

NDIAA STEERING COMMITTEE MINUTES

Date: July 30, 2024

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: George M., David O., Steve B., Gene M., Joe O., Cathy T., Robyn P., Maureen Mc., Ken H., Tim W., Fara D., Philomena P., Anthony B., Carly L., Mike J., Laura D.

Anniversaries: Philomena P. – 18yrs. Tim W. – 1000 Days

Minutes from Previous Meeting: Motion to accept: Accepted and Seconded.

Chair: George M. – Opened the meeting by stating that it's been a busy couple of weeks with the Treasurer position in transition, getting our financial records straightened out, the notion of holding another group inventory and how to conduct that, and in our last Intergroup meeting there was a suggestion to fund the Annual Founders Day Picnic in other ways rather the Intergroup 7th Tradition funds. There are opinions that the picnic has always been funded through the Intergroup 7th Tradition funds and doesn't need to be revised, as well as those feeling that an alternate should be developed. Part of the challenge is how to develop a statement to impart to the fellowship in the next Intergroup Meeting.

Vice Chair: David O. – Started by continuing the discussion of the Treasurer position being in transition. He stated that recently there's been an effort to clean up security and access issues relating to the past users of the Paychex and Quick Books financial software systems. This has involved removing past software users from the account and also clearing out that listing through our banking institution. Further sign-off with the banking institution is required in order to set up our new Treasurer the necessary administrative clearances. To date, past names of prior users have been removed and old EFT/Credit cards have been destroyed. New cards have been issued and are in a locked box at the Intergroup office. Looking toward the future there is a need to have people that are familiar with and/or have a working knowledge of Quick Books.

Amendment – Aug. 28, 2024: It was noted in the August 27, 2024 Steering Committee meeting the need to add the following: Because of the medical circumstances surrounding the health of Dick H., our current and long time

Finance Chair, it has been necessary to pursue an alternate Finance Chair for this position. This also has been necessary in order to remove past Treasury Chairs' no longer associated with this service position and set up the new account signatories with our banking institution.

Treasurer Report: Gene M. – Continued with a further explanation of trying to decipher the current troubles with the Quick Books online account and the structure of how various items are entered. He also stated that the revisions and corrections undertaken will take time to figure out. Further he stated that currently, and in general, the reconciliations don't appear to match up with the respective entries. Also mentioned is a Quick Books Webinar lead by a Quick Book expert. While this webinar is free, there would be a cost associated with paying Ena and Cathy for their office time in order to go through this training program.

Mike J. brought up that Gene M. being appointed to the Treasury position and not officially elected by the membership at the start of this term, may need to undergo a Special Election to affirm Gene into this position. Mike referenced our By-Laws, Section XIX. George responded by stating that, in reference to this section, the by-laws do allow him to appoint someone to a position. He also agreed that a Special Election would be needed. The earliest date for this would be the September Intergroup meeting.

Lastly, a motion was forwarded to the Committee stating concurrence with the deletion of all prior names having access to the Intergroup accounting system and revised to include only those currently needed to have system access.

Motion to accept: Accepted and Seconded.

Intergroup Office Report: Cathy T. –

Contacts: AA Info & 12 Step: 24 AI Anon/Alateen: 3 Literature: 18
Member Miscellaneous: 66 Visitors: 74 Total calls/Contacts: 175

Home answering: Cathy T.

Calls: 25 Type: AA Info. & Meetings: 19 12-Step: 5 Spanish Speaking: 0

Committee Reports:

Area 12 Liaison: Mike C.: – Not Present. No Report.

Bridging the Gap: Robyn P.: Stated she doesn't have much of a report due to not having received any emailed/texted communications, etc. She also said she could use some help with distribution information packets to various institutions. Mike

J. volunteered and asked Tim from Group Commitments to provide a list of points of contact name and phone numbers for all commitments. Tim and Mike will call the contacts and discuss BTG. Robyn did state that before anything is done, she would like to discuss with Stas since he is the Chairman of BTG.

Corrections Commitments: Maureen Mc.: Stated that Jack B. is reporting that the Men's meetings at the prison are running smoothly and that he has another 7 guys signed up to attend the inmate meetings. Maureen continued that she has 12 women signed up and is awaiting response from Baylor Correctional - Elizabeth Romero - to begin the clearance process for those women needing to be cleared. Maureen also stated she has the August 2024 calendar filled for women to attend the women's meetings and that she received a call that the August 24 meeting has been cancelled by Baylor Correctional.

