

San Gabriel Valley-Inland Empire (SGVIE) Intergroup
BOARD MEETING AGENDA
 January 13, 2024 - 9:45 a.m.
 (Meeting is open to all OA members)

1	Open (Time, Serenity Prayer/ Call to Order/ Welcome	Cindy S., Chair
2	Roll Call	LaVonne S., Secretary
3	12-Steps; 12 Traditions; Concept 12 & Concept 1	Member/ Member/ 2 volunteers, TBD
4	Approval of Minutes (November & December 2023)	Members Present
5	Board/ Committee Reports (up to 5 minutes)	
	a. Chair	Cindy S.
	Vice Chair	Open
	b. 1. Facilities (Ad hoc reports to V-Chair) - Open	
	2. Zoom/Admin Host (Jill A., Ad hoc reports to V-Chair)	
	c. Secretary	LaVonne S. (Excused absence)
	d. Treasurer	Andi G.
	1. Financial Reports	(Karen D. outgoing Treas - Excused)
	Public Information	Shelby M.
	1. Web - Shelby M.	
	e. 2. Phone Tree (Susan T., Ad Hoc reports to Public Information)	
	f. Literature	Open (Teri L. outgoing Literature chair)
	g. Special Events	Open (My N. outgoing Special Events - Excused)
	h. 12 Steps Within	Open
	i. Briefs	Iris J.
	j. Region 2 Representative	Open (Lorraine S. outgoing R2 Rep)
	k. Meeting Liaison	Open
	l. Professional Outreach	Open
6	IG Rep. Sharing	
7	Unfinished Business	
	a. Unfilled Board and Ad hoc positions	
8	New Business	
	a. 2024 "DRAFT" Proposed SGVIE IG Budget	
	b. 2024 "DRAFT" SGVIE IG Policy/Procedure Manual "TOC"	
9	Scheduling of Office Volunteers	
10	Close & Serenity Prayer	
11	Attachments:	

- a. December 2023 - "Minutes" of the Special Board Meeting via e-mail.
- b. December 2023 - Treasurer's Report; Financial Report & Contributions by Meetings - (3) pgs PDF
- c. 2024 - DRAFT Proposed SGVIE IG Budget
- d. 2024 - DRAFT SGVIE IG Policy/Procedure Manual "Table of Contents."
- e. Original December 9, 2023 "**Cancelled Meeting Agenda**" & November attachments - (1) PDF includes: **November 2023** Minutes; Financial Report; Contributions by Meetings, and Public Information/Outreach and Literature Reports (12 pgs)

12/06/23 Minutes of Special Meeting (email) of the Board
Respectfully Submitted: Cindy S., Chairperson

Note: A "Special Meeting" of the board was called via email, December 6, 2023, following notice most board members would be unavailable for the 12/09/23 board meeting.

ACTION	WHO	WHAT / WHY
12/06/23: Email to Board members	From: Cindy S., Chair Time: 1:32 p.m.	WHAT: Request for input re: canceling 12/0923 board meeting and fill "Open" SGVIE Briefs position.
To: Karen D.; Shelby M.; Teri L.; Lorraine S.; LaVonne S., My N.		<p>WHY: Notice was received the afternoon of 12/06 that due to illness, a family emergency, out-of-town schedules, etc., only 2 "voting" members of the board would be present at the 12/09/23 meeting. Agenda items for the 12/09 meeting included important financial and other reports, and it seemed irresponsible and inappropriate to hold a meeting with only 2 voting members.</p> <p><i>Email from chair read in part:</i> <i>I'm reaching out to board members, to get your <u>vote/input on:</u> 1.) <u>Canceling December's board meeting</u> (reasons stated below), <u>staying on schedule for the board meeting the 2nd week of January (1/13/24), and 2.) <u>Your vote to elect Iris J. as SGVIE Briefs Coordinator</u> (her term beginning effective 1/01/2024).</u></i></p> <p><i>I know in past years if there's been a need for an emergency vote, it has been done via e-mail and or telephonic conference. If you have a problem with this, please advise. If you concur with the following, I'll send an eblast advising the fellowship that the December board meeting is cancelled, in addition to any other pertinent information.</i></p> <p><i>When you respond, please "Reply to all."</i></p> <p><i>1. <u>Vote to cancel the December board meeting and meet the regularly scheduled January 13, 2024 board meeting.</u></i></p> <ul style="list-style-type: none"> <i>• Yes</i> <i>• No</i> <p><i><u>2. <u>Nominate/Elect Iris J. as Brief's Coordinator</u></u></i> <i>Although I wouldn't normally make the motion, if you agree on the motion to elect Iris J. as SGVIE Briefs Coordinator please indicate your vote below:</i></p> <ul style="list-style-type: none"> <i>• Yes</i> <i>• No</i> <p><i>Thank you for reviewing and thinking about the above information. I look forward to your response.</i> <i>In service,</i> <i>Cindy S.</i> <i>SGVIE chair</i></p>
12/06-07/23 Responses received.	All board members listed above.	1. "Yes" from "all" members 2. "Yes" from "all" members
12/07-09/23 Eblast to fellowship; website update and other outreach methods.	Cindy S., Shelby M. and members.	SGVIE IG fellowship advised board meeting of 12/09/23 -- cancelled.

