

# **Intergroup 5 (IG5) Representative Meeting Minutes**

**Date: February 3, 2010**

**Approved: March 3, 2010**

## **Groups Represented:**

Bradfordville, Central, Happy Hour, Lake Jackson, Open Door, Powder-No-Puff

- 18 people total were in attendance including members from Living Sober and Mustard Seed.

## **Secretary's Report:** (David G.)

Minutes from January 6, 2010 IG5 representative meeting approved and accepted w/ revision (added 'Lake Jackson' to Groups Represented:)

## **Treasurer's Report:** (James R.)

Approved and accepted.

## **Office Coordinator Report:** (Peter S.)

- Phone System statistics for Jan. 2010: 481 calls received with only 18 of those going to voicemail.
- Office Coordinator is continuing to visit meetings and recruit for phone system.

## **Literature Coordinator Report:** (Peter S.)

- Matt C. was unable to attend.
- Peter S. placed a large literature order in January; it should arrive in the next 2 weeks; he will contact groups when it is received.

## **Activities Report:** (Tracy G. – report given in absentia by David G.)

- Planning for Founders' Day Picnic will begin next month.
- Nothing further to report for this month.

## **Web Committee Report:** (Debbie R.)

- Webmaster posted a new copy of the IG5 bylaws on the website (<http://intergroup5.org/pdf/bylaws.pdf>) that have a better print quality.
- Set up Google Analytics for obtaining website statistics
  - Highlights for Jan. 3, 2010 – Feb. 2, 2010:
    - 993 total visits, 590 unique visitors
    - 2368 page views, 1922 unique views
      - Most visited pages → Home page (#1), Tallahassee Meeting Schedule (#2), Documents (#3), Contacts (#4)
- Added [execcomm@intergroup5.org](mailto:execcomm@intergroup5.org) to Contacts; this can be used to email all members of the executive committee (Chair, Vice-Chair, Treasurer, Secretary)
- Other changes will be forthcoming to the Contacts page to separate IG5 and District links

## **District 5 Report:** (Donna W.)

- Area 14 news: groups are being polled regarding use of literature profits to fund General Service Office services; poll was given to group reps; please submit before April, 2010.

**The Message:** (Kayce M.)

- Formatting issues have been resolved
- Each month we print 250 copies, also available on the website (<http://intergroup5.org/newsletters.html>)
- There was some discussion on the best practices for distribution
- Editors wish to thank all groups/members for their contributions

**12 Step News:** (absent)

- No report

**Discussion of Executive Committee meeting minutes from January 25, 2010**

- Office Procedures: the door locks have been changed; if you need to get into the IG5 office, please call or email a member of the executive committee ([excomm@intergroup5.org](mailto:excomm@intergroup5.org)); an announcement is printed in the January edition of *The Message*.
- IG5 financial audit is still in progress; Chair presented financial spreadsheet for operating account based on bank statements to group reps; more audit information will be available to groups at the next IG5 rep meeting.
- All Executive Committee members have been updated with the State of Florida and on the operating bank account.
- Minutes from the meeting were approved and accepted.
- The next Executive Committee meeting will be on Feb. 11, 2010 at 7pm in the IG5 office. Non-voting visitors are welcome to attend.

**Old Business:**

- Paul C. would like to be reimbursed for printing costs of previous Where & When's; issue was referred to Executive Committee for resolution at their meeting on Feb. 11<sup>th</sup>, 2010; no further printing is to be done until this matter is resolved.
- Monthly phone and website stats are now available (see committee reports above)

**New Business:**

- Motion from Executive Committee meeting: "Motion to move both bank accounts (general fund and literature) to the same bank." Seconded and voted on: (6 yeas, 0 nays) **PASSED**
- Motion from Executive Committee meeting: "Motion to reduce office coordinator reimbursement to \$150 per month." Seconded and voted on: (1 yea, 5 nays) **FAILED**
- "Motion to reduce office coordinator reimbursement from \$250 to \$0 per month until such time that IG5 is again financially stable." Seconded and voted on: (5 yeas, 1 nay) **PASSED**
- Clay W. submitted his request to become the new Literature Coordinator; appointed as such by the Chair and unanimously ratified by the IG5 reps in attendance.

**In Service,  
David G.**