

DRAFT



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**Minutes of the Orange County/Greater Long Beach
Intergroup Service Board Meeting of
July 17, 2024**

The in-person Intergroup Service Board meeting of July 17, 2024, was called to order at 7:00 p.m. by the Chair, DJ K.. The Serenity Prayer was recited.

Readings:

Twelve Traditions – Jon M.

Twelve Concepts of Service – Ajit S.

Spiritual Reading – DJ read from One Day at a Time, March 20.

ROLL CALL:

Officers: Chair – DJ K., Chair-Elect – Marque H., Ex-Officio – Ajit S., Secretary, Cherie S., Treasurer, Marilen H.

Committees: Alateen – OPEN, So-Secretary – Sofia C.; Farsi Language Liaison – Ben P. (Absent); Fundraising & Telephone Coverage – Cheryl J. and Richard G.; Institutions – Gary G.; Nominations/Historian – Barbara Y.; Orange Blossom – Jon M. and Cheryl S. (absent); Public Information – Eric N., Toni C. (Absent), and JoJo D.; Spanish-Speaking Liaison – Cindy R.; World Service – Veronica B.

Office Staff:

Mike F.

Oversite Committee:

Julie S.

REPORTS:

Treasurer: Marilen H.

The full monthly report is linked under calendar of events on the website. As of June 30, 2024, the current period total sales were \$10,331.67. The total cost of sales was \$9,648.66, resulting in a gross profit of \$683.01. Total operating expenses were \$3,540.25, leaving a net operating loss of **(\$2,856.24)**. Interest income was \$59.23, resulting in a net operating loss for the month of **(\$2,798.01)**. Total assets as of June 30, 2024, from checking/savings/other equals \$165,863.27.

Year End: As of June 30, 2024, the YTD total sales were \$126,270.50. The total cost of sales was \$70,704.25, resulting in a gross profit of \$55,566.25. Total operating expenses were \$46,144.65, leaving a net operating profit of \$9,421.60. Interest income was \$602.65, resulting in a net operating profit for the year of \$10,024.25.

7th Tradition – We passed the 7th Tradition basket. Amount collected was \$_____.

Secretary: Cherie S.

Quorum: A majority of the Service Board was present to satisfy the quorum. Of 18 members, 15 were present.

The minutes of May 15, 2024, Service Board meeting were reviewed.

Action: A motion was made by Marque H. and seconded by Jon M. to approve the minutes as corrected.

Decision: Motion passed unanimously.

Action: A motion was made by Cherie S. and seconded by Richard G. to waive the reading of the By-Laws at this time, as they are being revised.

Decision: Motion passed unanimously.

Old (unfinished) Business – None.

New Business – See Page 4 for New Business items.

Cherie asked for clarification regarding the voting status of the Foreign Language Liaison positions. The Board voted to make the Foreign Language Liaison positions full voting members of the Service Board at the May Service Board meeting. (This information was not captured in the meeting minutes and has been added here.) This change will be reflected in the new By-Laws.

Office Oversight & Continuity Committee (OCC): Julie S. (Chair)

The Proposed Revised By-Laws are still being edited (particularly with reference to the Oversight Committee Charter). The Board will review prior to uploading changes and posting on the website. Additional input will be received from the group membership and a second Town Hall Meeting may (likely) be scheduled.

The annual review of officer workers was conducted, and they are doing a phenomenal job. Julie welcomed Rhonda E. to the Oversight Committee.

Service Board Chair: DJ K.

Welcomed the new Service Board and thanked everyone for being of service.

Installed the new Service Board, including the officers: DJ K., Chair; Marque H., Chair-Elect; Marilen H., Treasurer; and Cherie S., Secretary.

Reviewed the On-Boarding process for new Service Board members (and those in new positions): If you haven't already meet with the previous chair of your position, please do as soon as possible and obtain a turnover report and written report that includes your role/responsibilities. Work with the Webmaster (at this time, Jon is filling in for Ben) to obtain your login access and password to your email for ocalanon.org.

DJ is working with Marilen to change banks. We have been working with Farmers & Merchants Bank. In addition to some inflexibility on the bank's part to meet the OC Intergroup's needs, we have also been accumulating much less in interest than is possible.

Plans are in the works to update/expand on the ISR naming process by a) adding the information to the website; b) posting information in the Orange Blossom; c) adding the information to the Intergroup Meeting Agenda; d) exploring the option of going back to in-person meetings; and e) spend more of the orientation meeting time on the responsibilities of the position instead of the naming process.

DJ encouraged everyone to visit the office!! If you haven't been, go! If you haven't visited for a while, drop by! It's warm, welcoming, and well organized.

A posting will be placed in the Orange Blossom regarding the open Alateen Activities Coordinator position on the Board. This position must be filled by a registered AMIAS.

Chair-Elect: Marque H.

Requested Articles of Incorporation.

Suggested an Orange Blossom section, "Board Corner," to include Service Board information, News, open positions, etc.

Need to evaluate Square reliability

Ex-Officio: Ajit S.

