

IR Meeting
July Agenda

Start Time: 6:30 P.M. Finish Time: 8:00 P.M. July 8, 2021
Board of Trustees: Chair- Craig S, Co-Chair – Jim S., Secretary- Cindy S., Treasurer – Maureen B., NE Trustee - Zack L., SW Trustee - Kent D., NW Trustee - John F., SE Trustee - Steve T., City Trustee - Michelle M.

<u>Topic</u>	<u>Facilitator</u>	<u>Time</u>	<u>Purpose</u>
Introduction/Agenda Review - COVID Protocols	Chair	6:30 - 6:40	To open with the Serenity Prayer, introduce members and review the agenda for additions or corrections and determine a the presence of a quorum.
Approval of Minutes	Secretary	6:40 - 6:45	To review the minutes from the previous month and approve such minutes.
Administration Reports - Office Administrator - Treasurer - Board of Trustees	All	6:45 – 7:00	To provide an update of operational, budget status and concerns.
Committee Liaison Reports	Chair	7:00- 7:15	To provide and update on key areas of concerns that require BOT response.
Old Business - Central Office Re-opening	Chair	7:15 –7:30	To review and resolve issues identified at previous IR meetings.
New Business - Central Office Transition - Bylaws Review Committee	Chair	7:30 – 7:50	To discuss new issues that need to be addressed by the BOT and establish possible action items.
Wrap-up	Chair	7:50 - 8:00	Set a next meeting time, provide announcements for the good of the organization and close out the meeting with the Responsibility Declaration.

Responsibility Declaration “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.”

**Rochester Area
Intergroup**

Memo

To: Rochester Area Intergroup Representatives

From: Zack Lemcke

cc: Craig See, Karl Heath, Julie Stein, Rochester Office Administrator

Date: June 24th, 2021

Re: COVID Protocols - July 8, 2021 Hybrid IR meeting AI Sigl Center Gym Facility

Hello all,

It is with great pleasure that the Rochester Area Intergroup Board of Trustees has the honor to host our first Hybrid IR meeting on July 8, 2021, at the AI Sigl Center. This will be our first opportunity, since the COVID restrictions began, that the management of the AI Sigl center has given us permission to begin In-person meetings and we are very excited to get started.

Although this will be a Hybrid meeting we are encouraging you to please try to attend in person and assure you we will maintain all necessary COVID Protocols to keep you safe.

As we prepare for our upcoming meeting on July 8th, as determined by the management of the AI Sigl Center the following protocols will be adhered to by all:

- Because the facility is deemed a health care facility, all participants will be required to wear a mask when they enter the facility and while in the common space (halls, bathrooms, etc.)
- Once participants enter the gym, if they are vaccinated, they are not required to wear a mask or maintain social distancing.
- If you have not been vaccinated (we will not police and it is on your honor) you must wear a mask or there will be enough room in the gym for you to maintain social distancing.

- If for any reason you leave the room during the proceeding you will wear your mask in common areas, especially the restroom and halls.

As the state is continuing to open, even though there are still instances where masks are required, We, the Board of Trustees, feel its important to begin meeting in person again – following all current laws and guides.

Once again, as discussed at the June IR meeting – the meeting will be held both in person and on Zoom. If you do not feel comfortable with the protocols, we have in place please plan on joining us online. Your participation is encouraged and greatly appreciated!

We look forward to “seeing” all of you at the July Intergroup meeting. And, should any of the regulations change, formal communication will be sent out promptly.

