. Concept 5 Report: Ezekiel**
Volunteer - June Concept 6: _____
- 4. Board Attendance – Roll Call (Jenaveev)**
- 5. Introductions: (as time permits) New Reps, GSR Liaisons, Visitors and Guests (Casey)**
(New Intergroup Reps will state their *name, meeting day, time and location*)
- 6. Approval of May Meeting Minutes – Motion - 1st _____ 2nd _____**
- 7. Old Business – (facilitator to explain)**
- 8. New Business – (facilitator to explain)**

9. Service Board Reports - (Use space provided to take notes)

Chair -

Vice Chair -

Treasurer - Tom P.

Central Office Chair – Lindsay K..

Office Manager - Skip K.

LifeLine – Ezekiel U.

Technology Chair – Ariel L.

Public Information – Michelle B.

Special Events – Jillian T.

Group Relations – Casey W.

Intergroup Secretary –

10. Floor open -

11. AA Related Announcements -

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 -

Wednesday, June 12th

**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: April 10th, 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

Call to order made at 7:01pm by Chris W.

1. **Welcome:** Chris W., Chair
2. **Readings:**
 - 12 Traditions: Mikayla
 - Statement of Purpose: Rita
3. **Tradition 4 Presentation (2-3 minute report):** Matt D
Tradition 5 Volunteer for next month (May): Bree
4. **Concept 4 Report:** Jillian T.
5. **Concept 5 Report May:** Ezekiel U.
6. **Pamphlet Pick-of-the-Month (2-3 minute report):** Karen-Leigh

Pamphlet Volunteer for next month (May): Rachel

7. **2024 Intergroup Service Body Meeting Schedule:**
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 “Body” Minutes. Secretary Jennavev V.**

Kim made a motion to approve the meeting minutes. The motion was seconded by Jill. Motion passed with no opposition or abstentions.

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)

Manny - Past board member

Darnell - SA assistant office manager

Karen-Leigh - SA back-up assistant office manager

Dolly - Laguna Niguel Satellite office manager

Jen - LifeLine editor

John H - District 12 Liaison

Jeff C - District 5 Liaison

Tetra - SC H&I

Mickayla - NC H&I

11. Board and Committee' Reports:

- **Chair: Chris W.** - Committee of one doesn't make any sense. Join a committee today.
- **Vice: Laura R.** - Board members met on April 2nd to review service board job descriptions and Intergroup Bylaws.
- **Secretary: Jennavev V.** - Position open; Jennavev will train next person.
- **Treasurer: Tom P.** - Donation figures have increased. Birthday memorial funds have also increased each month.
- **Central Office: Lindsay K.** - Committee meeting will need to be rescheduled. Volunteers are always needed at central office in 3 hour shifts; 1 year of sobriety required.
- **Office Manager: Skip K.** - No report
- **Technology: Ariel L.** - Committee is still looking into properly utilizing social media in the hopes of being able to reach more people. Hoping to discuss further looking into "Dark Meetings".

· **Public Information: Michelle B.** - Volunteers are needed for upcoming panels this month along with the upcoming Fair. July 31st-August 4th weekend time slot has been secured for the Fair.

· **Special Events: Jillian T.** - St. Patricks day event was a success. Committee meeting met the third Wednesday 5:30pm; Planning into trying to do a sound bath event at the Norma Hertzog Center sometime in June.

· **Group Relations: Casey W. (Intro of New Reps)** -

Sarah C - Rancho Santa Margarita - Monday 7:00pm - Women Staying Sober

Christian F - Huntington Beach - Saturday 9:30am - Charlie Street

Julee A - Costa Mesa - Thursday 7:00pm - 12x12 Step Study

Conner C - 7:00pm - Name In The Hat

Kristen W - Lake Forest - Monday 7:00pm - Paid Womens Meeting

· **Lifeline: Ezekiel U.** - Lifeline is looking stories from "OCAA Legends".

12. Old 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 Aprill Intergroup meeting.

In favor - 30

Opposed- 5

B. 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)

13. New Business:

14. Floor Open – AA Related Announcements

Mikayla - North County H&I meets 2nd Sunday of every month in garden Grove - orientation is 3:15pm - business meeting is at 4pm. Jails meeting is at 5:15pm - business meeting is at 6pm; must have 9 months of sobriety.

Dolly - AA grapevine cost will be going up to \$29.99 to \$36.

Manny - OCAA convention was a success.

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."

