

Mid-Shore Intergroup Minutes – OCTOBER 11, 2023
Church of the Brethren, 412 S. Harrison St., Easton, MD 21601

Attendees:

Andy M., Wed. Night Beginners, Easton	Jim R., Oxford Group, Oxford
Anne E., Eye Opener, Queenstown (zoom)	John H., Sober on Shore, Chestertown (zoom)
Barbara W., Tues Big Book, Easton	John McQ, BYOL, Easton
Bob N., As Bill Sees It, Stevensville	Lenny, Sober on Shore, Chestertown (zoom)
Caitlin L., DCO Chair	Matt S., Vice Chair
Carrie C., Breakfast Club, (zoom)	Meg. G., Chair
Don S., Stepping Stones, Easton	Nancy A., Secretary
Jane T., Treasurer	Will M., Corrections & Treatment (zoom)
Jim C., Kent Island, Chester	

Opening

- The meeting was opened with the Serenity Prayer and the Declaration of Unity.
- A quorum was established at 13.

Officer Reports

Chair - Meg G.

- Reviewed September minutes and committee reports.
- Re-read the MSIG By-Laws and Operating Guidelines, as well as the 12 Concepts. Continued to read the AA Service Manual.
- Attended the monthly Intergroup Liaison Committee.
- Stayed in contact with all officers and committee chairs.
- Planning the 4th Quarter Executive Committee Meeting.
- Provided Budget & Finance Committee with an outline of initial priorities.

Vice Chair - Matt S.

Matt is creating an informational flier showing what is the responsibility of an Intergroup member, how they can be involved in Intergroup. The purpose of the flier is to help Intergroup officers understand their role when volunteering for the position.

Treasurer - Jane T.

In coordination with the executive committee, office manager and MSIG members, the treasurer reported the following:

- Scheduled to begin process with accountant and office manager to forward sales tax collected to State of Maryland and maintain valid corporate standing with the State of Maryland

- Discussed collection of sales tax, use of petty cash, other office money handling with Chair and Office Manager.
- Update sales procedure to insure collection of sales tax.
- Learned new skills and procedures, with thanks to Ginger G., Bill W., Gary B. and Meg. G.
- Asked for a contribution of a locking two drawer file cabinet for the MSIG office if a member has one to contribute.
- Group Contributions Home Groups, Sales Transactions Revenue and Monthly Expense Reports for the third quarter were distributed, showing Cash on Hand of \$5,782.33.
- A question was asked about why the contributions are not shown on the report. Jane responded that she believes the amounts of the contributions should be kept private.
- **A motion was made to accept the Treasurer's reports as written, the motion was seconded and unanimously carried with the proviso that there will be more discussion about the contributions.**

Secretary - Nancy A.

- **A motion was made to accept the September 13, 2023 minutes as written. The motion was seconded and unanimously passed.**
- Nancy also reported that she completed updating the Bylaws and Operating Procedures with the changes approved at the 2/9/22 meeting. Caitlin has put them on the website and copies were provided at this meeting.

Activities Committee - Anne E. (Co-Chair Rachel C)

- Flyers have gone out for the Costume Bowling on October 29, 2023. There was discussion about how this activity should be handled. Should it be totally financially hosted by Intergroup? Should the cost of food or the cost of bowling be the responsibility of Intergroup? Should contributions be requested? A comment was made that it should be a "break-even" event in accordance with the 7th tradition. After much discussion it was decided to keep it as it was originally submitted.
- The committee is working on the Alcathon for Thanksgiving Day. It will be held at Miller Hall at Trinity Cathedral in Easton from 4-8pm, to include the regularly scheduled 7:00 p.m. meeting. When we create the flier for this function, it was suggested that we include information that the Dover Street Club will also be open all day with hospitality only. These details will be discussed by the committee.

Budget and Finance Committee - Jim R.

- The Budget and Finance Committee will be added to the Bylaws as an official committee. Next month he will have a proposal about wording to be included in the Bylaws.
- A Budget will be prepared in the next couple of months. Maryland General Service templates are available. This committee will present a draft budget in March 2024.
- Officers and Committee Chairs will need to provide their financial needs to the committee.

- Nancy A. also volunteered to be on this committee. Jim R., Chris, Ginger G., Nancy A. and Jane T. (ex-officio) are committee members. Jim was asked if he needed more people on the committee. If anyone is interested, please send Jim the contact information.

Corrections and Treatment - Will M. (Lisa B., Trini C.)

- Kent County is asking for literature - 20 soft cover Big Books, 2 in Spanish, 1 in Braille; 50 Where and Whens prior to October 21. It was suggested that Trini send an email to Ginger at office@midshoreintergroup.org and put this request in writing. Ginger will work with her to get what is needed. The Intergroup pays for literature for detention centers only.
- Kent County men's meetings are going strong and women's meetings will start soon. Queen Anne's County and Talbot County meetings are ongoing.
- A request was made to include the detention centers with Bridging the Gap initiative.
- A homegroup is needed to take meetings to Warwick Manor in November.
- The intention of this committee is to have another Bridging the Gap Workshop by the end of the year.

Digital Communications and Outreach Committee Report - Caitlin

- Performance of the website is good. Caitlin met with a graphic designer and reported that the website is great - it provides easy access, accurate information and fast load time.
- Outreach is being done to ensure all published meetings are accurate.
- The flier 'Are There Any Announcements?' has been changed to 'Midshore Area Announcements' and copies are available to take back to groups. Meg suggested that we give out the fliers in case a verbal announcement is not made. The flier can serve as a type of newsletter.
- Talbot County marketing manager asked for updated meeting lists. Caitlin will meet with her to create a connection for future relationships and to deliver the lists.
- The meeting lists can be downloaded from the website.

Office Management - Meg G.

- We are still looking for someone to take the Office Manager position at the Intergroup Office. An accurate job description is in the Operating Procedures. Computer skills are desired.
- Meg asked if there were any new Intergroup reps here and there were not.
- A Midshore Area Announcements flier has been created and copied to take back to your homegroups. Rather than taking time in the meetings to make these announcements, just announce there is a flier that they can pick up to see what is going on with Intergroup.

New Business

- A new women's meeting has started at 6:00 p.m. at Christ Church on Gay Street in Denton.
- The homegroups' 12-step list should be updated annually. It includes instructions for receiving a 12-step call, such as "offering rides to meetings is not required." Take the

provided 12-step form to your home group so the Intergroup can get new information about who is available for 12-step calls.

The meeting was adjourned.

Respectfully submitted,

Nancy A., Secretary, Midshore Intergroup