

MBAIAA IRG Meeting Minutes  
March 11, 2025, 7:00 p.m. via Zoom  
(Meeting ID 856 9515 9821 Password 32755)

Call to order by Kate at 7:01

Serenity Prayer

12 Traditions

Attendance / Roll call Sabrina HJ, Maggie W, Susan (IGR @large), Mike V – Web Admin. Chris L (treasurer) Diane, Glen W, Gregg R, Oliver F (Office Administrator), Katherine J, Esther, Jasmin, Leslie F (IGR@ large), Leslie D, Kate K, Mark S, Ray A, Mary S, Sweatpants Bill, Phillip E, Chuck D, Glen W, Freddy B, Jeffery M, Esther, Joe C, Michelle, Karen, Marcia S, Ashley, Cindy A (H&I), Carissa, Debbie B

Approval of Minutes from last meeting: A motion was made to approve the minutes, Maggie seconded the motion, a vote was taken and the motion passed with two members abstaining.

**Chairperson's Report** (Kate K.)

I am spending Tuesday mornings as a volunteer at Central Office. It's more fun than I expected, but there is still a lot of work to be done to inventory the contents and organize them in a useful way, along with some cleaning up, which I love to do! I am hopeful that our central office is transitioning to a vibrant, productive and supportive place where members can enjoy fellowship, get support for their groups, and learn more about our amazing organization. I asked Oliver to include our updated (as of Sept. 2024) and reformatted bylaws in your packets so that you can review them at your convenience and also refer to them later during this meeting.

A request on behalf of our secretary, Debbie: could anyone who will be making a report or proposal to this group please submit a brief written summary of your report to Oliver? This could be included in our packets or at least assist in creating accurate minutes. Thank you!

We have 2 new committee members: Susan B. is a new IGR at Large for this year, and Mike V. has come on board as our Web Administrator. Thank you for being willing!

**Treasurer's Report** (Chris L.) 7:08

We are making progress with addressing the late filing of payroll tax returns. All of the past due State EDD Form DE 9 and IRS Form 941 returns have been filed online or mailed.

On February 19th I spoke with the IRS about missing returns and the process for catching up. The IRS is putting a 6 month hold on any actions they would take to lien or freeze accounts and is requesting that we file missing 941 (payroll) returns within 30 days and pay the balances due within 6 months or apply for a payment plan or offer in compromise or temporary collection delay. We have already met the first requirement of filing everything within 30 days.

In addition to the Statement of Activity and Group contribution reports Oliver has included in the agenda packet, I have prepared a tracking document showing the returns we have filed, the balances we know are due, and the payments we have made to date.

I am proposing we reduce the Prudent Reserve to a target level of 2 months operating expense, or approximately \$11,000 while we work to pay off our taxes.

**Current Financials** (screen share?)

Income	\$10,448.09
Expenses	\$15,339.16
Net Income/Loss	-\$4,891.07
Prudent Reserve balance on 2/28	\$21,781.16
Op. Expense Acct. balance on 2/28	\$7,379.23

Maggie asked if we have lost our “Non-Profit” status, Chris replied yes. He reiterated that donations made to the organization would not be “tax deductible” until if and when we retain our nonprofit status. That will be taken up with the Secretary of State’s office. Ray asked if there was anything specific that the IGRs could take back to their groups. Chris asked if the IGRs could ask if any member are CPA’s and would be willing to help with the annual filing. In the past a CPA has been a paid position and that would cost somewhere between \$500- \$800. Maggie mentioned that when she was the Administrator there was an AA member that filed these reports free of charge. Chris also explained that the quarterly payroll taxes and monthly sales tax reports are set up with Quick Books.