Regards,

Zachary R Lemcke

**Rochester Area Intergroup
Board of Trustees Meeting Minutes
June 3, 2021**

- I. **Opened** meeting at 6:00pm with the Serenity Prayer.
- II. **Introductions, Attendance & Verify Quorum** – Yes to quorum. No changes to the agenda.
- III. **Approval of Last Month's Minutes:** Zach motioned, seconded by Michele to approve the May 2021 minutes. **Approved.**
- IV. **Officer Reports**
 - **Office Administrator** - Mary was on vacation, therefore, no Office Administrator report was available. The new Central Office hours was briefly discussed.
 - **Financial Report** – The financial report was received from Mary. Joe reported a 0 balance in the trust fund. We are under budget in income by 14.5% but expenses remain under budget at 5.5% putting us under budget a total of 9%. We haven't touched the Prudent Reserve. There are two upcoming fundraisers. Craig reported that we have not yet realized the loss of the FCFC proceeds, and we did transfer over the trust fund money to meet expenses. We can wait, perhaps a couple of months before withdrawing from the Prudent Reserve but we should begin talking to IR's about being on a downward trend and let them know we are watching finances closely. Craig will come up with some bullet points to present at the IR meeting regarding finances. It was suggested that All-Around-Rochester be mailed to groups again, and it was noted that the basket is not being passed at meetings, due to COVID. The checking account balance as of the end of May was \$3,569. Zach will make part of his presentation a gateway into discussion about suggestions for finances.
- V. **Committee Reports:**
 - **FCFC** – will not meet until July.
 - **PI/CPC** – Chris K. is stepping down as Chair of this committee. Someone else on the committee may step up.
 - **Website** – The new website is getting closer to completion. There are logistics the committee is trying to work out. One key committee member is leaving the area. The website was suppose to transition in March.
 - **Accessibility** – The committee spent \$220 this month to purchase a three-year subscription to the Grapevine to send them to facilities.
 - **Archives** – The committee is still looking for people to interview. It was a very short meeting.
 - **Corrections** – The Corrections Committee has a new Chairperson and a new Secretary. Craig will be sure to give Cindy the new Chairperson's email address.
 - **Committee Chairs** – The Committee Chairs will meet on Thursday before the IR meeting at 5:30 PM.
- VI. **Old Business**
 - **Central Office Reopening** –Zach reported that we are good to open the IR meeting in-person in July, per the Al Sigl Center. If an IR feels uncomfortable attending the in-person meeting, they will be encouraged to send an alternate. We are planning to segregate vaccinated and unvaccinated members at the IR meeting. Craig explained the NYS guidelines about separation. We can say that anyone not vaccinated is required to wear a mask, and we will emphasize the honor system. No hybrid meeting will be offered. Meetings at Central Office will resume in August. Zach emailed all meeting secretaries explaining the guidelines for meetings and only received one response. There is no occupancy requirement, as long as unvaccinated people wear a mask. Committee meetings will also resume at Central Office by their choice. FCFC would like to meet at Central Office, Archives will not meet at Central Office. This will be on the Committee Chairs meeting agenda.

Effective immediately, meetings at Central Office will require no mask if vaccinated and no occupancy restrictions. But there is a log that needs to be completed by groups meeting there that is a checklist of cleaning responsibilities.

Volunteers are returning. Mary will be implementing that. It was also mentioned that a COVID Coordinator is not really needed at this point, since we are planning a full re-opening.

VII. **New Business**

- **Mary S. Resignation and Part-time Proposal** – Craig reported that he and Julie S. (Personnel Committee Chair) received a letter from Mary resigning her full-time position and proposing to work part-time. The Personnel Committee was requested to review the Personnel Policies and Procedures and come up with a recommendation to the Board.
 - Michele M. (Personnel Committee Representative) reported that the committee would like to offer Mary S. the part-time Administrative Assistant position to do bookkeeping at her current salary for 15-20 hours per week in which she must come into the office. The Personnel Committee plans to review the salary and benefits for the Office Administrator position.
 - Craig S. stated that what the Personnel Committee is recommending would require changing our Personnel Policies and Procedures, and any operational changes must go before the groups.
 - After a great deal of discussion, the Board decided that to provide the most effective organization to support the reopening of the Central Office we should maintain the current structure called for in the Personnel Policy and Procedure manual. It was suggested that based on this, Mary could take the bookkeeper position at 6 hours per week or the clerical position at 10 hours per week. **It was discovered that an updated version of the Personnel Policy and Procedures defined the staff positions as follows: Office Administrator (maximum of 40 hours per week and Assistant Office Administrator (maximum of 12 hours per week).** It was stated that for Mary to take any other position she would need resign her Office Administrator Position and the Board would have to deny her proposal.
 - After further discussion, The Board decided that in the best interest of the intergroup and to maintain the proper staff to continue the reopening of the Central Office, the Personnel Committee should deny Mary's proposal.
 - Steve T. motioned, seconded by Zach L. that the Personnel Committee respond to Mary with a denial of her proposal and to retain her role of full-time Office Administrator as written, or to resign with a 30-day notice. **Motion passed.**
 - The Personnel Policies and Procedures were then reviewed at length. All positions at Central Office were discussed, and a "to do" list was given to Michele for the Personnel Committee as far as hiring for new positions.
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- Craig closed the meeting with the Responsibility Declaration at 7:40 PM.

