

**IR Meeting
September Agenda**

Start Time: 6:30 P.M. Finish Time: 8:00 P.M.
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.
September 9, 2021

<u>Topic</u>	<u>Facilitator</u>	<u>Time</u>	<u>Purpose</u>
Introduction/Agenda Review	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.
Old Business	Chair	6:45 – 7:15	To review and resolve new issues identified at previous IR meetings.
- Approval Assist. Office Admin. - Election of Registrar			
Administration Reports	All	7:15 – 7:30	To provide an update of operational, budget status and concerns.
- Office Administrator - Treasurer - Board of Trustees			
Committee Liaison Reports	Chair	7:30- 7:45	To provide and update on key areas of concerns that require BOT response.
- Archive, PI/CPC, Corrections, - Accessibility, Night Watch, Website, - FCFC, E&PC, Treatment, Bylaws			
New Business	Chair	7:45 –7:50	To discuss new issues that need to be addressed by the IR Group and establish necessary action items.
- Central Office Volunteers			
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
Board of Trustees Meeting Minutes
August 5, 2021**

- I. **Opened** meeting at 6:00pm with the Serenity Prayer.
- II. **Introductions, Attendance & Verify Quorum** – Sue was introduced as the new interim Office Administrator. A quorum was present.
- III. **Approval of Last Month's Minutes:** Michelle motioned, seconded by Jim to approve the July 2021 minutes. **Approved.**
- IV. **Officer Reports**
 - **Office Administrator** – Sue reported that she worked at Central Office a few years ago, and she is learning. Mary is training her, and she feels comfortable with how it's going. Mary will be back next month to continue training. It was noted that signature changes need to be done at the bank after August 13th.
 - **Personnel** – The Board reviewed the written recommendation from the Personnel Committee to hire Sue as the Office Administrator. Questions were raised and answered. The Board's job is to approve the recommendation of the Personnel Committee and then forward the recommendation to the IR's. Jim motioned, seconded by Steve to approve the recommendation. **Motion passed.** Julie S. will present the recommendation at the IR meeting. The Administrative Assistant position will be filled once the Administrator position is approved by the IR's.
 - **Financial Report** – Mary did submit the detailed financial report which shows that we are under budget in income by 17.6% and under budget in expenses by 6.82% leaving the overall shortfall at -10.78%. Maureen reported that group contributions went up significantly, but we are still appx. \$3,800 behind budget, year to date. Additionally, office salaries will be a bit lower, and supply expenses are still under budget. The new website was discussed which will require a one-time payment for a three-year contract. Maureen would like to work with us to make the financial report more user friendly. She did present a mock-up of the summary sheet and changes that were discussed will be made to the new report. We will keep the detailed financial report for the Board of Trustees and do the summary for the IR's. Maureen would like to know if we have further suggestions.
- V. **Committee Liaison Reports**
 - **PI/CPC** needs a Chair and a Co-chair. We can announce that these positions need to be filled at the IR. Craig will prepare a written request to the IR's to fill these positions. Steve spoke with Chris who stated he knows someone who is interested but does not meet the sobriety requirements for a committee chairperson. The Board advised that we seek this person out for the position.
 - **Bylaws** – Cindy reported on the Bylaws Committee activities thus far. The minutes of the first committee meeting were included in the packet.
 - **Archives** – Zach reported that the committee is doing a segment on a member who died 10 years ago with 60 years of sobriety from Rochester. It was also suggested the Board do a section about their reaction to the pandemic for the Archives, and it was stated that perhaps the Annual Report for 2020 would suffice.
 - **Website** – Kent reported that we should be switching over to the new website by the end of the month. Committees and Intergroup will be able to copy content to Sharepoint. It is password protected.
 - **Corrections** – Craig reported that they are beginning to talk about opening corrections meetings again. The cleared list is wiped out, and everyone must start over and be cleared again.

VI. **Old Business**

- **Central Office Reopening** – A question was raised as to whether the cleaning contract is negotiable and whether we need to continue with weekly cleaning. This was not budgeted, and the cost is \$3,000/year. Mary recommended we continue with weekly cleaning, especially with the groups meeting again at Central Office. We need to think about this for the next contract and look at the expense for next year's budget.

