

Office: (347) 315-2380 | Hotline: (718) 851-3039 | [info@bigaa.org](mailto:info@bigaa.org) | <https://bigaa.org>  
1283 Prospect Ave. Brooklyn, NY 11218

## Secretary's Notes and Minutes

December 16th 2023

Format: Zoom

Chairperson Miriam A. Opened the meeting with the Serenity prayer and a reading of the 2nd tradition as well as information to take time to discuss for Mike B.

### Reports:

- Secretary: Irene C. Read the secretary's notes from November 18th 2023. Change to Kara W. elected new secretary. Notes approved.
- Treasurer: Michael G. provided November reports. Detailed reports below. *Report Approved.*
- Website Committee Chair: Michael V. No major updates.
- Office Committee Chair: Irene C. Discussion surrounding cost for literature. Notes attached. *Report Approved.*
- Institutions Committee Chair: Kara W. appointed for institutions chair.
- Helpline Committee Chair: Adelaide. No major updates. Discussion of updating events on website below
- Speaker Exchange Committee Chair: Jimmy C. *Not attended.*
- General Service Committee/SENY Chair: Joe L. No major updates

OLD BUSINESS: Appointment for open Standing Committee Chairs are, DIRECTORY, EVENTS, COMMUNICATIONS and INSTITUTIONS.

Kara appointed and approved for Institutions Committee

NEW BUSINESS: Discussion presented for bigaa.org merch, discussion declined desire for merch. No motion or vote presented.

7TH TRADITION- Please donate to BIGAA!

VENMO : @Brooklyn-Intergroup last 4 digits 6622

PAYPAL: [info@bigaa.org](mailto:info@bigaa.org)

NEXT ADMINISTRATIVE MEETING JANUARY 11th, 2023.

NEXT BIGAA BUSINESS MEETING JANUARY 20th, 2023 AT 9:00 AM

Meeting adjourned with the RESPONSIBILITY STATEMENT:



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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

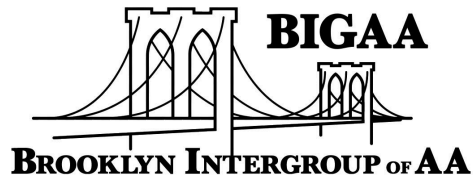
Inadvertent 200 withdrawal was from a computer person to utilize  
Number of groups donated to us and were not even listed  
Previous month electronic donations included \$4892.16. This is not our usual monthly take.  
We have seven groups that are not listed with us that are making donations to us.  
One group made donation based on group ID #. TRying to backtrack to find the name of the group/Utilizing DCM to navigate identifying the group.  
Total expense \$1744.16  
Closing balance \$2541.41  
Discussion that we acknowledge the groups that donate on our website.

#### Mike V.

No major updates  
We added information to Mike B. BIGAA website honoring him and regarding his services.  
We created a link as well for the families obituary  
Discussion surrounding language and traditions for in lieu of flowers members please consider donating to AA on families obituary  
Sent out mass email with this information as well

#### Irene-Office

Office is doing nicely  
First batch directories out, second coming along  
No office purchases, holding off on book purchases.  
Discussed surrounding increasing book prices, factor shipping and taxes to not take a loss on the prices. We agreed not to make a profit at this time.  
Discussion surrounding notifying that we are adjusting the cost for what we paid.  
Jimmy F- Discussion surrounding will the cost be adjusted for tax and shipping and will people be aware they are paying that  
Discussion surrounding informing people they are paying tax with the increased cost



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Michael Y- I am willing to drive in to pick up the merch to prevent from the shipping cost.

#### Adelaide-Helpline

Things are smoothing fine

It would be great if the website could be updated with holiday events as callers do ask

Discussion surrounding updating the website for events

Not every time slot is filled

Discussion surrounding rotation of service and filling

Do we need volunteers? Not really

#### Joe.

I attended a virtual spiritual breakfast, it went well.

In January we have a Brooklyn County meeting.

#### Old Business

Miriam- Kara W. Elected and Installed for institutions commitment

Discussion with Jimmy and Mike V regarding taking Directory Commitment- they will meet independently and discuss further next month

Events- not fulfilled at this time

#### New Business

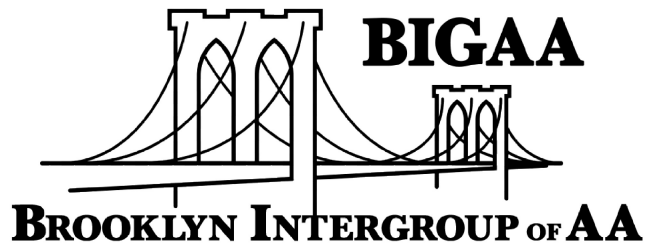
Mitchell K- What about shirts and hats that say bigaa.org

Discussion surrounding - attraction not promotion, breaking anonymity, raising money

Michael Y. - What does the communications chair and events chair entail?

Response- to make a newsletter. Events- the person who takes the lead with a team to come up with ideas and brings those ideas to the body for approval, negotiate with venues, permits, making sure resources needed are there, if there is a budget needed ask the body. Make these events happen. Discussion, these are committee chair positions, not a one person job. (Info available on bylaws on website)

Motion to close, seconded. Meeting closed 9:50am.



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

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**REVENUES & DEPOSITS**

Donations			
Cash & Check Deposits	\$	1,500.00	
Venmo	\$	788.75	
Paypal	\$	344.63	
Misc.	\$	0.00	
Interest	\$	0.26	
Total Revenues & Deposits			\$ 2,633.64

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**EXPENSES & EXPENDITURES**

Rent December '23	\$	1,500.00	
Purchase Cell Phone	\$	39.99	
Web Hostmonster	\$	0.00	
Telephone Grasshopper	\$	0.11	
Professional services Computer Web Services	\$	0.00	
Zoom Meetings and conferences	(paid annually)\$	0.00	
Communications Mailchimp	\$	28.85	
Cell Service Simple Mobile	\$	27.47	
Speaker Exchange Rental	\$	75.00	
Charge Back Returned Check	(Under Investigation)\$	125.00	
Bank Charge Return Check Fee	\$	20.00	
Total expenses			1,816.42

**Excess of revenues & deposits over expenses & expenditures** \$ 817.22

Opening Balance Checking	\$	5,974.95
Plus Excess of Revenues over Expenses	\$	<u>817.22</u>
Closing Balance Checking 10/31/2023	\$	6,792.17

Opening Balance Reserve	\$	2,541.41
Plus Interest 10/31/2023	\$	<u>0.04</u>
Closing Balance Reserve	\$	2,541.45

**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.