December Treasurer Report

1. December Monthly Income exceeded expenses by \$25.27; 2023 YTD income exceeded expenses by \$156.02. All in-person meetings met their rent obligation this month. Please note:
 - a. Five meetings are held in person and pay rent each month. In 2022 more income was allocated to rent by previous treasurer.
 - b. Both income and expenses were higher in 2023 than 2022.
2. Sales Tax (the tax on 2023 literature purchases) is due in January and **PAID**. (When we buy literature from world service we are not charged sales tax, therefore we pay it annually). Sales tax is paid to AA when literature is purchased. The amount was \$60.36 for the year and it will be included on the January Financial Report.
3. Bank of America
 - a. Service Charges. Bank of America charges a \$16.00 per month service fee if we don't maintain a \$5,000 balance all month, regardless of our non-profit status. We paid it three times in 2023 (January, March and June). Another way to have the service charge waived is to use our debit card for \$250+ in purchases during the month. To meet this requirement I reviewed the status of our recurring charges:
 - i. Rent - Regrettably, Nickolas Realty doesn't accept debit cards
 - ii. Gas – Southern California Gas Company doesn't accept debit cards
 - iii. Zoom/Podcast Subscription Fee – paid by debit card (\$38.97 per month)
 - iv. Telephone/internet payment method to Spectrum – I changed to debit (\$137.97)
 - v. Electricity – Southern California Edison has a 2.15% charge (their arrangement with Chase Bank). Our monthly average bill in 2023 was \$90 (2.15% is roughly \$2.00). However, I didn't think I had the authority to make this decision without the board's input. Adding this bill should achieve the required \$250 purchases per month. In summary, I recommend this be reviewed by the next Treasurer and changed to a debit card payment.
 - b. Signature Cards/Authority. Bank of America requires new bank new cards be signed as officers change. Anyone needing signature authority (currently Chair and Treasurer) will need to go to the bank and complete new authorization cards.

Thank you for allowing me to be of service.

Karen D.