Next Meeting: July 1, 2021, 6 PM – In-person at the Central Office Meeting Room.

Respectfully submitted,

Cindy S., BOT Secretary

Rochester Area Intergroup, Inc.
Intergroup Representative Meeting Minutes
Thursday, June 10th at 6:30 pm via Zoom

- A. Craig S., Chair **Opened** with the Serenity Prayer.
- B. **Next Meeting:** Thursday, July 8th at 6:30 pm (In-person, hybrid).
- C. **Revisions to the Agenda** – Zach requested the FCFC Budget approval be moved up on the agenda. Mary is on vacation, so there will not be a full Administrator report.
- D. **Determine the Presence of a Quorum:** Yes, quorum present.
- E. **Minutes:** Zach motioned seconded by Tim S. to approve the May minutes as written. **Approved.**
- F. **FCFC Budget** – Michele motioned, seconded by Terry to approve the proposed FCFC budget for 2022. **Approved.**
- G. **Reports:**
 - a. **Office Administrator Report** – Mary reported (via Craig) that the office is running smoothly and the new hours are working out fine.
 - b. **Financial Report** – Joe reported that expenses for the month of May were under budget at 5.67% while income was under budget by 14.5%. Overall, this puts us under budget by 8.8%. We have not used the Prudent Reserve at all, but we have used the trust fund. It was approved that the trust fund could be used, if needed, and the amount transferred into the checking account from the trust fund was \$2,773.53. Craig added that we are currently \$17,485 over the requirement for the Prudent Reserve, but now that groups are beginning to meet in-person, this should get better. Craig encouraged IR's to remind their groups to make donations as soon as possible.
 - c. **BOT Chairperson Report** – Craig reported that group contributions are down, as noted above. He also explained that the Office Administrator submitted a proposal to resign her full-time position and work part-time as of July 15, 2021. The Board discussed this issue at length. It was concluded that once Mary returns from vacation, many things will be clarified and the groups will have more specific information at the next IR meeting. It was asked whether the IR's get to decide these matters. Any operational change must be decided upon by the groups through the IR's. The proposal does not involve operational changes. Michele reported that the Personnel Committee will meet with Mary next week and inform her of the discussions/decisions of the Board. For now, the only specific information that we have is that Mary is proposing to work part-time, and that is what is to be reported back to the groups.
- H. **Committee Reports:**
 - a. **Nightwatch:** Megan S. recapped the Nightwatch Committee and what they do. They are currently having difficulty getting groups to take the phones. It was explained that this is very easy service work, and the entire process was outlined. Melissa L. reported that there is a 7-minute training video for anyone interested, and calls are not usually overwhelming at a rate of appx. 2-3 per week. Questions were answered. Melissa will email everyone to see if there is interest in this service work.
 - b. **Website:** Kent reported that the Website Committee has met several times to work on

next month. One key committee member who was technically involved left the area, so if anyone is interested in serving on this committee, they were asked to contact the Website Committee.

- c. **PI/CPC:** The PI/CPC Committee is in need of a new Chairperson, as the current Chairperson is stepping down.

