

Office: (347) 315-2386



| <https://bigaa.org>

## Secretary's Notes and Minutes

April 20th 9am

Format: Zoom

Chairperson: Joe L. Serenity Prayer and 2nd Tradition/Statement regarding voting rights at BIGAA monthly meetings

### Reports:

- Secretary: Kara W read the secretary notes from March 2024, edits to Sabers report. Accepted Report
- Treasurer: Michael G. provided March Reports, Discussion surrounding delay of Venmo/Paypal and Expenses Motion Approved
- Communications Committee Chair: OPEN
- Event Committee Chair: Michael Discussed Previous Event- Tabled for Next Month
- Website Committee Chair: Michael V. No major updates.
- Office Committee Chair: Irene C. Discussion March reports (tabled) and production of price lists of bookstore material printed and PDF and shipping cost. *Report Tabled*
- Institutions Committee Chair: Natalie presented this month was information gathering, sending out polls to groups to gather information on commitments.
- Helpline Committee Chair: Adelaide. Due for service rotations, request to inform people to outreach them to coordinate individual or group level commitments
- Speaker Exchange Committee Chair: Michael G. St Pats scheduled for next Speaker Exchange, Flyer Presented
- Directory Chair: Jimmy F, Spring 2024 No Major updates at this time
- General Service Committee/SENY Chair: Joe L. See notes attached

OLD BUSINESS: Open commitments are Vice Chair and Communications

NEW BUSINESS: Nothing presented

7TH TRADITION- Please donate to BIGAA!

VENMO : @Brooklyn-Intergroup last 4 digits 6622

PAYPAL: info@bigaa.org

NEXT BIGAA BUSINESS MEETING May 18th 9am

Meeting adjourned with the RESPONSIBILITY STATEMENT:

When anyone, anywhere reaches out for help, I want the hand of AA always to be

there, and for that I am

### **Detailed Notes:**

#### Michael G. -Treasury

Cash and Deposits - Include Saber's Event

Venmo-Paypal/ Trying to learn their timing issues. I made the deposits on 3/30 but they did not hit until 4/1. You can see what we got for March but its not noted in correct March as Venmo/Paypal takes 1-3 days to transfer. I can transfer earlier in the Month or transfer and have it reflected in the following month due to transfer delays. Discussion surrounding if we did Monthly reflecting it would not be 100% accurate unless the reports were redone.

Expense of directories

Cost-Cell Phones, Mail Chimp

Inadvertent Charge for 21.40/ It is getting paid back

Total Expenses \$2846.29 ( A lot of annual charges this month Mailchimp, Grasshopper, Zoom, Mobile)

Motion to Accept Michael V Second Irene

#### Saber

Not Present

Michael presented - Everything was donated for cost of event

Donations at the event are actually the profit from hosting the event

We also had a positive asset increase

There were hard assets purchased for first time use, but people donated them directly

To look at this on a cash basis is almost impossible

If someone donates a coffee pot we did not ask them for the receipt

So we will never be able to mediate the finances on paper

The last report showed a lot more money

My suggestion when he gets back we can work together to show the best with receipts and physical items were donated

Event report tabled

#### Mike V. Website

No updates for the website Bigaa.org

#### Irene-Office/bookstore

I transferred the 1000 on the reporting documentation , last month is approved

Sales were normal

People are calling and asking for one directory, they are not coming to pick it up. To mail one directory is \$1.40

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Opening Monday 10-3

Wednesday 12-3

Thursday 12-3

Irene is doing Tuesday/Friday

Irene has the numbers and is working on putting them together in a nice way for print

Discussion with Michael about shifting the reporting format and mathematical totals re: inventory cost reported

Table this months report- Irene and Michael to meet and we can discuss March report

### Natalie Institutions

First report for institutions

Fact finding process, reaching out to SENY, NY Intergroup, Building a database on Key Contacts to prevent redundancies

I would like to send a poll to discuss groups to gather information from groups

### Adelaide-Helpline

Due for some rotation of service

Wanting to announce the helpline in available commitments

There is a bit of flexibility in times and days

Have interested individuals and groups reach out

We can have individuals and groups take commitments to rotate them out

Discuss re: on site or remote?