Chris then referred to the Prudent Reserve proposal and asked if the IGR’s agreed to lower our reserve to work on paying off our IRS debt and penalties. We are not meeting our current reserve now because of the liens and late payments the state has taken. A motion was made to change the Prudent reserve from a 6 month operation expense to a 2 month operating expense. (\$11,000). Maggie seconded the motion. A vote was taken and there were 23 yes votes, 2 no votes and 2 abstains. Mark S commented that this decision was taken too quickly and that the membership should have had the chance to weigh in via a “group conscience”. Chris ensured that there is no risk in reducing the Prudent Reserve amount. Michelle said that the solution is to pay our bills and there are still many unknowns regarding penalties etc. Jasmin asked Chris if he could give the IGR’s a small paragraph explaining our situation that they could take to the membership. He said he could, and that the IGR’s could also refer the members to the website where all the financial reports and meeting minutes are posted for review.

This is the link Chris put in the chat for the IGR’s so they can have a short version of the financial status of the MBAIAA to take back to their groups.

### ***Treasurer's Report Summary***

*MBAIAA is making progress with addressing the late filing of payroll tax returns. All of the past due State EDD Form DE 9 and IRS Form 941 returns have been filed online or mailed.*

*We have completely paid off our State delinquent taxes.*

*The IRS has given us 6 months to pay off our delinquent payroll taxes, interest and penalties, which currently totals approximately \$33,000.*

*In order to make it possible to meet the IRS demands, we intend to make what payments we can, which will require we temporarily reduce the Prudent Reserve from 6 months to 2 months operating income. In addition, we will approach the IRS to propose a payment plan. It is important to note that the IRS will be assessing penalties and interest above the \$33,000 mentioned above, which we will attempt to have waived.*

**Office Administrator's Report** : (Oliver) 7:45 p.m. In order to save time, Oliver stated that the IGR's could read his report. The only other thing he added was that he visited the Carmel Youth Center which has rooms available and would be willing to host AA meetings at their location. Oliver also added that a new reconciliation report has been included in the packet, and that the group contributions report now includes receipt numbers.

It's been a lively month at Central Office! We've welcomed many members who stopped by to purchase literature, make contributions, and ask thoughtful questions. Your ongoing support, whether through visits, donations, or service— is truly appreciated. Thank you for helping us keep the hand of AA always available.

Last week I met with the director of the Carmel Youth Center on the corner of 4<sup>th</sup> and Torres (next to the police station) in Carmel. They have some beautiful spaces they'd like to offer for any AA groups that need a place to meet. I will add a notice to our newsletter to let our members know.

A big welcome back to **Mike V.**, who has rejoined the website team as Web Admin to assist with updating content and meeting information. His dedication to keeping our online resources accurate and accessible is greatly valued. As of now, all outstanding web requests have been addressed.

This month, I also focused on updating group information in QuickBooks to create a more comprehensive and centralized database. Meeting times, locations, group numbers, and Zoom links (if applicable) are now logged in the system, making reporting more efficient.

Our **printed meeting schedules** have been updated! A key change: online-only meetings are now listed at the top of each day's schedule rather than grouped by city, making them easier to find. In any Group Contributions reports sorted by location, these meetings will now be categorized under ". **Online.**"

A few quick financial notes:

1. Due to a scheduling error, March rent was paid early on February 26th. This means you'll see two rent charges on this month's **P&L**. The issue has been corrected, and the next payment will be made on **April 1st** as scheduled.
2. I've included a new "Reconciliation Report" in the packet that shows the bank transactions for the month and their corresponding entries in QuickBooks.
3. The Group Contribution Summary report now includes receipt numbers, or type of e-payment, if applicable.

### **Committee Reports :**

Budget committee: (Kate)

-Present proposed 2025 budget [screen share]

-Vote to approve *OR*: do so at April meeting after IGRs can get group conscience vote from their groups. *Jeff moved to take the budget back to the groups and bring it back to the April meeting for a vote. The motion was seconded by Maggie, no vote was needed.*

12 Step Phone List Chairs (Mary S. and Philip)

**Calls: 85   Calls dialed out to reach a volunteer:**

**Calls Connected: 13   Women: 0   Men: 8**

Calls Cancelled by caller or hung up while attempting to reach a volunteer:

**Women: 0   Men: 5**

We were able to reach someone for the men's group but most of the calls were from Dino and he would hang up by the time we reached someone.