I. Old Business:

Central Office Re-opening: Zach reported that there are three parts to Central Office re-opening. Beginning in July, the IR meeting will resume in-person at the Al Sigl Center. A hybrid meeting will not be offered. If members are vaccinated, a mask will not be required, whereas if members are not vaccinated, a mask will be required. **Please note that this is our last meeting on Zoom.**

August 1st, AA meetings will resume at Central Office. There will be no food or drinks served, and cleaning protocols are expected to be followed. Thus far, two of eight groups responded that they will return. Zach will attempt to make contact with groups again.

Committee meetings will begin in July. Committee Chairs interested in meeting at Central Office were asked to contact Zach or Cindy.

It was asked why IR's don't get to vote on in-person meetings resuming at Central Office. Zach explained that we are trying to return to "normal". It was felt that meetings should be made more accessible through hybrid for those uncomfortable meeting in-person. There is concern that attendance may be better if meetings are hybrid. It was explained that before we shut down, we didn't offer these options. It was requested that a copy of the Re-opening Plan be sent to the IR's. Zach stated that if anyone wants a copy of the plan to please email him or place it in the chat on Zoom. A long discussion ensued about making the IR meeting hybrid. It was felt this may be too difficult and volunteers would be needed to run the hybrid meeting. Craig stated that we can do a hybrid meeting for July, and Risa and Doug volunteered to help with the process.

J. New Business:

Craig reported that Michele M. and Joe S. have completed their positions as Co-Chair and Treasurer. Craig thanked Michele for a great job and all the support she provided, and he thanked Joe for his service and particularly his sense of humor.

Kim announced the FCFC golf tournament and gave all the information about it. Home groups were asked to donate baskets.

K. Next Meeting: July 8, 2021.

L. Close with Responsibility Declaration:

"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."

Meeting adjourned: 7:44 pm.

Respectfully submitted,

Cindy S., Secretary

Financial Summary
June 1 through June 30, 2021

50.0%

LINE #		June 2021	thru 6/30/21	Budget	% of Budget
	Income				
99	Group Contributions (\$4,400)	2,352.61	18,564.76	52,800.00	35.2%
100	Individual Contributions				
101	FAITHFUL FIVER	125.00	1,205.00	5,000.00	24.1%
102	GAP/ABC Contributions (\$215)	230.00	1,487.00	2,575.00	57.7%
103A	Individual-Just a Contribution	836.56	3,298.73	3,500.00	94.2%
103B	ONLINE - Just a Contribution	72.00	3,433.00	10,000.00	34.3%
104	Memorials	0.00	25.00	0.00	not budgeted
105	Misc. Operating Income	0.73	26.02	260.80	10.0%
	TOTAL CONTRIBUTIONS (GROUP & INDIVIDUAL)	3,616.17	28,013.49	73,875.00	37.9%
106	Coin Sales	519.00	3,245.50	15,500.00	20.9%
107	Literature Sales	912.90	7,830.95	26,200.00	29.9%
108	Operating & Special Contributions				
109A	Educational Events - FALL EVENT	0.00	0.00	3,000.00	0.0%
110	FCFC Proceeds (remaining balance 2020)	0.00	1,624.54	4,500.00	36.1%
111	Gratitude Contributions / Box	0.00	0.00	6,000.00	0.0%
112	Meeting Lists/Flyer Mailing Fees	0.00	0.00	0.00	0.0%
113	Meeting Room Rent	0.00	0.00	3,690.00	0.0%
114	Total Income	5,048.80	40,740.50	133,025.80	30.6%
115	Cost of Coins	137.46	891.10	3,875.00	23.0%
116	Cost of Literature	752.77	6,554.12	21,500.00	30.5%
117	Total COGS	890.23	7,445.22	25,375.00	29.3%
118	Net Income	4,158.57	33,295.28	107,650.80	30.93%
	<i>(Total Income minus Cost of Coins and Literature)</i>				
	Expense				
200	Committee Expenses				
201	Board of Trustee - IR - IR Quarterly Expense	0.00	0.00	200.00	0.0%
202	Accessibility Committee Expense	35.00	388.86	900.00	43.2%
203	Archives Committee Expenses	0.00	487.78	1,120.00	43.6%
204	Corrections Committee Expenses	0.00	50.31	3,000.00	1.7%
205	Education & Participation Committee Expenses	0.00	0.00	600.00	0.0%
206	Night Watch Committee Expense	15.99	95.94	200.00	48.0%
207	PI / CPC Committee Expenses	0.00	58.15	400.00	14.5%
208	Treatment Committee Expenses	0.00	447.39	5,025.00	8.9%
209	Web Site Committee Expenses	75.99	405.95	386.00	105.2%
210	Committee Expenses - Other	0.00	0.00	0.00	0.0%