SGVIE FINANCIAL REPORT

2023 December

As of: 12/31/2023

		2023 December	2023 Fourth Quarter	2023 YTD	2022 TOTAL
INCOME	Incoming for Meeting Rent	\$250.00	\$720.00	\$2,478.85	\$4,158.41
	Donations from Meetings	\$781.55	\$1,922.14	\$9,480.44	\$9,081.39
	In Memory of Gina C	\$0.00	\$0.00	\$575.13	\$0.00
	Tax Preparer Refund	\$0.00	\$0.00	\$350.00	\$0.00
	Literature Sales*	\$14.50	\$121.33	\$752.55	\$911.92
	Soda/Water	\$9.00	\$40.00	\$127.00	\$0.00
	Recycling*	\$49.00	\$115.00	\$542.00	\$0.00
	Workshops	\$0.00	\$142.90	\$1,384.81	\$406.16
	Webhosting	\$25.00	\$75.00	\$300.00	\$300.00
	Podcasts/Subscriptions*	\$5.50	\$16.50	\$86.00	\$0.00
	Not Specified+	\$142.75	\$276.49	\$1,500.39	\$0.00
	Total Income	\$1,277.30	\$3,429.36	\$17,577.17	\$14,857.88
EXPENSES	Office Rent	\$850.00	\$2,550.00	\$10,200.00	\$9,200.00
	Webhosting; Ins; City License	\$40.00	\$120.00	\$480.00	\$494.17
	Internet & Phone	\$137.97	\$413.91	\$1,655.64	\$1,535.64
	Gas	\$21.96	\$48.57	\$452.02	\$407.36
	Edison	\$97.25	\$240.77	\$1,085.23	\$964.20
	Licenses: Zoom & Podcasts	\$38.97	\$116.91	\$483.81	\$443.64
	City License	\$0.00	\$0.00	\$14.00	\$0.00
	Insurance (SGVIE room liability)	\$0.00	\$0.00	\$315.00	\$315.00
	Tax professional	\$0.00	\$0.00	\$630.00	\$0.00
	Supplies/Postage	\$0.00	\$147.43	\$453.43	\$77.00
	Office Maintenance	\$0.00	\$22.00	\$179.76	\$0.00
	CA DOJ/SOS Filing Fees	\$0.00	\$0.00	\$70.00	\$0.00
	IRS Fees (Late filings 2020 & 2021)	\$0.00	\$0.00	\$250.00	\$0.00
	Literature purchases/sales tax	\$42.72	\$164.05	\$785.31	\$500.01
	PayPal/Stripe/Bank fees	\$23.16	\$66.20	\$366.95	\$134.00
	Total Expenses	\$1,252.03	\$3,889.84	\$17,421.15	\$14,071.02
	Net Income/(Loss)	\$25.27	(\$460.48)	\$156.02	\$786.86

BANK ACCOUNT BALANCE 12/31/23

TOTAL CHECKING BALANCE	\$5,343.05
Retreat Fund	\$2,500.00
Prudent Reserve (\$3,000)	\$3,000.00
Avail for R2/WSO Donations	\$0.00

* Combined under Literature in 2022

+ Combined with Other Donations in 2022

SGVIE CONTRIBUTIONS BY MEETING

December 2023

Day	Time	Name	December			2023 Q4	2023 Q3	2023 Q2	2023 Q1	2023 YTD	2022
			Rent	7th Trad	TOTAL						
Sun	8:15 AM	Attitude Adj*	\$ 50.00	\$ 88.55	\$ 138.55	\$384.37	\$425.72	\$448.97	\$680.40	\$1,939.46	\$2,033.89
Sun	6:00 PM	Ladies Night				\$0.00	\$31.55	\$105.69	\$53.40	\$190.64	\$104.41
Sun	7:30 PM	Men's Off the Wall*	\$ 50.00	\$ 10.50	\$ 60.50	\$130.50	\$189.00	\$123.00	\$153.00	\$595.50	\$472.00
Mon	7:00 AM	Attitude Adj		\$ 36.23	\$ 36.23	\$115.69	\$110.36	\$233.93	\$128.91	\$588.89	\$599.79
Mon	10:00 AM	Pass it On				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Mon	11:00 AM	Literature FTF*	\$ 50.00	\$ 33.80	\$ 83.80	\$285.50	\$335.50	\$254.00	\$232.60	\$1,107.60	\$164.00
Mon	12:00 PM	Literature PHONE				\$0.00	\$0.00	\$40.00	\$40.00	\$80.00	\$325.00
Tues	7:00 AM	Attitude Adj		\$ 46.23	\$ 46.23	\$135.69	\$152.36	\$215.93	\$128.91	\$632.89	\$537.79
Tues	10:00 AM	Big Book Study - FTF*	\$ 50.00	\$ -	\$ 50.00	\$150.00	\$50.00	\$84.00	\$84.00	\$368.00	\$370.00
Tues	7:30 PM	Newcomers				\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	\$175.00
Wed	7:00 AM	Attitude Adj		\$ 36.23	\$ 36.23	\$138.19	\$110.36	\$220.93	\$128.91	\$598.39	\$609.79
Wed	12:00 PM	Promises				\$0.00	\$14.87	\$7.00	\$0.00	\$21.87	\$123.00
Wed	7:00 PM	Step Study		\$ 115.86	\$ 115.86	\$242.46	\$406.03	\$387.46	\$484.99	\$1,520.94	\$532.00
Thurs	7:00 AM	Attitude Adj		\$ 136.23	\$ 136.23	\$228.19	\$112.36	\$316.43	\$128.91	\$785.89	\$541.77
Thurs	10:00 AM	St. Ambrose				\$60.00	\$0.00	\$0.00	\$120.00	\$180.00	\$252.00
Thurs	12:00 PM	Voices of Recovery		\$ 12.00	\$ 12.00	\$39.00	\$39.00	\$84.00	\$81.00	\$243.00	\$230.00
Thurs	6:30 PM	Vision For You		\$ 25.00	\$ 25.00	\$75.00	\$50.00	\$183.00	\$45.00	\$353.00	\$644.27
Thurs	7:00 PM	Valley Alano, RC				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fri	7:00 AM	Attitude Adj		\$ 36.23	\$ 36.23	\$115.69	\$110.35	\$219.93	\$128.91	\$574.88	\$517.05
Fri	12:00 PM	Body Image Claremont				\$30.00	\$0.00	\$120.00	\$60.00	\$210.00	\$180.00
Fri	12:00 PM	For Today				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.00
Sat	8:15 AM	Attitude Adj*	\$ 50.00	\$ 204.69	\$ 254.69	\$511.86	\$529.19	\$474.72	\$422.60	\$1,938.37	\$1,540.19
TOTAL			\$ 250.00	\$ 781.55	\$ 1,031.55	\$ 2,642.14	\$2,666.65	\$3,548.96	\$3,101.54	\$11,959.29	\$10,226.95