VII. **New Business**

- **CDC Mask Recommendations** – Craig reported that the CDC is recommending the wearing of masks, but masks can be removed when seated. For Central Office, it was recommended we follow CDC guidelines and have employees wear masks if they cannot be at least 6 feet apart. People coming into Central Office should also wear masks. While we previously followed Monroe County recommendations, the New York State recommendations were discussed. Michelle motioned, seconded by Maureen that we follow the CDC guidelines for Central Office and for the meeting room. Discussion ensued. A vote was then taken, and the result was 8 for and 2 against. Minority opinion was stated about needing more information before making this decision and it was felt that we should follow NYS guidelines, as the CDC guidelines are for the entire country. Minority opinion did not change the vote and so the **motion passed**. Zach will post the mask recommendations on FB.
- **Registrar Resignation** – Craig will contact Natalie who was the Chair for the Nominating Committee to have nominations at the IR meeting. This will not need to go back to the groups, and we do have someone interested in resuming this position.
- **Hybrid IR Meeting** – Craig and Zach will not be present for the upcoming IR Meeting. Jim S. will chair the meeting and follow the written agenda. Craig will likely join by Zoom. We discussed how the hybrid meeting will work. Craig, Jim and Cindy will meet early to review the agenda. The resumption of All Around Rochester will be put on the agenda for the next Board meeting.
- Craig closed the meeting with the Responsibility Declaration at 7:31 PM.

Next Meeting: September 2, 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, August 12, 2021 at 6:30 pm – *in-person/hybrid*

- A. Jim S., Co-chair **Opened** with the Serenity Prayer and explained the process of the hybrid meeting.
- B. **Next Meeting:** Thursday, September 9, 2021 at 6:30 pm (In-person, hybrid).
- C. **Introductions**
- D. **Revisions to the Agenda** – There were no changes or additions to the agenda. Jim reviewed the COVID protocols, the CDC recommendations referred to in the packet.
- E. **Determine the Presence of a Quorum:** Yes, quorum present.
- F. **Minutes:** Michelle motioned seconded by Kent to approve the July minutes as written. **Approved.**
- G. **New Business:**
Approval of Office Administrator: Craig S. reported that Mary's last day was August 1, 2021, and that we have a replacement recommendation from the Personnel Committee. Craig explained the Administrator vacancy/filling of the position process according to the Personnel Policies and Procedures. Craig thanked the Personnel Committee for a remarkable job! Julie S., Chair of Personnel then gave the historical information since Mary gave her resignation. The Personnel Committee is recommending Sue H., who is now the interim Office Administrator and is successfully being trained by Mary. Once the Administrator position is approved, the Personnel Committee will begin the process for interviewing for the Assistant Office Administrator. Questions were entertained and answered. Sue H. introduced herself and gave her background and experience. There was a vote to approve Sue H. as the new Office Administrator. **The vote carried unopposed.** Julie will officially offer the position to Sue H. now that the IR's have approved it. Mary will continue to train Sue once per week throughout September at which time the continued training need will be evaluated. Jim S. was thanked for his diligence in filling Central Office volunteer slots enabling Central Office to be fully re-opened and no more Day-watch is needed.
- H. **Registrar Vacancy:** Elyse has resigned as Registrar effective September 2021. The IR's in concert with the Nominating Committee can vote someone into the position. The Registrar term was explained, and Natalie, Chair of the Nominating Committee opened the floor for nominations. The IR's were asked to go back to the groups for any nominations, and the vacant position will be posted on the website. Craig will post a position description. Ariel is interested in the position and is on the list of nominees.
- I. **Reports:**
- a. **Chairperson Report** – Craig reported the highlights of the BOT meeting. The Board passed a motion to bring forward the approval of the Office Administrator, as recommended by the Personnel Committee. The Board also discussed the cleaning contract/expenses, the Registrar vacancy, CDC recommendations, etc.
 - b. **Financial Report** – Maureen gave the Treasurer's report and then introduced the new report format. Although group contributions are much better, we are still falling behind in income. Maureen then reviewed and explained the new, more streamlined report which pulls all pertinent information into the summary.