GROUP
budget
26,400.00
(7,835.24)
below budget

INDIVIDUAL
budget
10,667.90
(1,193.15)
below budget

****OVER (+) / UNDER (-) BUDGET**
-19.07 %

Financial Summary
June 1 through June 30, 2021

50.0%

LINE #	Expense continued	JUNE 2021		Budget	% of Budget
		June 2021	thru 6/30/21		
211	Office Operations				
212	Banking & Credit Card Processing Fees	47.23	552.60	1,650.00	33.5%
213	Equipment, Leases & Rent	1,311.27	7,867.62	15,975.24	49.2%
214	Literature, Subscriptions & Printing (inc Inventory Adj, Zoom, Qbox & Adobe)	87.78	584.87	1,119.43	52.2%
215	Postage	237.04	277.20	390.00	71.1%
216	Professional Fees (Payroll & Accounting)	76.50	475.90	1,275.00	37.3%
217	Repairs & Maintenance (includes Office Cleaning Contract)	566.10	3,423.55	7,247.21	47.2%
218A	Supplies	1.07	395.26	3,859.08	10.2%
219	Telephone & Internet	218.25	1,326.19	2,650.00	50.0%
220	Special Workers & Insurances				
221	ICOAA (National Intergroup Seminar)	0.00	0.00	0.00	0.0%
222	NERAASA (NE Regional AA Service Assembly)	0.00	0.00	0.00	0.0%
223	Employee Benefits	396.36	2,091.42	4,182.88	50.0%
224	Volunteer Expenses/Appreciation	0.00	0.00	66.79	0.0%
225	Admin	3,217.60	20,914.40	41,828.80	50.0%
226	Admin Asst	912.50	3,162.50	9,000.00	35.1%
227	Total Employee Taxes	335.14	2,145.14	4,123.78	52.0%
228	Insurances	-25.91	1,117.88	2,451.59	45.6%
229	Total Expenses	7,507.91	46,268.91	107,650.80	42.98%
118	Net Income	4,158.57	33,295.28	107,650.80	**OVER (+) / UNDER (-) BUDGET
230	Balance (+Income/-Expenses)	-3,349.34	-12,973.63		-7.02 %
231	Excess Funds Remaining in "Trust Fund" TRANSFERRED TO CHECKING 5/20/21	\$ -			
	PRUDENT RESERVE AS OF 6/30/21	\$ 39,399.28			
	WITHDRAWAL from Prudent Reserve 6/30/21	\$ (5,000.00)			
	Percentage of 2020 Budget in Prudent Reserve	36.60%			
	Balance in Citizen's Checking Account 6/1/21	\$ 3,569.59			
	Balance in Citizen's Checking Account 6/30/21 after transfer from Prudent Reserve	\$ 6,386.29			

(against the Budget)

Percent +/-

-12.05%

25% of Prudent Reserve

\$ 26,912.70

Amount that could be taken from Prudent Reserve
\$ 12,486.58

**Rochester Area Intergroup
Board of Trustees
IR Report – July 2021**

Key Points:

Office Reports

Mary noted that although operating expenses have remained below budget by 7.02%, we are still losing ground on the income side by 19.07%. Group contributions and individual contributions are below our forecast amounts and have not picked up as the groups have begun their reopenings.

Because of the income shortfall, Mary had to transfer funds from the Prudent Reserve to cover this month's immediate expenses.