*Phillip then responded after Mary's report that he had questions about the answering service, so he contacted Tamsen. Tamsen's answers to Phillip's questions are highlighted below. He also suggested that we follow up with the calls where there was no connection made. Maybe volunteers at the Central Office can help with these follow-up calls.*

When we connect a call based on location, are the volunteers rotated through(if there are more than one) , or do we start at the top of the list? Is this something that could be done, so the volunteers all get a chance to participate? *We usually connect calls either in order listed or by area. If you have a preference on how we reach or create a type of schedule for call order let us know if you have something in mind.*

Do we save the incoming calls phone numbers that want to be connected to someone? *We send a weekly call log to the AA office email that shows all the calls that we took messages for or reached someone. Would you like to be added to it?*

Of the 85 calls, what kind of questions are they asking? *The calls are primarily questions about meetings. The rest of the questions are requests for additional information on services, questions on events, getting additional literature or chips and*

needing to speak with someone for support after hours. Regarding meeting questions, we always give out **the website** but a lot of the time we provide meeting times that day or week that are close to them since they have trouble navigating the web.

Are the 85 calls after business hours? **Yes, after hours and holidays only.**

Were any of the calls Spanish speaking? **It does not appear there were any Spanish calls but if you would like we can add a line to those messages that says "Spanish" if the caller speaks Spanish.**

PI/CPC (Maggie) **Maggie also mentioned that she attended the “National CI/PC meeting that meets on zoom once a month and said that there we 80 attendees there sharing and comparing notes on their committees.**

#### **Tasks completed:**

- ✓ **Primary care doctors- video from General Service**
- ✓ **CHOMP in hospital doctors- video from General Service**
- ✓ **Blind Center – Braille books for PG and Salinas offices**
- ✓ **Libraries – Big Book & 12&12 in 15 Monterey County branches, plus 5 Big Books in Spanish for southern Monterey County branches.**
- ✓ **Veterans Medical Clinic – Pamphlets and Grapevine books written for military**
- ✓ **VTC - Pamphlets for military**
- ✓ **All local Unified School Districts HR departments**
- ✓ **Business type cards showing office address and QR code for MBAIAA on one side; Salinas area other side.**
- ✓ **List of all hotels and churches within the MBAPAA area are being contacted and given the business cards. (This will be an ongoing project)**

#### **Tasks in progress:**

- ✓ **Public Service videos from GSO taken to local TV and radio stations**
- ✓ **Police departments**
- ✓ **City Council meetings**
- ✓ **Probation office(s)**
- ✓ **Community and senior centers and crises hotlines**
- ✓ **Monterey County Medical Directory**
- ✓ **SOP for future committees**

#### **Also contacted:**

- ✓ **Pueblo Del Mar (New name is Hope Living Center)**
- ✓ **Ohana Youth Center**
- ✓ **Monterey Herald and Coast Weekly**

## IGRs at Large (Leslie, Chuck, Susan) [No Report](#)

-Creation/update of list of meetings that have no IGR

H&I (Cindy) [gave a quick referral to the flyer at the end of the meeting packet which included the zoom I.D. and phone numbers for anyone interested in volunteering with the H& I group.](#)

Mike V (Website Administrator) wanted to give a quick report regarding updates to the Web site which include activities, flyers and new meeting schedules. He wants to make the site more “user friendly” and modern and to make the web design easy to access the most frequented sites. Mike also mentioned that Phillip E. has offered to be a Web back-up person if needed.

## **Old Business :**

-Audit committee: (Leslie, Joe C., Chuck, *new member Robert*) Committee to meet and plan action w/ report to SC next month.

-Proposal to add indemnity clause to bylaws (Kate) Review bylaws Article XI, Section 5; Leslie offered to review the CA regulations regarding Non-profit organizations to see if our indemnity clause protects officers adequately, or if it needs to be modified.

-Proposal to meet in person instead of online (Mark): Steering Committee voted to remain on Zoom for the time being. Vote by IGRs if desired. SC suggested to consider hybrid format if possible. -IGR Group Inventory: (Mark) [Mark offered to host an in-person Group Inventory meeting by the BB Thumpers Monday night at either St. Johns Chapel on Mark Thomas St. or at St. James Church on High Street.](#)

## **New Business:**

-Bylaws amendments / addition of hiring of CPA to prepare taxes (Phillip) Phillip and Kate will work on reviewing bylaws to identify needed amendments and report back to the group.

