

1283 Prospect Ave. Brooklyn, NY 11218 | (718) 851-3039 | info@bigaa.org | https://bigaa.org

Secretary's Notes and Minutes

November 19, 2022

Chairperson Michael V. opened the meeting. Joe L. mentioned that the open statement should be amended to include the phrase "or a standing committee chair". This was approved, no vote needed.

Reports:

- **Secretary:** Irene C. read the secretary's notes from 10/15/22. Approved.
- **Treasurer:** Michael G. reported for October 2022 and the report (attached) was approved. Michael V. explained the web design fees from October - website updates had been made by the web designer at \$50.00 per hour.
- **New Space Committee:** Mike B. Reported inventory is automatically taken. He will have pictures taken of all books and pamphlets to do a full count and to determine the real value of the inventory.

Old Business:

- None

New Business:

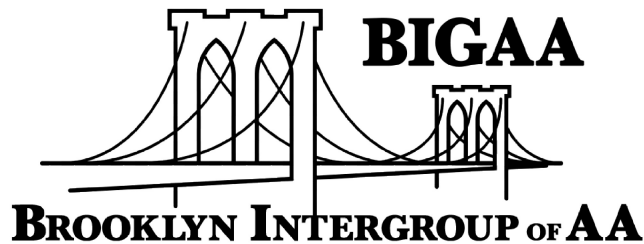
- Nominations for New Service Commitments:
 - Chairperson - Michael G.
 - Treasurer - Michael V.
 - Secretary - Irene C.
 - Helpline Committee Chair - Adelaide M.
 - Website Committee Chair - Michael V.
 - General Services Committee Chair - Joe L.
 - Speaker Exchange Committee Chair - Miriam

Michael V. announced the 7th Tradition: **Please support BIGAA!**

- Venmo: @Brooklyn-Intergroup (Venmo verification last four digits: 6622)
- PayPal: @brooklynintergoup

Next BIGAA monthly meeting: Saturday, December 17, 2022 at 9am

Meeting adjourned after a reading of the responsibility statement.



Statement of Revenues and Expenses
For the Period Beginning October 1 through October 31, 2022

REVENUES & DEPOSITS

Donations			
Cash & Check Deposits	\$	452.65	
Venmo	\$	93.14	
Paypal	\$	233.00	
Interest	\$	0.24	
Total Revenues & Deposits			\$ 779.03

EXPENSES & EXPENDITURES

Rent Oct '22	\$	1,500.00	
Utilities	\$	0.00	
Office supplies	\$	0.00	
Telephone Grasshopper	\$	40.70	
Professional services Computer Web Services	\$	120.00	
Zoom Meetings and conferences	\$	0.00	
Communications	\$	0.00	
Insurance	\$	0.00	
Misc.	\$	0.00	
Donations	\$	0.00	
Taxes	\$	0.00	
Total expenses			1,660.70

Excess of revenues & deposits over expenses & expenditures \$ (881.67)

Opening Balance Checking	\$	6,356.61	
Less Excess of Revenues over Expenses	\$	881.67	
Closing Balance Checking 09/30/2022	\$	5,474.94	
Opening Balance Reserve	\$	2,500.82	
Plus Interest 10/31/2022	\$	0.04	
Closing Balance Reserve	\$	2,500.86	

NOTE: Our prudent reserve is \$5,000.00 plus nominal interest. It includes the Closing Balance Reserve shown above and \$2,500.00 that is held in the Bookstore Account to fund free checking for that account.