

**SATURDAY NITE LIVE GROUP
STEERING COMMITTEE AND BUSINESS MEETING MINUTES
January 11, 2014**

- Group Chairperson opened the meeting with a moment of silence and Serenity Prayer
- A member read the short form of the AA Traditions
- The Group Secretary called Steering Committee roll
- Quorum met, meeting proceeds
- Read last month's minutes and they were passed by the group
- The 7th Tradition basket was passed

STEERING COMMITTEE REPORTS

GROUP CHAIRPERSON: (Mike O.)

- Mike thanks every one in the room and all of us involving every role even outside of service for comprising the entirety of SNL.
- Report of incidents of threats, fights, visits by PD mostly involving disruptions.
 - Asking some one to leave is a last resort but the capacity to carry the message as a group is of utmost important. Meeting coordinators and secretaries must understand that feeling threatened or those who refuse to leave the room may appropriately involve PD.
- IGCD- 3 unexcused absences is a vacated position. Reminder that communication between steering committee misses and group chair.
- Finances- bills paid but no prudent reserve. Worst case scenario that group dissipates. Donations accepted.
- Room setup
 - Original idea: Front and back entrance, smoking area in the back was the previous format.
 - New idea: Midnight meeting smoking is now the front due to residential in the back. Common area and private space requires that hanging out in the side and the front is acceptable. Facilities coordinator Tom will be running point and any ideas or offering help should contact Mike O. Taking coffee kiosk as is and taking help or input on moving kiosk.
- QUESTIONS:
 - Don: seating arrangements.
 - Response: back door will be an emergency exit. Front door will be main entrance and chairs will be in reverse orientation.
 - Lonnie: Smoke bothering those in room.
 - Response: 20 feet limit
 - Marti: limit smokers to side of building to encourage easier facilitation and ease on neighbors. Suggested voting of smoking policies as move starts.
 - Mike O.: Back will be of most importance because neighbors are conducting business. Smoking conduct enforcement will be played by ear and enforcement responsibilities by our members.
 - Don: WHA meeting has resulted in smoking off the grounds and Landlord will be responsible for making changes as he sees fit.
 - Comment: Bathroom walk path will cause disruptions to meeting.
 - Mike: will run a group to work on layout.

GROUP SECRETARY: (Bryan N.)

- Thanks group for service opportunity.

TREASURER and CO-TREASURER: (Julie L. and Corina O.)

- Expenses- \$ 6279.49
- Income- \$4903.36
 - Not self-supporting. Total collected is 2140 collected for moving fund.
- Expenses - \$5591.52
- Income - \$5411.95
 - Self-supporting by \$170...but prudent reserve is currently at \$1100, which is not enough to pay a month of expenses.
- New financial spreadsheet posted on the board – it's been amended to be easier to read.

FINANCE COORDINATOR: (Ramon)

- Correction: budget will be represented as it was already presented last month.
- Bank statement that is mailed here is not getting to treasurer and is unaccounted for.
- Bank statement will continue to be paperless from now on to ensure security.
- Audit will be scheduled.
- No prudent reserve at this time. IGCD 8.3 says group's first priority after meeting expenses is to establish prudent reserve.
- Budget numbers:
 - First 9 months of 2013 to exclude the moving discrepancies to view trend.
 - 2866 dollars over budget. Over by \$318
 - Suggested to stick to current budget to have a basis.
- Proposed budget for 2014
 - Rent 45,000
 - PGE 4265
 - Garbage 1430
 - Coffee 7430
 - Literature 2825
 - Recording 120
 - Chips 300
 - Insurance 950
 - State tax 305
 - GSR 700
 - Website 48
 - Facilities/Other 351
 - Miscellaneous 369
 - Total: \$65434 final budget + 1200 for donations
 - Budget donation 1200 total from IGR
- Marti proposes to accept budget for 2014. Approved.
- Discussion: Current prudent reserve was 2 months operating expense.
 - Would we want to drop to 1 month operating expense?

