

Secretary's Notes and Minutes

October 21, 2023

Chairperson : Miriam A. opened the meeting with Serenity prayer and a reading of the 2nd tradition.

Reports's Secretary: Irene C. read the Secretary's notes from September 16,2023. The notes were approved.

- **Treasurer:** Michael G. Absent written report to follow
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- **Website Committee Chair Report:** Michael V. No new updates, backups are working correctly with 100% success. Now we have daily backups.
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- **Office Committee Chair:** Irene C. Requested the buying of a printer. Written report was approved.
- **Institutions Committee Chair Report:** Nick D. Absent

- **Helpline Committee Chair:** Adelaide M. Absent Sent a report, All is going well.

- **Speaker Exchange Committee Chair:** Jimmy C. All is ready for Exchange.
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- **General Service Committee/SENY Chair:** Joe L. Absent

Old Business:

Open Chairperson service commitments Event Coordinator, Directory Committee Chair and Communications Committee Chair and a secretary are still pending.

New Business:

Need a new computer. It passed. Possibly a new person for Directory Committee Chair.

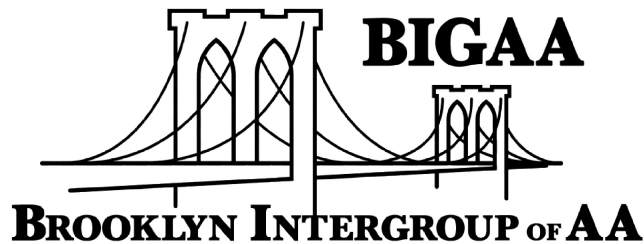
Venmo: @Brooklyn-Intergroup

Venmo: verification last four digits: 6622

PayPal: @brooklynintergroup

Next **BIGAA** monthly business meeting is Saturday **December 16, 2023**.

Meeting adjourned after a reading of the RESPONSIBILITY STATEMENT!



Statement of Revenues and Expenses
For the Period Beginning October 1 through October 31, 2023

REVENUES & DEPOSITS

Donations			
Cash & Check Deposits	\$	828.72	
Venmo	\$	0.00	
Paypal	\$	0.00	
Misc.	\$	0.00	
Interest	\$	0.14	
Total Revenues & Deposits			\$ 828.86

EXPENSES & EXPENDITURES

Rent October '23	\$	1,500.00	
Computer Purchase	\$	250.41	
Web Hostmonster	\$	0.00	
Telephone Grasshopper	\$	0.04	
Professional services Computer Web Services	\$	0.00	
Zoom Meetings and conferences	(paid annually)\$	0.00	
Communications Mailchimp	\$	28.85	
Meeting Directory Delivery	\$	31.00	
Speaker Exchange Rental	\$	0.00	
Meeting Directories (500)	\$	698.00	
Bank Charges	\$	15.00	
Total expenses			2,523.30

Excess of revenues & deposits over expenses & expenditures \$ (1,694.44)

Opening Balance Checking	\$	3,647.78
Plus Excess of Revenues over Expenses	\$	<u>(1,694.44)</u>
Closing Balance Checking 10/31/2023	\$	1,953.34

Opening Balance Reserve	\$	2,541.33
Plus Interest 10/31/2023	\$	<u>0.04</u>
Closing Balance Reserve	\$	2,541.37

NOTE 1: 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.