

## NORTHERN DELAWARE INTERGROUP MINUTES

**DATE: November 1, 2023**

**Call to order:** 7:06 PM

**Responsibility Pledge:** I am responsible, when anyone, anywhere reaches out for help. I want the hand of AA to always be there, and for that, I am responsible.

**Preamble was read aloud**

**Tradition 11 was read aloud**

**QUORUM:** A quorum – minimum 35 - was present. 44 eligible members present.

**New Group Reps:** 4 new Group Reps.:

Elaine E. – Eye Opener – Red Clay Creek Presbyterian Church

Jeanette J. – Rush Hour – TRIAD Addiction Recovery Services

Katie O. – Design for Living – Ebenezer United Methodist Church

George W. – Newark Young People – 1<sup>st</sup> Presbyterian Church Memorial Hall

**Attendance:** See Sign in Sheets

**Anniversary:** John K. – 7 years                      Peggy C. – 9 years

Carly L. – 4 years                                  Tim A. – 4 years

**Minutes from previous meeting:** Motion to Accept: Seconded; None opposed.

**Chair:** Brendon M. – Thanked those who attended and participated in the Intergroup Inventory on October 15<sup>th</sup> as well as Fred S. from Area 59. Hopes that the inventory process continues in the future. Hopes this results in better informed Group Representatives. Suggested there be additional orientation and guidance to all new trusted servants. Suggested we hold periodic events and/or the monthly Intergroup meeting in other centrally located area(s) in South New Castle County.

**Intergroup Office Move:** Stated that the 5 year lease term will expire on January 31, 2024. There are challenges in consideration of any new office location given distances, access, and/or space costs. Current space cost: approx. \$11/S.F. Brendon discussed the terms of the new proposed lease with the Landlord. He found that the cost of possible new spaces is considerably higher and that the proposed new lease terms from the Landlord appear reasonable in comparison to the existing rates.

Motion: Suggest staying at the current Trolley Square location and to sign the upcoming lease agreement to take effect on February 1, 2024.

Motion Accepted: Seconded; None opposed.

Election will be held at the end of the meeting. Available position: Member at Large. Also, in need of Institutional Chair, Special Events Chair, CPC/PI Chair and Newsletter Chair.

Brendon thanked all for the opportunity to serve in the Intergroup Chair position as George M. will be taking over in January 2024.

**Vice Chair:** Mike J. – Nothing new to report. Expecting to review Cathy T.'s performance at the end of November.

**Treasurer Report:** Dick H. – Has 3 agenda items. The first 9 Month Financial Statements, the 1<sup>st</sup> Draft of the 2024 Budget projections and the Records Retention Schedule. The Finance Committee met on October 10, 2023 and reviewed the first 9 Month Financial Statements. The overall totals at this time show a slight loss assumed to be attributed to lower actual and projected 7<sup>th</sup> Tradition contributions seen by the individual AA groups. This may change in the next couple of months, but will recheck these totals towards the end of the year. Will revisit this topic and ask the groups to review in the December meeting.

Motion to accept the 9 Month Financial Statements: Motion accepted. None opposed.

The 1<sup>st</sup> Draft of the 2024 Budget projections: The proposed budget projects the Intergroup office income and expenses for 2024. The proposed budget is presented as a 'business as usual' budget. In addition, the report requests approval of a procedural administrative change of incorporating Paychex Payroll Service in lieu of office personnel processing payroll and related services. Paychex now integrates with Quickbooks, the current office accounting standard. Paychex Payroll includes payroll distribution, tax deductions, end of year fiscal tax accounting and filings. All budgets for committees must be emailed to the Treasurer by November 17<sup>th</sup> 2023.

Suggest approval of transition to Paychex Payroll Service as stated above. Accepted. None opposed.

Records Retention Schedule. The Records Retention Schedule is a requirement placed on the Intergroup office in order to conduct its usual business. The

schedule covers Corporate Records, Financial Records and all Computer Files and Programs. Currently all electronic content is being backed up to 'Carbonite cloud' under a 3-year contract through the end of 2024. This requirement also establishes a need to inventory and record all pertinent items in the Intergroup office and find a place and a way to store these items.

All revisions stated above are considered Administrative and do not require a motion to approve. All in favor of the proposed revisions? Accepted. None opposed.

**Intergroup Office Report:** Ena C. / Cathy T. -

- AA Info.: 30 • 12<sup>th</sup> Step: 8 • Al Anon: 1 • Alateen: 0
- Member/Misc.: 44 • Visitors: 65 • Total calls / Contacts: 148

**Home Answering:** Patti R. –

Stated that 53 calls had been received:

- 41 calls - Meeting information.
- 8 calls - 12 Step calls.
- 2 calls - Spanish speaking meeting information.
- 2calls - Misc. office information.

