



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

## Secretary's Notes and Minutes

### February 17, 2024

Chairperson Joe L. Opened the meeting with the Serenity prayer and a reading of the 2nd tradition.

#### Reports:

- **Secretary:** Michael V. Read the secretary's notes from January 20, 2024 notes were approved. Irene C. Recorded secretary's notes and minutes for February 17, 2024 business meeting.
- **Treasurer:** Michael G. reported unable to add monies from Venmo and PayPal totaling \$4,303.79 Written reports ( attached ) and approved

#### Communications Committee Chair Report: OPEN

- **Events Committee Chair Report:** Saber ready for Oldtimers Event on March 9th. Discussed spending budget, possible 50/50, need for volunteers and all monies should go and come from B.I.G. Any out of pocket expenses will be reimbursed by B.I.G. \$1,500.00 is the limit for this event. Motion made and report approved.
- **Website Committee Chair:** Michael V. All is well, business as usual.
- **Institutions Committee Chair:** Absent
- **Helpline Committee Chair:** Absent
- **Speaker Exchange Committee Chair Report:** Jimmy C. Looking forward to the next Speaker Exchange on March 2nd 8:30 at St Cecilia's Church. Chairperson also asked for volunteers to stay and help with the clean-up.
- **Office Committee Chair Report:** Irene C. Went over budget and needed a money transfer. Was granted \$1000.00 and the report was approved.
- **Directory Committee Chair Report:** Jimmy F. In training, the updated directory will be printed for Spring 250 for \$450.00. Report approved
- **General Service Committee/SENY Chair:** Joe L. For further information see attached. Report accepted.

**OLD BUSINESS:** Appointment for open Standing Committee Chair is Communications Chair.

**NEW BUSINESS:** New chair for the Directory Committee is Jimmy F. Also, we may possibly have a new Communications Chair. Sending out a Thank you letter with instructions to do it again. Michael G. will replace Jimmy C. as Speaker Exchange Committee Chair.

**7TH TRADITION-** Please donate to BIGAA!



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VENMO : @Brooklyn-Intergroup

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

**NEXT BIG BUSINESS MEETING March 23, 2024 AT 9:00 AM**

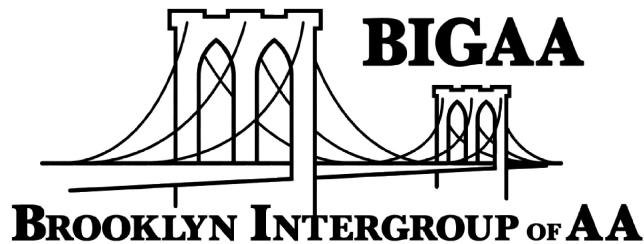
**RESPONSIBILITY STATEMENT: When anyone, anywhere reaches out for help, I want the hand of AA always to be there, and for that I am responsible.**

**Venmo: @Brooklyn-Intergroup**

**Venmo: verification last four digits 6622**

**PayPal: @brooklynintergroup**

Meeting adjourned after a reading of the **RESPONSIBILITY STATEMENT !**



Statement of Revenues and Expenses  
For the Period Beginning February 1 through February 29, 2024

**REVENUES & DEPOSITS**

Donations			
Cash & Check Deposits	\$	155.00	
Venmo (Donations thru Jan. 31, 2024)	\$	3,113.02	
Paypal (Donations thru Jan. 31, 2024)	\$	1,200.77	
Venmo February	\$	513.64	
Paypal February	\$	225.25	
Misc.	\$	0.00	
Interest	\$	0.24	
Total Revenues & Deposits			\$ 5,207.92

**EXPENSES & EXPENDITURES**

Rent February '24	\$	1,500.00	
Purchases	\$	0.00	
Web Hostmonster	\$	35.87	
Telephone Grasshopper	\$	0.39	
Professional services Computer Web Services	\$	0.00	
Zoom Meetings and conferences	(paid annually)\$	0.00	
Communications Mailchimp	\$	28.85	
Cell Service Simple Mobile <b>Note 2</b>	\$	0.00	
Speaker Exchange Rental	\$	0.00	
Transfer to Bookstore Acct. <b>Note 3</b>	\$	1,000.00	
Total expenses			2,565.11

**Excess of revenues & deposits over expenses & expenditures** \$ 2,642.81

Opening Balance Checking	\$	6,282.32
Plus Excess of Revenues over Expenses	\$	<u>2,642.81</u>
Closing Balance Checking 02/29/2024	\$	8,925.13

Opening Balance Prudent Reserve	\$	2,541.50
Plus Interest 01/31/2024	\$	<u>0.04</u>
Closing Balance Prudent Reserve <b>Note 1</b>	\$	2,541.54

**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.

**NOTE 2:** Two cell phone bills were paid last month, explaining why there is no charge this month.

**NOTE 3:** Pursuant to a motion duly made, seconded and unanimously approved at our Feb. 17, 2024 meeting \$1,000.00 was transferred to the BIGAA Bookstore account.

<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				
Refunds	\$0.00	\$0.00				
Interest	\$0.13	\$0.09				
<b>Total Revenue</b>	\$366.13	\$280.59				
<b>Expenses</b>						
Office Supplies	\$0.00	\$0.00				
Book Purchases	\$808.54	\$448.61				
Transfer Funds		\$1,000.00				
<b>Total Expenses</b>	\$808.54	\$1,448.61				
Subtotal	-\$821.00	\$990.43				
Previous Balance	\$2,826.80	\$2,005.42				
<b>New Balance</b>	\$2,005.42	\$2,995.85				
50% of total Prudent Reserve (\$2500)	<b>\$2,500.00</b>	<b>\$2,500.00</b>				
Working Balance	-\$494.58	\$495.85				
Inventory	\$1,958.00	\$1,871.00				
Petty Cash on Hand	\$52.95	\$50.95				