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Secretary's Notes and Minutes

December 17, 2022

Chairperson Michael V. opened the meeting.

Reports:

- **Secretary:** Irene C. read the secretary's notes from 11/19/22. Approved.
- **Treasurer:** Michael G. reported for November 2022 and the report (attached) was approved. Michael G. repeated the offer to deliver any bookstore orders over \$100. There was discussion about listing the names of groups that have donated money. These names are listed on the website currently.
- **New Space Committee:** Mike B. reported book sale numbers are up from November. There is an ongoing inventory of books, but not pamphlets. Joe L. asked for the amount originally allocated to the office/bookstore.

Old Business:

- Nominations from November:
 - Chairperson - Michael G. - Declined
 - Treasurer - Michael V. - Declined
 - Secretary - Irene C. - Accepted

New Business:

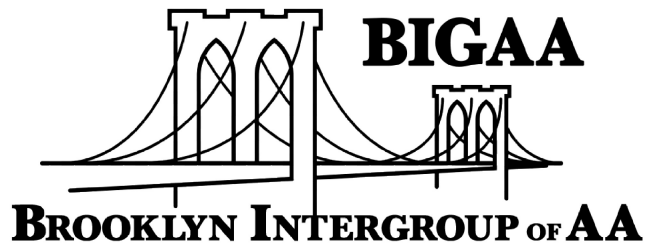
- Elections for New Service Commitments:
 - Chairperson - Miriam A. was elected
 - Treasurer - Michael G. was elected
 - Secretary - Irene C. was elected
- Committee Chairs - The following is a list of interested members. The positions will be appointed officially by Miriam A. in 2023.
 - Helpline Committee Chair - Adelaide M.
 - Website Committee Chair - Michael V.
 - General Services Committee Chair - Joe L.
 - Speaker Exchange Committee Chair - Jimmy C.
- Mike B. mentioned the following important goals for BIGAA in 2023: in-person speaker exchange, events, and a printed directory

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, January 21, 2023 at 9am.

Meeting adjourned after a reading of the responsibility statement.



Statement of Revenues and Expenses
For the Period Beginning November 1 through November 30, 2022

REVENUES & DEPOSITS

Donations			
Cash & Check Deposits	\$	935.78	
Venmo	\$	1,036.18	
Paypal	\$	275.50	
Interest	\$	0.24	
Total Revenues & Deposits			\$ 2,247.70

EXPENSES & EXPENDITURES

Rent Oct '22	\$	1,500.00	
Utilities	\$	0.00	
Office supplies	\$	0.00	
Telephone Grasshopper	\$	40.70	
Professional services Computer Web Services	\$	0.00	
Zoom Meetings and conferences	\$	0.00	
Communications	\$	0.00	
Insurance	\$	0.00	
Misc.	\$	0.00	
Donations	\$	0.00	
Taxes	\$	0.00	
Total expenses			1,540.70

Excess of revenues & deposits over expenses & expenditures \$ 707.00

Opening Balance Checking	\$	5,474.94	
Less Excess of Revenues over Expenses	\$	707.00	
Closing Balance Checking 09/30/2022	\$	6,184.94	
Opening Balance Reserve	\$	2,500.86	
Plus Interest 10/31/2022	\$	<u>0.04</u>	
Closing Balance Reserve	\$	2,500.90	

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.