Because we continue to receive income that does not meet our expected levels and the group contributions are down significantly, we ask that you please remind your groups and members to continue to support our intergroup the best they can. There are many optional methods to donate money including online – group, individual and Faithful Fiver contributions. Your support ensures that the Central Office continues to be a vibrant and essential link to assist you in accomplishing our Primary Purpose.

Standing Committee Liaisons

This month the new officers began their 2-year terms on the Board of Trustees – Jim S. – Co-Chair and Maureen B. – Treasurer. Welcome to the Board and thank you for your service commitment.

Because the new members start their terms in July it is also time to assign liaisons to the RAI Standing Committees.

- Archive Committee – Zack L.
- Committee Chairs – Cindy S.
- Convention Committee (FCFC) – Maureen B.
- Corrections Committee – Craig S.
- Education and Participation Committee – John F.
- Personnel Committee – Jim S.
- Nominating Committee – TBD
- Public Information/Cooperation with Professional Community – Steve T.
- Accessibility Committee – Jim S.
- Telephone Committee (Night Watch) – Mary
- Treatment Committee – Michelle M.
- Website Committee – Kent D.

Old Business

The Central Office is continuing with its reopening plans. The Personnel Committee is working with volunteers to work in the office so that we can finish Day Watch and return to answering calls from the office during working hours. The Personnel Committee expects that once the volunteers are in place, the Central Office will return to Pre-Pandemic hours by mid-July.

The Board of Trustees passed a motion to form a Bylaws Review taskforce to review the current bylaws and present recommendations to the Board for possible changes and/or updates. Any changes or updates will be presented to the IR's for group approval.

The Board of Trustees passed a motion to approve the Personnel Committee's recommendation to give the Office Administrator (Mary) a raise of 4% retroactive to January 1, 2021. This raise was based on Mary's 2020 Annual Review performed by the Personnel Committee.

New Business

The Board will be adding a new standard item to the BOT monthly agenda that will provide a link between the Board and the Personnel Committee that will improve the communication channels between the two groups.

Rochester Area Intergroup Committee Reports for July 2021 IR Meeting

Corrections Committee Report

July 8, 2021

The committee meets on the third Thursday of each month at 6:30pm at Central Office. Next Corrections Committee meeting will be on 8/19/21 at 6:30pm.

We are starting to coordinate meetings to be brought into the Monroe County jails. The schedule is still being determined. We are starting over from scratch so anyone interested in bringing a meeting into the jail will need to get cleared even if they were cleared any time in the past. The committee has clearance applications. The applications need to be completed and submitted to the jail through the correction committee. Please do not attempt to submit clearance forms directly to the jail. If you are interested in bringing a meeting into the jails please contact the correction committee at correction_committee@rochester-ny-aa.org and we can share the clearance form and the clearance process with you. You can also join us at the August committee meeting for more information on clearance.

The bridging the gap position has been filled and that representative will be putting a list together of AA members and their zip code with phone number to coordinate with inmates getting out of correction facilities to meet at meetings so that the AA member can introduce the former inmate to other AA members and inform them about AA. The AA member's phone number will not be given out. The bridging the gap liaison will contact the AA member with the former inmates contact information. We are working on a process to get information from AA members who are interested in being on the list.

Personnel Committee Report

Office reopening for volunteers scheduled for Monday, July 19

- Volunteers will replace Daywatch volunteers
- Most volunteer slots have been scheduled, although we still need a second volunteer for most shifts
- If interested, please contact Personnel Committee at personnelcommitteeoc@gmail.com
- Training for veteran and rookie volunteers is being scheduled for the next two weeks

Hiring new staff

- Job notices for Administrator and Assistant Administrator were posted June 15. Appear on RAI website.
- Per **RAI Personnel Policy and Procedures**, applications will remain open for 30 days.
- Mary S. has agreed to help train her replacement.
- So far, we have had one application for the Assistant Administrator position

Administrator job review – Personnel Committee gave Mary her annual review, recommended a 4% raise, to be paid retroactively from January 1, the day the review was due. BOT approved recommendation

Review of Personnel Policy by this committee is planned for after office has been staffed and new hires have been made.