

GREATER EAST BAY ACA Intergroup (GEBACA)

Minutes from October 27, 2018

Attendance: Barbara, Concord; Cathy, Brentwood; Andy, Benicia; Carmen, Concord.
Meeting started at 10:30AM.

1. The meeting opened with the ACA Serenity Prayer.
2. September Minutes Approved.
3. Reports:
 - a. Treasurer, Cathy: August 2018 financial statement submitted.
 - i. \$3233.41 is total for today. Complete treasure report will be given on November 10th for both September and October.
 - ii. Discussion on an accounting program to use for GEBACA. A motion was passed and unanimously passed.
 - b. Literature, Barbara: Written Literature report will be submitted on November 10th for both September and October reports.
 - i. Carmen from the Concord meeting has stepped up to be the Literature Officer for GEBACA starting November 10th. Barbara has given her some orientation to the job. Carmen will get access to the Wells Fargo account. WSO Literature Contract shared and will be submitted to WSO when Carmen has a debt card for Wells Fargo.
 - c. WSO Contact – Andy. Andy has agreed to be the newsletter person for GEBACA website. He does have access to the WSO Slack website.
 - d. Website, Starr written report with input by Cathy;
 - i. Newsletter/ mailing list functionality is ready. Users can subscribe to any or all of 3 mailing lists from the Contact Us page. We can add more lists if needed. Our current subscription (\$9.99/month) allows for 500 subscribers, and 5000 messages per month. We can upgrade later if we become wildly popular ;-)
Next steps: We need to determine who might be contributing content to these mailings, so I can set them up with access and do some training.
 - ii. eCommerce Options. We need to determine whether we want to use Paypal, or Wells Fargo's ecommerce options. Paypal takes 2.2% for non-profits, plus \$.30 transaction fees. I think Wells Fargo was a little higher (Cathy, can you confirm?) Either way, I need access to the generic eastbay.aca.intergroup@gmail.com email address (or another appropriate address) to set up whichever connection we decide on, as I don't want to use my personal address or Paypal account. I may also need our 501c3 info. Once we have this set up, I can finish the literature page and donations. **Paypal will be used and Andy will contact Starr so her personal info is not being used.**
 - iii. Cathy and I discussed the possibility of having a privacy policy on the site. Maybe we can find some boiler-plate language that we can co-opt and modify as needed. **A privacy policy and using boiler-plate language approved.**
 - iv. Transfer of website and related recurring billing to GEBACA. I'll look into the specifics of this.
 - v. Eventbrite & calendar. These are next on my list

- c. Event, Paul not present; Review of the pumpkin patch activity. Advertising the event was not available on website and word of mouth was not effective. Those of us who attended had fun.
4. October Speaker Meeting, October 13th: Was a success. 10 out of 17 groups were present. Expenses were \$84 and Income was \$216.65. Having at least two people manning the literature table is a recommendation to decrease theft. Missing one Laundry List book and one package of pamphlets. Positive feedback having three home groups working together on service positions – Rio Vista as well as Monday and Wednesday Brentwood.
5. Ready, Set, Go - Was a successful event. Did have feedback shared regarding handout separated by steps, having more participants reading material and there was a decrease in attendance after lunch.
 - a. Tentative Ready, Set, Go meeting to be held in Oakland at City Team in 1/2019.
6. January Speaker Meeting – Speakers have been identified – awaiting confirmation. Concord home group is asking Alamo and Walnut Creek with assistance with service positions for the event. Flyers available.
 - i. Agenda item for next meeting – centralizing the Speaker Meeting to one location.
7. Cathy to work on using Zoom for the November 10th meeting.
8. Barbara to develop a pitch for Intergroup participation for Group Reps, filling open officer positions and Intergroup 7th tradition.
 - i. Available Officer positions are; Vice Chair Asst. Literature
9. Annual Meeting to meet Non-Profit requirements will be held on November 10th.
10. The proposed budget presented to be attached to the minutes.
 - i. Home groups are still being asked to donate a minimum of \$15/month to meet our income needs.
 - ii. Expected income to be \$3560 from 7th tradition and Workshop Events.
 - iii. \$500 was added for ABC delegate expense.

Meeting ended at 12:05 PM.

In Service,
Barbara B.

Next meeting – November 10th from 10:30 – 12 Noon at St. Paul's in Walnut Creek.