Maureen asked if everyone was ok with her presenting this report in the future. Questions were answered. Maureen will refer to this report, but a detailed financial report (as in the past) will continue to be sent to the IR's.

J. Committee Reports:

- a. **PI/CPC:** Steve T. announced that Chris K. and the Co-chair for the committee resigned. There is an interested party, but this committee can really use support. Anyone interested was asked to speak to Steve.
- b. **Archives:** Melissa reported that the committee met in-person for the first time since the pandemic. There are a couple of new members. The committee is offering traveling archives to groups for anniversaries or any other reason.
- c. **Corrections:** Jim drew attention to the Bridging the Gap list included in the packet. IR's can bring back the list, after taking it to the groups for sign-up, to the next IR meeting.
- d. **Treatment:** Ralph reported that Treatment currently has added more meetings and can really use support from groups to take in meetings.
- e. **Website:** Dave reported that the Website Committee will meet tonight after this meeting. The new site is functioning but is currently being tested. The committee can use support with this process. Their hope is that testing will be done by the end of the month to be able to move to the new site. Anyone interested in joining the Website Committee can give their information to Sue H.

K. Old Business:

Central Office Re-opening: Jim reported that the volunteer slots are almost full. There is a slot open for Fridays from 5-7 pm. Jim also explained the COVID protocol for Central Office.

L. Next Meeting: September 9, 2021.

M. 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: 7:39 pm.

Respectfully submitted,

Cindy S., Secretary

RAI TREASURER REPORT
8/31/2021

	AUGUST ACTUAL	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	% OF BUDGET
INCOME	\$6,306.51	\$50,117.61	\$71,767.20	-\$21,649.59	46.56%
EXPENSE	\$6,628.03	\$61,804.85	\$71,767.20	-\$9,962.35	57.41%
BALANCE	-\$321.52	-\$11,687.24	\$0.00	-\$11,687.24	

PRUDENT RESERVE AS OF 8/31/21

Total \$ 39,400.62 Available to Spend \$12,487.25

Balance in Citizen's Checking Account, beginning of the month 8/1/21 \$7,287.96 and end of month 8/31/21 \$ 8,146.05

NOTES:

AS OF AUGUST 31 WE ARE BEHIND ON THE YEAR TO DATE BUDGET BY 10.85%

INCOME

As of August 31 Income is below budget by 20.11%

Group Contributions were \$3,552 this month which is \$848 short of budget target of \$4,400/month

EXPENSES

As of August 31 expenses are below budget by 9.26%

Office Staff Salaries are lower due to the open Office Assistant position unfulfilled.
Supplies continue to be kept lower to accommodate reduce net income

FUTURE CONSIDERATIONS

INCOME Will Group Contributions continue to increase now that more groups are meeting in person?
How can we promote on-line contributions?

EXPENSE There may be potential increase in operational expenses (Salaries, Central Office Reopening, etc) for the rest of the year.