Mikayla made a motion to close the meeting. Motion was seconded by Manny. Motion passed with no opposition or abstentions.

Next Intergroup Body Meeting: 7pm Wednesday, May 8th, 2024 Norma Hertzog
Community Center, 1845 Park Ave., Costa Mesa
6:30pm New Rep Orientation

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

	Jan - Apr 23
Ordinary Income/Expense	
Income	
Birthday Donations	588.00
Group Donations	67,293.34
Individual/Fellowship	3,067.64
Interest Earned	17.46
Literature Sales	42,056.73
Total Income	113,023.17
Cost of Goods Sold	
Cost of Literature Sold	
Cost of Goods Sold	34,117.93
Total Cost of Literature Sold	34,117.93
Inventory Adjustments	298.59
Total COGS	34,416.52
Gross Profit	78,606.65
Expense	
Accounting	1,465.00
Auto Expense (all Mgrs.)	251.41
Copier Expense	578.77
Credit Card Expense	872.24
Freight and Shipping Costs	101.84
Insurances	731.51
Intergroup Expense	2,032.08
Internet Expense	643.13
Lease Expense	780.00
"LIFELINE" Expense	8,483.61
Maintenance & Repairs	740.00
Offices' Supplies & Expenses	913.33
Outside Service	14,571.87
Payroll Tax Expense	4,321.67
Postage	265.87
Public Info Expense	2,075.00
Reconciliation Discrepancies	-89.20
Reimb. Health	2,250.00
Rent Main/Satellite Offices	15,606.84
Returned Checks	300.00
Salaries	44,267.44
EE Retention Credit (From IRS ERTC)	-58,287.44
Sales Tax on Lease	72.15
Special Events Expense	2,032.07
Taxes & Licenses	19.00
Telephone Expense	1,833.51
Utilities	228.82
Volunteers Coffee & Water	144.98
Website Expense	1,602.76
Total Expense	48,808.26
Net Ordinary Income	29,798.39
Other Income/Expense	
Other Income	
Purchase Discounts	103.96
Total Other Income	103.96
Other Expense	
Balancing Adjustments	0.00
Total Other Expense	0.00
Net Other Income	103.96
Net Income	29,902.35

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

April 2024

	Apr 24	Apr 23	% Change	Jan - Apr 24
Ordinary Income/Expense				
Income				
Literature Resale	2,542.25	0.00	100.0%	10,554.40
Bank Adjustments	-19.80	0.00	-100.0%	-19.80
Birthday Donations	130.00	0.00	100.0%	792.65
Group Donations	18,235.80	9,295.98	96.2%	70,339.30
Individual/Fellowship	327.75	285.00	15.0%	3,801.37
Interest Earned	4.49	4.37	2.8%	18.11
Literature Sales	8,318.42	7,318.21	13.7%	43,873.61
Shipping and Delivery Income	-7.50	0.00	-100.0%	-15.00
Total Income	29,531.41	16,903.56	74.7%	129,344.64
Cost of Goods Sold				
Cost of Literature Sold				
Cost of Goods Sold	9,014.37	5,896.13	52.9%	45,082.47
Cost of Literature Sold - Other	0.00	0.00	0.0%	0.00
Total Cost of Literature Sold	9,014.37	5,896.13	52.9%	45,082.47
Shipping / Misc. Adjustments	-228.45	0.00	-100.0%	-567.40
Total COGS	8,785.92	5,896.13	49.0%	44,515.07
Gross Profit	20,745.49	11,007.43	88.5%	84,829.57
Expense				
Accounting	0.00	0.00	0.0%	3,910.00
Auto Expense (all Mgrs.)	78.52	87.18	-9.9%	319.68
Bank Charges	0.00	0.00	0.0%	-32.00
Convention & Svs Event Expense	800.54	0.00	100.0%	855.54
Copier Expense	260.56	485.65	-46.4%	554.15
Credit Card Expense	240.82	177.27	35.9%	988.84
Freight and Shipping Costs	0.00	0.00	0.0%	7.50
Insurances	160.67	138.11	16.3%	885.17
Intergroup Expense	239.24	0.00	100.0%	2,551.48
Internet Expense	177.06	185.69	-4.7%	708.99
Lease Expense	284.05	0.00	100.0%	1,136.20
"LIFELINE" Expense	1,625.00	525.00	209.5%	6,500.00
Maintenance & Repairs	240.00	160.00	50.0%	720.00
Offices' Supplies & Expenses	586.00	189.49	209.3%	2,097.35
Outside Service	0.00	14,571.87	-100.0%	0.00
Payroll Tax Expense	1,145.97	1,984.44	-42.3%	4,284.23
Postage	17.68	126.00	-86.0%	153.68
Public Info Expense	320.00	500.00	-36.0%	480.08
Reconciliation Discrepancies	0.02	-214.64	100.0%	0.00
Reimb. Health	500.00	500.00	0.0%	2,000.00
Rent Main/Satellite Offices	4,018.00	3,901.71	3.0%	16,461.08
Returned Checks	0.00	300.00	-100.0%	0.00
Salaries	10,813.02	9,066.10	19.3%	41,062.19
Special Events Expense	-70.00	-500.00	86.0%	1,057.46
Taxes & Licenses	100.00	19.00	426.3%	120.00
Telephone Expense	385.47	706.55	-45.4%	1,542.63
Utilities	0.00	80.60	-100.0%	195.77
Volunteers Coffee & Water	49.50	39.00	26.9%	149.00
Website Expense	358.99	355.99	0.8%	1,442.95
Total Expense	22,331.11	33,385.01	-33.1%	90,151.97
Net Ordinary Income	-1,585.62	-22,377.58	92.9%	-5,322.40
Other Income/Expense				
Other Income				
Purchase Discounts	0.00	0.00	0.0%	717.82
Total Other Income	0.00	0.00	0.0%	717.82
Net Other Income	0.00	0.00	0.0%	717.82
Net Income	-1,585.62	-22,377.58	92.9%	-4,604.58