GENERAL SERVICE REPRESENTATIVE and ALTERNATE (GSR): (Dan T. and Mani)

- Reminder. 3rd Saturday of January is our group inventory and at minimum need all steering committee members to be present. Will be in announcements

INTERGROUP REPRESENTATIVE and ALTERNATE (IRG): (Dana)

- No Report
- Presentation: Bill D. IGR chair of 12 step committee
 - 3 people are on 12 step list.
 - 12 step list: committee that provides volunteers to answer phone when any one calls AA 24 hrs a day.
 - During day, phone answered by Central Office. Needs volunteers to answer calls.
 - Diverter worker calls volunteer on 12 step committee and that person is responsible to go out on 12 step call or help orient person with meeting or help.
 - Workshop every month on a Saturday.
 - Provide large groups like SNL for opportunity to have workshop in group facility.
 - Workshop about 40 mins and member will be put on list.
 - Story about how members from SNL participated and a 12th step call gave an experience of sobering proportions. And a valuable opportunity for alcoholics to experience

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY COORDINATOR (PI/CPC): (John C.- Given by Rebekah)

- Rebekah reports for John
- Speaking at SCU on Feb 25th. First wed of Feb is meeting.

HOSPITALS AND INSTITUTIONS REPRESENTATIVE (H&I): (John B. – Given by Rebekah)

- Rebekah reports for John:
- The only purpose of H&I is to carry the AA message to the alcoholic who is confined. H&I is governed by the 12 traditions of AA. There are many ways to be in service.
- H&I meeting 4th Tuesday of each month at Congregation Church Leigh & Hamilton, except December it will be the 19th.

BIRTHDAY COORDINATOR: (Pilar)

- No report on years celebrated.
- Brought in about \$20
- Mike: suggests that birthday meeting baskets to be reported to Julie.

REFRESHMENTS COORDINATOR: (Don Z)

- Based on the December 2013 expenditures and the uncertainty of how our upcoming move will effect the refreshment situation it is suggested to keep the monthly budget at \$620 or an annual refreshment budget of \$7,440. The December breakdown is as follows:
- Donated more than 2000 cups from a member that works at Starbucks. 12 oz. cups donated are over the proposed 6 oz. dispersal. Secretaries reminded to dispense half a cup.

Monthly total	\$620 = 100%
December savings	\$ 55 = 8.8%
Coffee	\$158 = 25.4%

Paper towels	\$113 = 18.2%
Creamer	\$ 95 = 15.3%
Cups	\$ 50 = 8.0 %
Toilet paper	\$ 42 = 6.7%
Sugar	\$ 30 = 4.8%
Sweetener	\$ 20 = 3.2%
Stirrers	\$ 17 = 2.7%
Soap(s)/cleaners	\$ 20 = 3.2%

These totals add up to 96.3% as initial cost breakdowns were rounded up or down.

EVENTS and ALT-EVENTS COORDINATORS: (Breanna A.)

- NYE event was very successful.
- Spent: \$650 including decorations, coffee, church fee, photo booth.
 - Given 100 for coffee supplies and leftovers donated.
- Intake: about \$1000
 - \$807 for raffle brought in 632. Photo 53. Water 136. 7th 173. Tarp ?
- Profit: \$350
- Questions:
 - What events are to be organized between now and move?
 - Response: play with SCCYPAA, Open mic night, Pot lucks, Valentines dance

FACILITY COORDINATOR: (Tom B.)

- Amends: To group and SNL family for absences.
- Keys are in our possession for new location.
- Financial backing will be provided if needed.
- No single row seating on sidewall.

GROUP ARCHIVIST: (Chris M.)

