

Secretary's Notes and Minutes

February 15, 2025

Chairperson Joe L. Opened the meeting with the Serenity prayer and a reading of the 2nd tradition and the voting rights statement. Zoom meeting host Michael V. confirmed That a quorum was in attendance and present for the legitimate transaction of business.

Reports:

- **Secretary:** Michael G. -Absent- Joe L. Reported- no reading of last months Secretary notes, each member was sent a copy, asked if there are any corrections.
Minutes were approved. Appointed Irene C. Acting secretary.
- **Treasurer's Report:** Michael V. Please see attached. Amended and approved.
- **Communication Committee Report:** Anthony G. Please see attached.
- **Website Committee Report:** Elvis P.- Absent- Michael V. added changes will be made to improve appearance and become more mobile user friendly.
Events Committee Report: Saber M. All going well for March 1,2025 "Fellowship of Love".
- **Institutions Committee Chair:** Natalie C. Genesis attendance has improved for the A.A. Meetings. Possibly a Presentation at Genesis for new staff members.
- **Helpline Committee Chair:** Adelaide-Absent-
- **Speaker Exchange Committee Chair Report:** Michael G.-Absent-
- **Office Committee Chair Report:** Irene C. Will get a flyer to Communications Committee for office volunteers. See attached report. Report approved.
- **Directory Committee Chair Report:** Jimmy F. All changes are current and updated. New directories at the printers 250 for \$450.00.
- **General Service Committee/SENY Chair:** Joe L. No report because there were no Brooklyn County meetings or SENY assemblies

OLD BUSINESS: none

NEW BUSINESS:Next Administrative Meeting March 13, 2025 8pm on zoom. Rent has increased. Transferring monies on a monthly basis to bookstore. Continue to look for new space for Speaker Exchange.

7TH TRADITION- Please donate to BIGAA!

VENMO: @Brooklyn-Intergroup Last Four Digits 6622

PAYPAL: info@bigaa.org

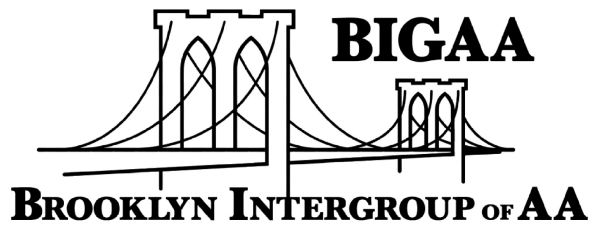
1283 Prospect Ave. Brook



a.org | <https://bigaa.org>

NEXT BIG BUSINESS MEETING March 15, 2025 9:00 am on zoom and in person.

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.



Statement of Revenues and Expenses
For the Period Beginning February 1 through February 28, 2025

REVENUES & DEPOSITS

Contributions - Cash & Check Deposits	\$480.00
Contributions - Venmo Deposit	\$2,809.53
Contributions - PayPal Deposit	\$574.88
Interest	\$0.28
Total Revenues & Deposits	\$3,864.69

EXPENSES & EXPENDITURES

Rent February 2025	\$1,550.00
Transfer to Event Committee for March 1 event (check #1942134)	\$1,500.00
Communications - Mailchimp	\$28.85
Cell Service - Simple Mobile	\$27.27
Monthly transfer to office account	\$100.00
Monthly transfer to office account - Re: Institutions Committee purchases	\$40.00
Transfer to office account - Spring 2025 Directory order	\$450.00
Hostmonster (domain registration fees?)	\$35.87
Total Expenses & Expenditures	\$3,731.99

Excess of revenues & deposits over expenses & expenditures **\$132.70**

Balances

Opening Balance - Checking	\$5,979.88
Plus Excess of Revenues over Expenses	\$132.70
Closing Balance - Checking	\$6,112.58
Opening Balance - Prudent Reserve (Savings)	\$7,500.06
Transfer from Main Account (Addition to Prudent Reserve)	\$0.00
Plus Interest	\$0.11
Closing Balance - Prudent Reserve*	\$7,500.17

*BIGAA Prudent Reserve is \$10,000.00 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.