Orange County Intergroup Assoc. of A.A.
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>	<u>Apr 30, 23</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Venmo	2,972.05	7,039.23	-57.78%
Paypal Cash	2,720.06	2,546.01	6.84%
Bus. Int. Maximizer	136,972.24	132,817.41	3.13%
Cash in Drawer	470.42	217.87	115.92%
Cash on Hand	352.00	230.00	53.04%
Checking BofA	<u>28,566.31</u>	<u>48,552.99</u>	<u>-41.17%</u>
Total Checking/Savings	172,053.08	191,403.51	-10.11%
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)	-9,014.37	0.00	-100.0%
Inventory Asset (Costs of inventory purchased for resale)	30,955.95	31,945.92	-3.1%
Undeposited Funds	<u>1,882.32</u>	<u>745.83</u>	<u>152.38%</u>
Total Other Current Assets	<u>23,823.90</u>	<u>32,691.75</u>	<u>-27.13%</u>
Total Current Assets	195,877.30	224,095.26	-12.59%
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><u>220,682.75</u></u>	<u><u>238,242.71</u></u>	<u><u>-7.37%</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,330.20	175.00	660.11%
Total Accounts Payable	<u>1,330.20</u>	<u>175.00</u>	<u>660.11%</u>
Other Current Liabilities			
*Sales Tax Payable	724.10	593.28	22.05%
Payroll-FICA (Social Security)	63.22	558.15	-88.67%
Payroll-FWH (Federal Withholding)	-94.02	338.40	-127.78%
Payroll-Medicare	14.80	130.62	-88.67%
Payroll-SDI (State Disability Insurance)	29.47	188.72	-84.38%
Payroll-SWHCA (State Withholding CA)	<u>27.25</u>	<u>373.98</u>	<u>-92.71%</u>
Total Other Current Liabilities	<u>764.82</u>	<u>2,183.15</u>	<u>-64.97%</u>
Total Current Liabilities	2,095.02	2,358.15	-11.16%

Orange County Intergroup Assoc. of A.A.
Balance Sheet
 As of April 30, 2024

	<u>Apr 30, 24</u>	<u>Apr 30, 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	10,642.02	10,905.15	-2.41%
Equity			
Fund Balance	214,645.31	197,435.21	8.72%
Net Income	-4,604.58	29,902.35	-115.4%
Total Equity	<u>210,040.73</u>	<u>227,337.56</u>	<u>-7.61%</u>
TOTAL LIABILITIES & EQUITY	<u><u>220,682.75</u></u>	<u><u>238,242.71</u></u>	<u><u>-7.37%</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: \$136972.24 (77% of Maximum Prudent Reserve)

Note 3. Operating Fund Calculation: VM \$2972.05 + PP \$2720.06 + CID \$470.42 + COH \$352.00 + BOA \$28566.31 = \$35080.84