

## **Area 8 Finance Committee Meeting Minutes December 12, 2022 @ 6:30pm**

**Location: Zoom! Meeting ID: 962 6898 7584 Passcode: 964243**

Cindy opened the meeting with the Declaration of Unity at 6:47pm.

In attendance were Cindy (Finance Chair), Lynn E. (Treasurer), Adrian O. (Area Chair), Rob R. (Alt. Treasurer), Teresa W. (Member), Link S. (Member), Paul K. (Member), John. M (Alt. Finance Chair), Kathy L. (Member)

November 2022 Minutes were approved.

Lynn gave the December 2022 Financial report. Total cash on hand \$33,404.90.

Rob explained “Pass-through” contributions which are contributions sent to the Area that are intended for another entity. We have asked all GSRs to inform their groups that contributions to Districts will not be accepted by the Area.

Additionally, Lynn shared the following ideas to assist the 2023 Finance Committee in doing its work:

Year-end closeout. Deadline: Area officers, chairs, interpreters and DCMs have been instructed to submit any requests for 2022 expenses by December 20th.

Migrate some existing software subscriptions to be under the Area’s name and paid via the Area debit card. The treasurer’s subscriptions have been migrated. Hopefully there will be opportunities to migrate other subscriptions before year end.

Need Fillable PDF Forms – The different software used by chairs, officers and interpreters plus the varying computer proficiencies of members create challenges and additional work in getting financial information. We are looking for a simple way to convert key forms – payment request forms, budget submission forms, mileage calculation forms, inventory forms, etc. to fillable PDF forms. We have reached out to the webservant to see if she has software that we could use for this purpose. Rob is also researching other options.

Transition of Committee Chairs, DCMs, District Treasurers and Group Treasurers – Half the committee chairs and DCMs, plus most of the district treasurers and group treasurers will rotate out in January. This creates some to dos:

- Equipment inventory – The 2022 equipment inventory was not completed so we don’t have current information: what does the area have, where is located - did it get transferred to the new party? Question: Which officer will be responsible for the inventory?  
Suggestions: Expand the inventory to include software (to identify opportunities to save money with multi-user subscriptions. Include information on the date purchased so it is easier to identify aging equipment. Other ideas?
- Training – Based on the past year, there are a lot of questions that come from those new to their position early in the year. I have reached out to Adrian and Alt Delegate Richard about the treasury team having time on the Jan. Assembly Agenda, and on the DCM and GSR trainings.  
Suggestions:
  - Move the Finance Committee training for district and meeting treasurers to early in the year (rather than the fall.) This is when new treasurers are full of questions and motivated to attend. There are also less workshops earlier in the year
  - Improve the treasurer and finance committee website pages to be more clearly organized and have links to helpful information.

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- Handouts: Redistribute the 7<sup>th</sup> tradition handout. Consider which GSO handouts to purchase and distribute. (See below)
- Other ideas welcome

### AA General Service Office Financial Handouts

Handout / Pamphlet	Link
<b>Finances</b>	
<b>AA Guidelines on Finance</b> (m-15) (information on contributions, annual filings, bank accounts, insurance, etc.)	<a href="https://www.aa.org/sites/default/files/literature/mg-15_finance_0.pdf">https://www.aa.org/sites/default/files/literature/mg-15_finance_0.pdf</a>
<b>The AA Group Treasurer</b> (f-96) (roles and responsibilities of the group treasurer)	<a href="https://www.aa.org/aa-group-treasurer">https://www.aa.org/aa-group-treasurer</a>
<b>Self Support Card</b> (f-72)	<a href="https://www.aa.org/self-support-card">https://www.aa.org/self-support-card</a>
<b>Self Support – Where Money and Spirituality Mix</b> (f-96) (group contributions and spiritual principles, where contributions can go)	<a href="https://www.aa.org/self-support-where-money-and-spirituality-mix">https://www.aa.org/self-support-where-money-and-spirituality-mix</a>
<b>Seventh Traditions Fact Sheet</b> (f-203) (making contributions to GSO & the 12-step work those contributions support)	<a href="https://www.aa.org/sites/default/files/literature/assets/f-203_en_seventhtraditionsfactsheet.pdf">https://www.aa.org/sites/default/files/literature/assets/f-203_en_seventhtraditionsfactsheet.pdf</a>
<b>Groups</b>	
<b>The AA Group</b> (P-16) (how an AA group functions)	<a href="https://www.aa.org/sites/default/files/literature/assets/p-16_theaagroup.pdf">https://www.aa.org/sites/default/files/literature/assets/p-16_theaagroup.pdf</a>

Lynn and Robb determine the suggested amount of the GSO send-off and share that information with the Finance Committee at the January meeting and with the Area at the January Assembly. There's no voting on the send-off amount as it is determined through the structure and guidelines.

Robb reviewed the bank statement, QB reconciliation report, and cleared checks, and contributions. The 2022 QB PNL will match the 2022 spreadsheet.

Old Business - Continue working on problem that exists between District 13 & the IRS, continued to January 2023 meeting.

New Business – Lynn shared new financial needs for translation receivers and headsets which can be paid with approved budget lines. Discussion on how to pay for computer for registrar to be decided. We need an inventory of equipment which needs to be provided to our property insurer.

Those present thanked Cindy H. for her fine service as 2022 Finance Chair. Teresa W. will take over at the next Finance Meeting as the 2023 chair.

The meeting ended at 8:20pm with the Declaration of Responsibility - I am responsible when anyone, anywhere reaches out for help, I want the hand of A.A. always to be there; and for that, I am responsible.

**Next Finance Committee Meeting will be January 9, 2023, at 6:30pm on Zoom**  
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