Lastly, she stated it's very difficult to get women to sign up for this service and fulfill the various service dates. A suggestion was made to include some of the AA men to serve at the women's meetings. No resolution to this item was reached.

CPC/PI: Ken H.: – He stated he's starting to get settled in to this position. He's been locating and reviewing past information binders that include events and opportunities. He asked for any input anyone may have regarding new possibilities and events. Ken would like need help on this committee.

Finance: Dick H. - Not available for this meeting. George stated there's a need for an interim Finance Chair in his absence with Accounting/CPA background qualifications.

Institutional Commitments: Tim W.: – Started by introducing himself to Mike J. He also stated he appreciated the recent help received by Ena C. and Cathy T. He has also received a message lately from Gaudenzia House stating that they were appreciative of the AA speakers who attended a recent meeting.

Literature: Fara D.: – In a review of the July events and the items sold, Fara offered the following:

Unity Speaker Jam: Literature - \$71.00, Blue Rock Tickets - \$26.00, Donations Received - \$14.00

July Intergroup Meeting: Literature and meeting lists - \$27.00

Districts 6 & 7 Share-A-Day: Literature - \$123.70, Donations Received - \$1.65

Future Events that have requested Literature service:

October 13: Fall Breakfast

Sept. 27 – 29: DEYPAA Conference

Nov. 1 – 3: Delaware Area 12 Annual Conference*

Nov. 29: Long-Timers Meeting

Concerns regarding Area 12 Conference: 1.) Fara talked with the current and past Area Chair. Doesn't appear that there is any record of our past literature sales, only dollar amounts. The past Literature Rep. does not have a break-down of what or how many books were sold, just dollar amounts.

Question: Is there a way to pull out a report from Quick Books that may highlight past events and conventions and what was sold? Fara is hoping to have this kind of data and information in order to get a rough idea about how much literature to order and stock the event. Cathy T. and Ena C. will help to find this information. Sally T. – past NDIAA Area Chair – will check with other Area Chairs to see if they have records and what typically sells at conventions.

Final Notes: The Intergroup cash box key is broken with the key left in the locking mechanism. Fara needs more sales receipt pads. Lastly, a woman – Christine - has joined the Literature Committee.

Newsletter: _____ – George reached out to someone?

Special Events: Philomena P. – In a review of recent events Philomena offered the following:

Founders Day Picnic: Approximately 120 attendees. 50/50 Raffle income \$240.00. Total Costs: \$766.35, (\$1150.00 Budgeted)

Blue Rocks Baseball Game: 40 tickets sold

Annual Pool Party: Didn't occur this year. Will research for next year.

Fall Breakfast: Hockessin Fire Hall has been reserved for this event. A Save-the-Date flyer has been designed and is ready.

Question: Do we want to consider Venmo for ticket sales?

Long Timers Meeting: Nov. 29, 2024 to be held at Skyline Methodist Church to reserve. Need 3 speakers with 25 years or more to speak 15-20 minutes.

Ena has reserved the church and will send the check. David S. to speak.

NDIAA Bingo Night: To be held at Limestone Presbyterian Church Nov. 9th.

Founders Day Picnic – 2025: Reserved Lum's Pond - Pavilion 1A for next year. June 8, 2025.

Unity Chair: Carly L. – Started with that the Unity Committee met recently to discuss additional events throughout the remainder of the year. There was a suggestion that possibly 1 larger event vs. 2 smaller events. The approximate date of August 5th was discussed as an option. She asked if anyone on the Steering Committee is aware of any conflicts with regard to that date. Further Carly asked that folks let her know of any alternate dates that might work better.

Web Chair: Laura D. – Stated that she’s been able to make several updates recently with meeting updates being the typical 1st priority, meeting minutes and flyers following not far behind. She further mentioned she’s been able to upload a number of the meeting minutes from more recent Steering Committee and Intergroup meetings. Thank you for your dedicated service Laura D.

Old Business: George stated that, having a copy of last year’s Group Inventory, he’s looking into holding another group inventory and how to conduct that. Carly L. offered comment by suggesting that the Committee conduct Group Inventories every 2 years to coincide with the elections and new installation of the new officers. George stated he would present this to the membership next week

New Business: None Mentioned

Serenity Prayer/Close: 8:19 P.M.