Financial Summary
August 1 through August 31, 2021

66.67%

LINE #	AUGUST 2021	thru 8/31/21	Budget	% of Budget	GROUP budget 35,200.00 (4,666.96) below budget
	Income				
99	Group Contributions (\$4,400)	3,552.03	52,800.00	57.8%	
100	Individual Contributions				
101	FAITHFUL FIVER	120.00	5,000.00	34.0%	
102	GAP/ABC Contributions (\$215)	370.00	2,575.00	76.1%	
103A	Individual-Just a Contribution	509.73	3,500.00	118.9%	
103B	ONLINE - Just a Contribution	190.00	10,000.00	39.5%	
104	Memorials	0.00	0.00	not budgeted	
105	Misc. Operating Income	2.00	260.80	11.1%	
	TOTAL CONTRIBUTIONS (GROUP & INDIVIDUAL)	4,741.76	73,875.00	57.3%	INDIVIDUAL budget 14,223.87 (2,401.77) below budget
106	Coin Sales	1,221.00	15,500.00	34.4%	
107	Literature Sales	2,428.77	26,200.00	49.0%	
108	Operating & Special Contributions				
109A	Educational Events - FALL EVENT	0.00	3,000.00	0.0%	
110	FCFC Proceeds (remaining balance 2020)	0.00	4,500.00	36.1%	
111	Gratitude Contributions / Box	0.00	6,000.00	0.0%	
112	Meeting Lists/Flyer Mailing Fees	0.00	0.00	0.0%	
113	Meeting Room Rent	280.00	3,690.00	7.6%	
114	Total Income	8,673.53	133,025.80	46.9%	
115	Cost of Coins	350.94	3,875.00	38.9%	
116	Cost of Literature	2,016.08	21,500.00	50.3%	
117	Total COGS	2,367.02	25,375.00	48.6%	
118	Net Income	6,306.51	107,650.80	46.56%	
	<i>(Total Income minus Cost of Coins and Literature)</i>				
					**OVER (+) /UNDER (-) BUDGET -20.11 %
	Expense				
200	Committee Expenses				
201	Board of Trustee - IR - IR Quarterly Expense	0.00	200.00	0.0%	
202	Accessibility Committee Expense	0.00	900.00	43.2%	
203	Archives Committee Expenses	0.00	1,120.00	43.6%	
204	Corrections Committee Expenses	0.00	3,000.00	1.7%	
205	Education & Participation Committee Expenses	0.00	600.00	0.0%	
206	Night Watch Committee Expense	15.99	200.00	64.0%	
207	PI / CPC Committee Expenses	-3.00	400.00	13.2%	
208	Treatment Committee Expenses	391.27	5,025.00	16.7%	
209	Web Site Committee Expenses	75.99	386.00	162.2%	
210	Committee Expenses - Other	0.00	0.00	0.0%	

AUGUST 2021		thru 8/31/21	Budget	% of Budget
LINE #	Expense continued	August 2021		
211	Office Operations			
212	Banking & Credit Card Processing Fees	122.63	1,650.00	48.7%
213	Equipment, Leases & Rent	1,311.27	15,975.24	66.7%
	Literature, Subscriptions & Printing (inc Inventory Adj, Zoom & Adobe)	81.18	1,119.43	68.3%
214		0.00	390.00	71.1%
215	Postage	76.50	1,275.00	50.5%
216	Professional Fees (Payroll & Accounting)			
	Repairs & Maintenance (includes Office Cleaning Contract)	566.10	7,247.21	59.1%
217		12.95	3,859.08	16.3%
218A	Supplies	222.36	2,650.00	66.6%
219	Telephone & Internet			
220	Special Workers & Insurances			
221	ICOAA (National Intergroup Seminar)	0.00	0.00	0.0%
222	NERAASA (NE Regional AA Service Assembly)	0.00	0.00	0.0%
223	Employee Benefits	396.36	4,182.88	69.0%
224	Volunteer Expenses/Appreciation	0.00	66.79	0.0%
225	Admin	2,817.36	41,828.80	66.7%
226	Admin Asst	300.00	9,000.00	44.6%
227	Total Employee Taxes	261.80	4,123.78	67.7%
228	Insurances	-20.73	2,451.59	80.8%
229	Total Expenses	6,628.03	107,650.80	57.41%
118	Net Income	6,306.51	107,650.80	**OVER (+) /UNDER (-) BUDGET
230	Balance (+Income/-Expenses)	-321.52	-11,687.24	-9.26 %
231	Excess Funds Remaining In "Trust Fund" TRANSFERRED TO CHECKING 5/20/21	\$ -	Percent +/-	-10.85%
	PRUDENT RESERVE AS OF 8/31/21	\$ 39,400.62	(against the Budget)	
	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 8/1/21	\$ 7,287.96		
	Balance in Citizen's Checking Account 8/31/21	\$ 8,146.05		
	25% of Prudent Reserve	\$ 26,912.70		
	Amount that could be taken from Prudent Reserve	\$ 12,487.92		

**Rochester Area Intergroup
Board of Trustees
IR Report September 2021**

Key Points:

Office Reports

The Office Administrator noted that things are going well in the office, and she is continuing her training with Mary, which she believes will be over very soon.