- No report

RECORDING COORDINATOR: (Jon T)

- \$25 December Profit

SPEAKER COORDINATOR: (Mario)

- No report

LITERATURE COORDINATOR: (Marti)

- Money received is 225/month for BB, 12, pamphlets
- Money received 273.42
- Request: special literature that we run out of, please contact Marti to ensure at least access to 1.
- Comment: to make announcement at book meetings not to take books.
 - Response: let them have it if they really need it.

ANNOUNCEMENT COORDINATOR: (Sheila)

- Thanks to those that help update the single SNL announcements sheet.
- If there are dire needs to add something to announcement sheet that involves IGCD, put changes in sheet.
- Sheila read the IGCD requirements. Reminder to not remove marathon meeting sheet.
- Added Group Inventory Meeting and Valentines Dance to announcements.
- Julie, Mike, Bryan volunteers for printing and posting duties.

SPONSORSHIP COORDINATORS: (Melinda & Nick)

- No report

SECRETARY WORKSHOP COORDINATOR: (Eric)

- No report

NOON MEETING COORDINATOR (8:30am, 10am, noon): (Liz)

- No Report

6PM MEETING COORDINATOR (2pm, 3:30pm, 6pm, 6:30pm): (Ken S.)

- Thanks for people who've substituted for secretary positions

EVENING MEETING COORDINATOR (7pm, 8pm, 8:30pm): (Steve Y.)

- Mike reports: A continuing problem with back door transients and a physical confrontation had occurred.
- No report

MIDNIGHT MEETING COORDINATOR (and marathon meetings): (AJ)

- No report

WEBSITE COORDINATOR and ALTERNATE: (Jake – Given by Dana)

- No report

LIASON TO THE LANDLORD: (Jimbo)

- No Report

OLD BUSINESS

- Changes to group conscience:
 - **Section 2.1, Other Group Purposes**
 - Change as follows: "We **proved provide** an environment in which to practice the Steps of Alcoholics Anonymous."
 - Motion passes; 2nd vote passes
 - **Section 4.3.1, Chip Meetings**
 - Change as follows: Twenty-four hour Desire Chips are handed out **at** all Chip

Meetings, ~~at every~~ Saturday Night 8:00 pm meetings (except the Birthday Meeting) and ~~at the~~ Sunday 8:30 am meetings.

- Motion passes; 2nd vote passes.

➤ **Section 4.3.3.1, The Saturday Nite Live Birthday Meeting**

- Change as follows: “We are celebrating (x number of) birthday~~s~~ tonight representing (x) years of sobriety.

- Motion passes; 2nd passes.

➤ **Section 7.5, Steering Committee Position Vacancies**

- Change as follows: In the event of a vacancy in the Intergroup Representative, ~~or~~ General Service Representative, **Finance Coordinator, or Events Coordinator** positions, the Alternate will fill in until the position is re-elected at the following Business Meeting. ~~The Alternate Finance Coordinator who has been elected by the Finance Committee will fill a vacancy in the Finance Coordinator’s position.~~

- Motion passes; 2nd vote passes.

➤ **Section 7.7, Steering Committee Position Descriptions – Group Chairperson**

- Change as follows: Make sure all ~~tasks~~ **tasks** are being performed.

- Motion passes; 2nd vote passes.

➤ **Section 7.7, Steering Committee Position Descriptions – Events Coordinator**

- Change as follows: Coordinate group participation in conferences and events such as the Day of Sobriety and the “Thank ~~you~~ **You**, SNL Picnic.”

- Motion passes; 2nd vote passes.

➤ **Section 7.7, Steering Committee Position Descriptions – Alternate Finance Coordinator**

- Change as follows: add Alternate Finance Coordinator requirements and responsibilities, to read:

ALTERNATE FINANCE COORDINATOR (Appointed by Finance Coordinator)

Requirements: 2 years sobriety, Prior Steering Committee Experience

Responsibilities: Same as Finance Coordinator. Serve as Finance Committee

Chairperson in absence of Finance Coordinator. Review group financial records

and practices. Act as financial advisor to the group. Report to the Steering

Committee and Business Meeting, as needed, regarding the financial impact of

agenda items. (The Group Treasurer cannot serve as the Alternate Finance

Coordinator). (See ¶ 9.0, 9.1, and 9.2 for details related to Finance Committee and

Group Budget).