**Area 12 Liaison:** No Report – Sally T.: AA Area 12 Delegate to the General Service Conference. There are upcoming Area 12 Assemblies and Area Committee Meetings and Events. There will be a 2024 Convention held in Rehoboth, November 8, 9, 10<sup>th</sup> at the Atlantic Sands Hotel. If you are interested in becoming part of the Convention Committee, refer to the Area 12 website – DelawareAA.org – for additional information.

**Note:** The Intergroup / Steering Committee is looking for a new trusted servant for the Area 12 Liaison position.

**Bridging the Gap:** Stas W.– Stated he has been in contact with Area 59 and Area 29 regions to reach out to new clients. Has found challenges in contacts not returning calls. Currently has 4 males and 1 female client(s).

Introduced Robyn P. who has stepped up to help with the female clients in the BTG program. Thank you for your service Robyn!

**Corrections Commitments:** Jack B. / Maureen M. -

Jack B.: Meetings running smoothly at Plumber Correctional Institution. Looking to add more men who are available for service.

Maureen M.: Not present. Allison F. filling in for Maureen. Nine (9) women currently taking meetings into Baylor Correctional Institution. Eleven (11) women total cleared for service. The Warden has gotten involved in resolving some of the previous problems in getting access reported at the Institution. Looking to add more women who are available for service.

**CPC/PI:** Laura R. – Will be rotating out of this position at the end of this term. Looking for new trusted servants to fill in her place. She's happy to provide guidance and support to any new candidates. Thank you for your service Laura!

**Finance:** Dick H. – Please see the Treasurer's Report.

**Institutional Commitments:** Jeff L. – Has 20 commitments currently. Inquired if all who are interested have blue tickets and a menu of the current institutions. Thank you for your service Jeff!

**Note:** The Intergroup / Steering Committee is looking for a new trusted servants for the Institutional Commitments Chair position.

**Literature:** Patti R. – Octsoberfest was a great success. Approx. 125 books sold. Note that all prices now are at the 2023 increased prices. Also asked that if anyone who is hoping to have literature sales at any upcoming events, please contact the Literature Chair a minimum of 15 days prior to the event. Thirty (30) day notice would be ideal.

Patti will be rotating out at the end of 2023, and Fara will become the new Committee Chair for Literature. Thank you for your service Patti!

**Newsletter:** Monica C.: Will be rotating out of this position at the end of this term. Looking for new trusted servants to fill in her place. She's happy to provide guidance and support to any new candidates. Thank you for your service Monica!

**Special Events:** Trudi S. – Remaining events for 2023 -

- The Halloween Dance was a great time enjoyed by many people!
- Long Timers Meeting – Friday, November 24, doors open at 6:30 PM for light refreshments and fellowship. Speakers start at 7:00 – 9:00 PM. Skyline United Methodist Church, 3100 Skyline Dr, Wilmington, DE. 3 speakers. Dave C. added that the young people of AA have offered to take care of children at the Long Timers Meeting.

Trudi asked for any suggestions and ideas for new events for 2024 via email or text. She thanked all for the opportunity to serve in the Special Events Chair position as she will be stepping down. Thank you for your service Trudi!

**Note:** The Intergroup / Steering Committee is looking for a new trusted servants for the Special Events Chair position.

Trudi mentioned two (2) flyers of upcoming events occurring on Thanksgiving Day November 23, 2023:

- Thanksgiving Day Alcathon: First Baptist Church Fellowship Hall, 415 W. State Street, Kennett Square, PA.
- Thanksgiving Day Alcathon: Limestone Presbyterian Church, 3201 Limestone Road, Wilmington, DE.

**Unity:** Anthony B. – Nothing new to report. The Unity Group is scheduled to meet next week to review the Group Inventory done on October 15<sup>th</sup>.

Considering possible workshops or other type of meetings to conduct in 2024. Need to establish 2024 budget projections and 2024 events.

**Website Chair:** Laura D. – Verified that there are currently Intergroup / Steering Committee meeting minutes shown on the NDIAA website from 2019 to 2023.

**Old Business:** Special Election for the position of Member at Large 3. See the below for the results.

**New Business:** None mentioned.

**Group Concerns:** None mentioned.

**Group Announcement:** None mentioned.

<b>Intergroup Elections:</b>	<b>Current Member</b>	<b>Elected Member (Jan. 2024)</b>
Chair	Brendon M.	George M.
Vice Chair	Mike J.	David O.
Treasurer	Dick H.	Jared F.
Secretary	Steve B.	Steve B.
Member at Large 1	Brett C.	Brett C.
Member at Large 2	Jared F.	Paul V.
Member at Large 3	George M.	<b><u>Joe O.</u></b>

Thank you all for your service!

**Motion to Close: Serenity Prayer / The Lord's Prayer 8:24 P.M.**