* Meetings held in SGVIE meeting room

2024 PROPOSED SGVIE IG BUDGET — DRAFT

Activity	2024 Budget	2023 YTD Actual	2023 Annualized
INCOME			
Meeting Rent	\$3,000	\$1,509	\$2,264
Meeting Donations	\$12,000	\$6,957	\$10,436
Unspecified Donations	\$1,000	\$1,124	\$1,686
Specified Donations (inc. in memoriam)	\$0	\$375	\$563
Literature Sales	\$950	\$608	\$912
Workshops & Retreats <small>Some reluctance with this \$2000 number.</small>	\$2,000	\$1,242	\$1,863
Soda & Water	\$150	\$463	\$695
Recycling	\$300		
Webhosting/Zoom	\$300	\$200	\$300
Podcasts <small>R2 Funding & Event Donation for R2Rep \$2,000</small>	\$66	\$64	\$96
Total Income	\$19,766	\$12,542	\$18,813
EXPENSE:			
Office Rent	\$10,200	\$6,800	\$10,200
Website <small>Technology (IT) Contract (i.e.. Geek Squad) - Estimate \$200</small>	\$480		
Telephone/Internet	\$1,739	\$1,104	\$1,656
Electric - SCE	\$1,129	\$717	\$1,076
Gas - So Ca Gas Co	\$613	\$389	\$584
Zoom and Podcast License/Subscription	\$516	\$328	\$492
Supplies/Printing/Posting	\$450 \$500	\$306	\$459
Insurance	\$331	\$315	\$315
Literature Purchase	\$950	\$621	\$932
Literature Sales Tax	\$95	\$0	\$0
NSF & Bank Fees	\$32	\$32	\$32
Donor Platform Fees (PayPal, DonorBox)	\$445	\$284	\$426
Tax Preparer	\$350	\$630	\$945
Business Licenses and Fees	\$325	\$315	\$473
Building Maintenance	\$250	\$158	\$237
<small>Region 2 Rep Travel/Lodging \$3,000</small>			\$0
<small>Event Costs \$200</small>			
Total Expenses	\$17,905	\$11,999	\$17,825

“Red” text is input by Cindy S. Chair, but suggested line items and amounts not yet figured under “Activity” or “Total Expenses.” 2024 Proposed budget document for review/discussion at 1/13/24 board meeting.

DRAFT 2024 "SGVIE IG ADMINISTRATIVE MANUAL"

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202X Proposed Budget

Bylaws

(*)"Confidential" codes and passwords (i.e., Zoom, Banking (Online+), Insurance, etc.)

(*)Available to Chair, Zoom Admin and Treasurer)

"Confidential" SGVIE IG eblast list

Facilities Information

Contacts (i.e., banking, tax consultant, property management, handyman, locksmith company, etc.)

Key Policy/Procedure

Master Key List

Internal SGVIE Policies

Criteria for Serving on the Board

Job Descriptions

See "Facilities Information" for Key Procedure and Master Key List

OA Guidelines (Examples below. All "OA Guidelines" available at www.oa.org)

Difficult People

Event

Professional Outreach

Public Information

etc.