- Motion passes; 2nd vote passes.

➤ **Section 7.7, Steering Committee Position Descriptions – Secretaries Workshop Coordinator**

- Secretaries Workshop Coordinator: Change as follows: Responsibilities: **Post Secretary Workshop sign-up sheet and** conduct Secretaries’ Workshops as described in ¶ 5.5 of the IGCD.

- Motion passes; 2nd vote passes.

5-MINUTE BREAK

NEW BUSINESS

NEWLY ELECTED POSITIONS

Position	Name
Facility	Tom
Events	Breanna
Monday Noon	Mary
Tuesday 6pm	Chris W.
Wednesday 8pm	Pilar
Thursday Noon	TBA
Thursday Mid	Cati- Appointed
Saturday Noon	TBA
Saturday 2pm	Patricia
Sunday 2pm	Melissa
Sunday Mid	Mario- Appointed

WHAT'S ON YOUR MIND?

- Lonnie: ideas for coffee thermos to reduce coffee expenses by making a large evening batch.
- Casey: encouraged Bill's idea for SNL 12th steppers.
- Marti: urging for revitalizing service such as workshops, traditions studies in order to get more information out to groups. Encourages secretaries to reach out in addition to responsibilities.
- Bryan: urging intervention by sober members to prevent unwelcoming or threatening situations.
- Tom: Will address height issue with coffee kiosk.
- Shiloh: aggravation has increased. And reinvigoration of group should be addressed. Appreciates all forms of meetings especially the Mids. Encourages 8pm Mon meeting attendance, encourages young participation with 12 step work shop.
- Mario: encouraging donations to support sobriety.
- Julie: encourages reports from all steering committee members.
- Ramon: props to Lonnie for how he handled a physical confrontation that threatened the group.
- Don: Matching funds!

Respectfully Submitted,
Bryan N. (Group Secretary) ■

Business Meeting Attendance

Steering Committee Position	Contact	X.....Present E.....Excused A.....Absent
Chairperson	Mike O.	X
Secretary	Bryan N.	X
Treasurer Co-Treasurer	Julie L. Corina O.	X A
Finance Coordinator	Ramon	X
General Service Rep. & Alternate	Dan T. Mani	E E
Intergroup Rep. & Alternate	Dana Matthew James	X A
PI/CPC Representative	John C.	A
H & I Representative	John B.	E
Birthday Coordinator	Pilar	X
Refreshments Coordinator	Don Z.	X
Events Coordinator	Breanna A.	X
Facilities Coordinator	Tom B.	X
Group Archivist	Chris M.	X
Recording Coordinator	Jon T.	X
Speaker Coordinator	Mario	X
Literature Coordinator	Marti	X
Announcement Coordinator	Sheila	X
Female Sponsorship Coord. Male Sponsorship Coord.	Melinda Nick	A X
Secretaries Workshop Coord.	Eric	A
Noon Meeting Coordinator	Liz	X
6PM Meeting Coordinator	Ken S.	A
8PM Meeting Coordinator	Steve Y.	E
Midnight Meeting Coord.	AJ	X
Website Coordinator Assistant Website Coordinator	Jake Josh	A A
Liason to the Landlord	Jimbo	A

30 Positions.....Quorum (50% + 1) = 15
17 Present

6.1.2 STEERING COMMITTEE QUORUM

Business Meetings require a quorum of the Steering Committee (50% + 1) present in order to conduct business. Lack of a quorum may cause the meeting to be terminated with respect to being an official function capable of making binding group decisions. This determination may or may not be made at the discretion of the Group Chairperson.