Remote commitment from your location re: grasshopper

Contact for Adelaide

### Michael G- Speaker Exchange

We have a flyer if someone can add to website

Next Speaker Exchange : June 1st 2024 8-10am @ St Pat's in Bay Ridge

No cost for event, we can donate the physical coffee for the event

Parking/Public Transportation and a Meeting directly to follow 1030am

Discussion surrounding exact nature of the speaker exchange and how it works

FAQ available on the Website

### Jimmy F Directory Chair

Not present today - No new reports, still training with Michael V., Jimmy is doing great no new reports

### Joe L-GSR Chair

See Attached Detailed Notes

### OLD BUSINESS

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Communications Chair is Open  
Vice Chair is Open

Joe presented is anyone willing to stand for Vice Chair, no one  
Is anyone willing to stand for Communications, no one

### NEW BUSINESS

No new business presented

Second thursday for each month - Administrative Meeting  
Seventh Tradition- Venmo/Paypal  
May 18th- 9 am

Close: with the responsibility statement 10:10 am

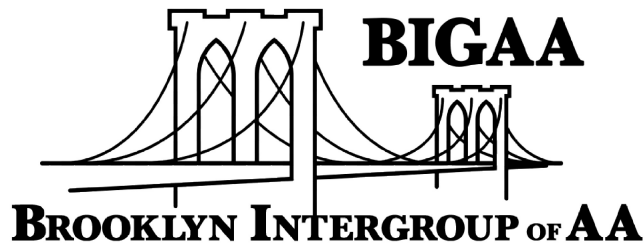
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General Services Committee Report to BIGAA: 4-20-24  
Committee Chairperson – Joe Levy

Websites – AA World Services – [aa.org](http://aa.org)  
SENY (Southeast New York – Area 49) – [aaseny.org](http://aaseny.org)  
Brooklyn Count General Services – [brooklynaa.org](http://brooklynaa.org)

1 – On April 6, 2024 I attended the Pre-Conference SENY Assembly. The purpose of this assembly was to give General Service Representatives (GSR's) an opportunity to express to our Delegate, JoAnn M, their respective group consciences on the various items on the Delegate's questionnaire. This was essentially a debate of sorts in that we heard different points of view on these agenda items. The main focus was the question of whether AA should accept and publish the manuscript for the Plain Language Translation of the Big Book. We were informed that the members of the General Service Conference were going to be given 2 hours to review the proposed manuscript.

2 – The Brooklyn County Share a Day scheduled for June 15 at the St. Francis De Sales School has been cancelled.



Statement of Revenues and Expenses  
For the Period Beginning April 1 through April 31, 2024

**REVENUES & DEPOSITS**

Donations			
Cash & Check Deposits	\$	810.00	
Venmo March <b>Note 1</b>	\$	628.96	
Paypal March <b>Note 1</b>	\$	237.00	
Misc.	\$	0.00	
Interest	\$	0.34	
Total Revenues & Deposits			\$ 1,676.30

**EXPENSES & EXPENDITURES**

Rent April '24	\$	1,500.00	
Web Hostmonster	\$	0.00	
Telephone Grasshopper	\$	0.38	
Professional services Computer Web Services	\$	0.00	
Zoom Meetings and conferences (Annual Payment)	\$	0.00	
Communications Mailchimp	\$	28.85	
Cell Service Simple Mobile (2X this month again)	\$	54.93	
Speaker Exchange Rental	\$	0.00	
Park Mobile <b>Note 2</b>	\$	0.00	
Total expenses			1,584.16

**Excess of revenues & deposits over expenses & expenditures** \$ 92.14

Opening Balance Checking	\$	7,924.68
Plus Excess of Revenues over Expenses	\$	<u>92.14</u>
Closing Balance Checking 03/31/2024	\$	8,016.82

Opening Balance Prudent Reserve (Savings)	\$	2,541.58
Plus Interest 03/31/2024	\$	<u>0.04</u>
Closing Balance Prudent Reserve *	\$	2,541.62 *

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

**NOTE 1:** Paypal & Venmo transfers in April from March donations.

**NOTE 2:** Inadvertent charge through Google Pay of \$21.40 reported in March reimbursed in April through Venmo by Web Developer to be reflected in May Venmo deposit.

<b>Office Committee Financial Report</b>						
<b>2024</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>Revenue Previous Month</b>						
Bookstore Sales	\$366.00	\$280.50	\$299.50	\$551.40		
Refunds	\$0.00	\$0.00	\$0.00	\$0.00		
Interest	\$0.13	\$0.09	\$0.13	\$0.13		
Transfer funds		\$1,000.00	\$0.00	\$0.00		
<b>Total Revenue</b>	\$366.13	\$1,280.59	\$299.63	\$551.53		
<b>Expenses</b>						
Office Supplies	\$0.00	\$0.00	\$0.00	\$10.00		
Book Purchases	\$808.54	\$448.61	\$119.70	\$259.47		
<b>Total Expenses</b>	\$808.54	\$448.61	\$119.76	\$269.47		
Subtotal	-\$821.00	\$990.43	\$65.10	\$292.16		
Previous Balance	\$2,826.80	\$2,005.42	\$2,995.85	\$3,061.04		
<b>New Balance</b>	\$2,005.42	\$2,995.85	\$3,061.04	\$3,353.20		
50% of total Prudent Reserve (\$2500)	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>		
Working Balance	-\$494.58	\$495.85	\$561.04	\$853.20		
Inventory	\$1,958.00	\$1,871.00	\$2,105.75	\$1,482.45		
Petty Cash on Hand	\$52.95	\$50.95	\$50.95	\$40.38		