Had been working with SCWS regarding inclusion of a link on our OC website to District 64 meetings in Orange County/Greater Long Beach Area, but was unable to come to a resolution (District 64 does not have a webmaster). In addition to being told we cannot list District 64 meetings on our website, SCWS also has stated that the OC/Greater Long Beach Area Intergroup cannot promote other Intergroup's activities and events, nor advertise them in the Orange Blossom. There remains no viable way to easily find an OC/Greater Long Beach Area Spanish-speaking meeting.

Action: Marque S. moved to restore all registered OC/Greater Long Beach Area Spanish-speaking meetings to the ocalanon.website directory. Veronica B. seconded.

Decision: Motion passed.

There has been much discussion regarding the Oversight Committee with regards to the Proposed Revised By-Laws.

Alateen Activities Coordinator: OPEN
No report.

Co-Secretary: Sofia C.
Happy to be here. Will be working with Cherie on her role with registered ISR record keeping.

Farsi Liaison: Ben P. (Absent)
No report.

Fundraising and Telephone Coverage: Cheryl J. and Richard G.
No report.

Institutions: Gary G.
Morgan M. resigned her position on the Board. Gary does not feel at present that an additional person is needed for this Committee.

Nominations/Historian: Barbara Y.
Is looking for the Archives (Sarah G. has them. Barbara will get together with her.)
Wants to bring some enthusiasm to service and people who will volunteer to be of service at Nominations time.

Orange Blossom/News Editor: Jon M. and Cheryl S. (absent)
Reminder that the deadline for inclusion in the Orange Blossom is the 10th of the month (for the following month's publication).

Public Information: Eric N., Toni C. (Absent), and JoJo D.
OC Fair booth and coverage is set and ready to go.

Spanish Liaison: – Cindy R.
See attached report.

World Service Liaison: – Veronica B.
Reminded everyone that the WSO Survey is open until July 31.
Since there was no time for the Delegate's report at the May Assembly, a special meeting will be held on Saturday, July 20.

Office Report: Mike F.
Staffing: Mike: Tuesday, Wednesday, and Thursday; Sam: Friday and Saturday.
Insurance certificates come from the office. If a meeting needs to provide insurance, contact/email the office.

OLD BUSINESS:
None

NEW BUSINESS:
The order form on the website is not accurate. Recommendation was made to remove the order form for on-line orders until this form is fixed.

A suggestion had been made by an ISR at the previous Intergroup meeting that the office consider printing a limited number of directories for those who do not have internet service. Due to a number of issues, printing meeting directories is not on the table at this time.

It was noticed during literature inventory that Newcomer packets (from WSO) had a local flyer inserted in them that promoted a Beginner's Meeting. Inserting outside materials or literature into the Newcomer packets is not appropriate. Flyers should be published in the Orange Blossom.

Birthdays:

Veronica B. – 25 Years

Richard G. – 16 Years

Next scheduled Intergroup Service Board Meeting is September 18, 2024.

Motion to Close:

Motion to adjourn the meeting was made by Marque H. and seconded by Marilen H.
Motion passed.

Serenity Prayer

Respectfully submitted,

Cherie S., Secretary

OC Information Office -Treasury Report

July 17, 2024

I would like to start by thanking DJ for the opportunity to serve in this commitments and Sam for his year of service and turning over the commitment.

I want to also thank Mike and Sam for keeping the inventory so organized which was very helpful when Cherie, DJ and I performed a physical inventory count last Saturday July 13.

To better understand the records and the financial condition, I visited Feliz and Associates office and met with our bookkeeper.

I have some observations regarding the financials:

1. Financial Internal controls
 - a. Feliz needs some documentation to reconcile bank accounts.
 - b. Implement a check register, petty cash and deposit register in Google Drive that can be shared with the office to help reconciliation.
2. Inventory Valuation.
 - a. Inventory - Valuation of Inventory in the balance sheet has been presented at retail cost. This is inconsistent with GAAP (generally Accepted Accounting Principles) which require value to be shown a LOWER OF COST OR MARKET.
 - b. An adjustment was made to reduce Inventory value to cost.
3. Physical Inventory Adjustment – As result of Physical inventory taken on July 14, the quantities of hand as of the end of June 2024 were calculated. Differences were investigated with Mike and found:
 - a. Square has a glitch and some quantities are incorrect
 - b. One item with sale price of \$.25 was entered as \$25
 - c. Net adjustment to physical count - \$4403.19
 - d. Proposed to monitor those items and cycle count at the end of July.
4. Other Adjustments to the Profit and Loss Statements
 - a. Sales – Run 12-month report from Square- Year end correction made
 - b. Merchant Fees – Incomplete report provided to Feliz. Adjustment needed
5. Preliminary Financial report for June 30, 2024

Actions to review and implement if approved:

1. Establish new banking arrangement
2. Review banking control and include in office policies -Proposed that checks under \$XXX can have only one signature, over \$xxx two signatures required.
3. Approve auditor- What audit was done before?
 - a. Contacted Robert Huff, CPA – suggested checklist for internal review but will quote.
 - b. Contacted Aguirre and Company – Estimated cost \$300-500
4. Confirm 12-step calls policy
5. Review Square reliability as Inventory Control System
6. Establish Pricing Policy

In Service, Marilen H