Office Committee Financial Report				
	2025	January	February	March
Revenue Previous Month				
Bookstore Sales		\$431.94	\$616.68	
Refunds		\$0.00	\$0.00	
Interest		\$0.12	\$0.11	
Transfer funds		\$286.00	\$690.00	
	Total Revenue	\$718.06	\$1,306.79	
Expenses				
Office Supplies		\$63.13	\$0.00	
Book Purchases		\$826.44	\$931.62	
	Total Expenses	\$889.57	\$931.62	
	Subtotal	-\$146.62	\$98.14	
	Previous Balance	\$2,776.67	\$2,630.17	
	New Balance	\$2,630.05	\$2,728.31	
	50%total Prudent Reserve (\$2500)	\$2,500.00	\$2,500.00	
	Working Balance	\$130.05	\$238.31	
	Inventory	\$2,457.20	\$2,738.90	
	Petty Cash on hand	\$45.00	\$37.00	

BIGAA Business Meeting, February 15, 2025 Communications Standing Committee Report

Anthony G., Chair of the Communications Standing Committee, provided an update:

- Between October 25, 2024, and February 14, 2025, BIGAA's email subscribers grew by 3.8%, reaching 1,055 subscribers. Although engagement has improved, it is still slightly below average compared to similar entities.
- The Committee has added two new members to assist with the March 2025 edition of the newsletter and help increase open and click rates. As our audience grows, it might be advisable to upgrade our MailChimp platform to better understand how to serve them. The enhancement's estimated cost is \$15-18 per month.
- The Committee Chair is also responsible for monitoring event flyers, coordinating with other committees, and distributing event announcements to AA entities. He is also exploring with BIGAA's Chair the creation of an ad hoc group to consider using social media while maintaining our public relations and anonymity traditions.

BIGAA Business Meeting, March 15, 2025 Communications Standing Committee Report

Anthony G., Chair of the Communications Standing Committee, reported:

- The Committee launched two successful email campaigns, resulting in a 100% increase in click rates. While the newsletter's open rate decreased due to new email authentication rules at Google and Yahoo, steps are being taken to address this. A flyer with a QR code has also been created to boost subscriptions (see attached).
- The Chair assisted NERAASA, taking part in the "Reaching the Unreached" panel and the Intergroup and Central Offices Roundtable. During these sessions, he shared his experience publishing our newsletter and received valuable information on carrying the message regarding intergroup and central office services.
- Additionally, he gave an overview of BIGAA and its services during the Fellowship of Love Workshop event.
- Exploratory work on leveraging social media as a communication tool is ongoing. GSO has a podcast, a YouTube channel, and a LinkedIn profile. A report on forming an ad hoc committee to discuss this further will be forthcoming.



Statement of Revenues and Expenses
From March 1, 2025 Fellowship of Love Meeting

REVENUES including FUND RAISING & COLLECTIONS

50/50 (After deduction of Prize of 50%)	\$187.00
\$5 Suggested Donation Collection	\$499.00
7 th Tradition Collection	<u>\$117.00</u>
Total Revenues	\$803.00

EXPENSES & EXPENDITURES

St. Patrick's Church (Donation for Hall)	\$250.00
Tip to Cleaners	\$ 50.00
John's Deli Food	\$375.75
Windsor Farm	\$ 87.13
Staples Supplies	\$148.00
Espresso Pizzeria	\$152.00
Coffee Cups 1000	\$ 41.36
Bookstore (Big Book Door Prize)	<u>\$ 12.00</u>
Total Expenses	\$1,116.24
Revenues	<u>- \$ 803.00</u>
	-(\$ 313.24)

Received	\$1,500.00
Spent	<u>- \$1,116.24</u>
	\$ 383.76

Returned	\$383.76
Revenues	<u>\$803.00</u>
Total	\$1,186.76