Sue informed the BOT that she needs volunteers to support the Central Office operations. There are approximately 10 openings to be filled. The Board will bring this up at the next IR meeting and encourage everyone to let their groups know that we are in need these volunteers to continue operating at full capacity.

The Treasurer noted that as of August 31st we are still behind on our budget by 10.85%. The group contributions for the month are still lagging behind and it was suggested that we should ask the IR's at the next meeting if they have any suggestions on how we can reach out to the groups and individuals to continue to contribute.

The good news is the expenses are still down and for another month we did not have to dip into our reserves to pay the bills. Thanks to everyone for their support.

Standing Committee Liaisons

The Personnel Committee presented to the Board their recommendation for the vacant Assistant Office Administrator position, Rebecca G. A motion was made and approved to bring the nominee forward to the IR meeting for approval on September 9, 2021.

Steve T. notified the Board that we now have a potential chairperson and co-chairperson for the PI/CPC, and they will be attending the next committee meeting for their potential election to the positions. Great job Steve.

Cindy noted that the Bylaws Review Ad-hoc Committee met for the second time and are continuing to go through every section of the bylaws to identify any potential recommendations to submit to the board. Cindy noted that this process would potentially take about 6 months.

Old Business

Budget preparations for the year 2022 are on target and most of the committees have submitted their budgets. There will be an open meeting September 22, 2021, at 6:00 p.m. at the Central Office for final budget preparations and comments, all are invited.

New Business

The Board of Trustees will request a table at the 2022 convention and will notify the FCFC of their request.

ROCHESTER AREA INTERGROUP



To: All Rochester Area A.A. Groups

RE: "We Need Your Help" for volunteers to assist at the Central Office

The purpose of the Rochester Area Intergroup is to render services to the A.A. Groups, A.A. members and any individual seeking recovery from alcoholism that directly supports Alcoholics Anonymous' primary purpose.

One of the most important ways to accomplish this goal is to have a vibrant and active RAI Central Office. Although we have an office administrator and soon, an assistant office administrator it takes much more to keep our office running at full capacity.

Volunteers to answer the phone, assist in selling literature and greeting visitors to the Central Office have been the backbone in our ability to assist the A.A. groups with the necessary support they need to "Carry the Message". There is nothing more powerful then answering the phone and hearing that plea of help and knowing that you can make a difference in someone's life, just by being there.

Please assist us in filling these extremely important positions by asking all your groups to solicit volunteers that would be interested in serving in this volunteer role. Once you identify any volunteers to fill this position or they need more information please have them contact the Central Office at office1@rochester-ny-aa.org.

Note - Each shift is 2 hours and training will be provided.

**Thank you for your support and we look forward to your continued service
Rochester Area Intergroup
Board of Trustees**

Send to:

cindy.m.smith77@gmail.com

seeCraig276@gmail.com

Rochester Correction Committee IR Report

Meeting held August 12, 2021

The committee meets on the third Thursday of each month at 6:30pm at Central Office. Next Corrections Committee meeting will be on 9/16/21 at 6:30pm.

Thank you to any of the homegroups that filled out the Bridging the Gap form. We appreciate your support!

The initial meeting schedule for AA meetings to be brought into the Monroe County Facility will likely be Monday mornings at 9:30am. If you know of anyone that has availability at this time, please consider sharing this information with them.

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. Completed applications will need to be submitted to the jail through the correction committee. Please do not attempt to submit clearance forms directly to the jail. If you are interested, 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 September committee meeting for more information on clearance.

Bylaws Ad Hoc Committee Meeting
August 22, 2021
Minutes

Present: Natalie E., Michelle M., Cindy S., Paul W.

- Cindy opened the meeting with the Serenity Prayer.
- The committee reviewed and discussed several possible updates/changes to the Bylaws.
- The committee plans to review all sections of the Bylaws for updates/changes beginning with Section 1.
- The committee will make recommendations for updates/changes to the reviewed sections of the Bylaws to the Board of Trustees at the October 2021 meeting.
- The committee will meet again on **September 26, 2021 at 3 PM** at Central Office.
- The meeting closed with the Declaration of Unity.