

## NDIAA STEERING COMMITTEE MINUTES

**Date: October 24, 2023**

**Call to order:** 7:00 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.

**Attendance:** Brendon M., Mike J., Dick H., Steve B., Brett C., Jared F., David O., Denise B., George M., Paul V., Ena C., Cathy T., Patti R., Fara D., Stas W., Robyn P., Maureen Mc., Laura R., Monica C., Anthony B., Laura D.

**Anniversaries:** None presented

**Minutes from Previous Meeting:** Motion to accept: Accepted – none opposed.

**Chair:** Brendon M. – Review of the Intergroup Inventory conducted on Sunday, October 15, 2023. Hope to see more involvement with southern New Castle County. Hold periodic events in the area(s) where we're trying to attract. How to incorporate new Group Reps. Provide additional orientation and guidance to all new trusted servants.

**Intergroup Office Move:** Brendon stated that he had been in touch with the NDIAA office Landlord. In response he received a lease proposal from the Landlord titled: Extension of Lease between Northern Delaware Intergroup (Tenant) and Trolley, LLC (Landlord), dated October 23, 2023. This proposal acknowledges that the existing lease will expire on January 31, 2023 and presents the new lease terms that would take effect February 1, 2024. The period of the new lease agreement, if accepted, will for 5 years and increase the lease payment amount(s) from \$1,250.00 per month to \$1,400.00 per month until the end of the lease term. Brendon also presented a few options of possible office spaces and space sq. foot prices in various areas of the region all showing a much larger increase in overall lease costs. Additional discussion: It was mentioned that the current Lease terms include that the Tenant is responsible for maintenance of the HVAC system and is required perform inspection and repair of the system at an interval as specified in the existing lease. Brett C. offered that this service is typically handled via a maintenance contract and that he's aware of a company to contact for this service. He offered to initiate this process.

A motion was presented to accept the Landlord's proposed lease terms as described above. Motion accepted with the following addition: Consider further investigation and research of a part-time office space in south New Castle County.

**Vice Chair:** Mike J. – Stated that he’s working with Dave O. to provide orientation and guidance as he will be assuming the Vice Chair position starting January 1, 2024. Thank you for your Service Mike and Dave!

Mike also made note that Jeff R. and Trudi R. will be stepping down from their current positions as Institutional Chair and Special Events Chair.

**Note:** The Steering Committee is looking for a new trusted servants for the Institutional Commitments Chair and Special Events Chair positions, (one of the members of Special Events has an interest in assuming the Chair position).

**Treasurer Report:** Dick H. – The Finance Committee met on October 10, 2023 and reviewed the 9 Month Financial Statements, the 1<sup>st</sup> Draft of the 2024 Budget projections and the Records Retention Schedule. The Financial Statements indicate a fiscal loss under the 9 month actual amount and the 12 month projected amount. It is also projected that the loss will continue through the end of this year. The losses are attributed to lower actual and projected 7<sup>th</sup> Tradition contributions seen by the individual AA groups.

Dick is requesting that all Committee Chairs email proposed 2024 budgets to him no later than November 17, 2023.

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

1<sup>st</sup> Draft of the 2024 Budget: 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 the Committee approve a procedural administrative change of incorporating Paychex Payroll Service in lieu of office personnel processing payroll and related services.

Motion to approve a trial run of transitioning to Paychex Payroll Service as stated above. Motion 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. A records retention schedule is a policy that defines how long paper and electronic content must be kept and/or backed up. It also provides disposal guidelines for how those items should be discarded when the retention period expires. The retention schedule and its parameters have been coordinated with the CPA firm the Intergroup office uses for its accounting services. The October 8, 2023 Draft of the Records Retention Schedule shall be saved to the Financial

Management Guidelines file as a new section. Currently all electronic content is being backed up to 'Carbonite cloud' under a 3-year contract through the end of 2024.

**Intergroup Office Report:** Cathy T.

Contacts: AA Info: 28 12 Step: 8 Al Anon: 0 Alateen: 0

Member Miscellaneous: 34 Visitors: 47 Total calls/Contacts: 116

**Home answering:** Patti R.

Calls: 33 Type: AA Info.: 25 12-Step: 6 Spanish Speaking: 1 Office: 1

### **Committee Reports:**

**Area 12 Liaison:** No Report –

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

**Bridging the Gap:** Stas W. has been in contact with Area 59 and Area 29 to reach out to new clients. While he has left messages for the people he has reached out to, he typically hasn't receive call-backs.

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

**Corrections Commitments:**

Jack B.: Not present. Asked Maureen to transmit that things are continuing smoothly.

Maureen M.: Baylor Corrections Institution is progressing smoothly. There are women continuing to sign up for service in this program. The Warden has gotten involved in resolving some of the previous problems in getting access reported at the Institution.

AA meeting 'Dawn Patrol' raised some money recently they want used specifically for purchase of literature in the correctional institutions program. Additional discussion about how that can occur.

**CPC/PI:** Laura R.: nothing new to report.

**Finance:** Included with Treasurer's Report

**Institutional Commitments:** Jeff R.: Not present – No report

**Note:** The Steering Committee is looking for a new trusted servant for the Institutional Commitments position.

Thank you for your service Jeff!

**Literature:** Patti R.: – The Octsoberfest was a success. Sold approx. \$200 in literature. Will be attending the District 5 General Workshop on October 28, 2023 at the Ebenezer United Methodist Church.

**Newsletter:** Monica C.: – A newsletter was not produced for October due to lack of member contributions. Intends to product the newsletter for November. Thank you Monica for your dedicated service!

**Special Events:** Trudi S.: Not present –

**Note:** The Steering Committee is looking for a new trusted servant for the Special Events position.

Thank you for your service Trudi!

Cathy T. reported that 50 people attended the Halloween Dance, and it was a success. Attendees indicated that they would like to see more dances in the future. The Long Timers Meeting is scheduled for Friday, November 24, 6:30 PM Skyline United Methodist Church, 3100 Skyline Dr, Wilmington, DE. 3 speakers each having 25+ years of sobriety.

New events are starting to be booked for 2024.

Cathy asked about purchasing new (2) new coolers for use by the Special Events Committee. It was suggested that she direct this request through the Special Events Committee and that the amount be included in the budget proposal submission for 2024.

**Unity Chair:** Anthony B. – Nothing new to report. Acknowledged that the Group Inventory presented certain opportunities to broaden the Unity Committees' effectiveness.

Denise B. asked if she could join the Unity Committee. Anthony accepted her offer and welcomed her to the Committee. Thank you for your service Denise!

**Web Chair:** Laura D. – Is up to date in her revisions and incorporated some website revisions during the Steering Committee meeting rendering her completely up to date.

**Old Business:** None presented.

**New Business:** None presented.

**Serenity Prayer/Close: 8:40 P.M.**