-Proposal to make BSMs hybrid (Susan) [Oliver agreed to contact someone at Monterey High School.](#)

Birthday Meeting: Saturday, March 29, 2025 7:00 p.m. Monterey High Cafeteria

Host Group: 12 & 12 Study Group/Carmel

Speaker: TBD

7<sup>th</sup> Tradition via: Zelle [info@aamonterey.org](mailto:info@aamonterey.org) or venmo@aamonterey

Dates of April meetings:

Steering Committee – Tuesday, April 1, 2025 at 6:00 p.m. via Zoom ([Mary S. will cover Debbie B as secretary for the April 1<sup>st</sup> S.C. meeting.](#)

IGRs - Tuesday, April 8, 2025 at 7:00 p.m. via Zoom

Serenity Prayer

Adjourn 8:10

Meeting Minutes by : Debbie B.

# Group Contributions

## Monterey Bay Area Intergroup Alcoholics Anonymous

February 2025

TRANSACTION DATE	NUM	CUSTOMER	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE AMOUNT
Big Sur				
02/26/2025	0067988	BIG SUR GROUP - 134290	Group Contributions	\$79.00
<b>Total for Big Sur</b>				<b>\$79.00</b>
Carmel				
02/04/2025	0067969	GOOD MORNING CARMEL - 609541	Group Contributions	\$567.62
02/11/2025	Paypal	STEP DISCUSSION - 101041	Group Contributions	\$187.62
02/18/2025	0067982	GOOD MORNING CARMEL - 609541	Group Contributions	\$10.00
02/18/2025	Paypal	STEP DISCUSSION - 101041	Group Contributions	\$27.74
<b>Total for Carmel</b>				<b>\$792.98</b>
Carmel Valley				
02/07/2025	0067972	C.V REFLECTIONS - 689541	Group Contributions	\$93.00
02/10/2025	0067975	THE MIGHTY MUFFINS - 139739	Group Contributions	\$659.86
02/13/2025	0067980	CLOSED WOMEN'S GROUP - 101765	Group Contributions	\$177.80
02/18/2025	Venmo	C.V. WOMEN'S - 139741	Group Contributions	\$63.60
02/27/2025	0067989	WOMEN'S BIG BOOK STUDY - 699822	Group Contributions	\$25.00
<b>Total for Carmel Valley</b>				<b>\$1,019.26</b>
Marina				
02/03/2025	0067967	CIRCLE OF GRATITUDE - 615222	Group Contributions	\$43.00
02/27/2025	0067992	CIRCLE OF GRATITUDE - 615222	Group Contributions	\$32.00
<b>Total for Marina</b>				<b>\$75.00</b>
Monterey				
02/06/2025	0067971	530 HAPPY HOUR - 000109368	Group Contributions	\$150.89
02/07/2025	0067973	ATTITUDE ADJUST FRI - 689020	Group Contributions	\$163.00
02/11/2025	Venmo	SATURDAY SOLUTIONS - 683313	Group Contributions	\$22.00
02/11/2025	Venmo	SPIRIT WOMEN - 710488	Group Contributions	\$23.40
02/11/2025	Paypal	Sunday Eve Big Book Study - 000084286	Group Contributions	\$11.57
02/18/2025	Venmo	TOPIC TAG - 715756	Group Contributions	\$68.04
02/20/2025	Venmo	YOUNG PEOPLE'S GROUP - 652314	Group Contributions	\$49.20
02/27/2025	Paypal	YOUNG PEOPLE'S GROUP - 652314	Group Contributions	\$58.32
<b>Total for Monterey</b>				<b>\$546.42</b>
Online				
02/10/2025	Venmo	BIG BOOK COMES ALIVE (WOMEN) - 000095687	Group Contributions	\$172.85
02/11/2025	Venmo	MONDAY WOMEN'S DAILY REFLECTION - 478326	Group Contributions	\$24.00
02/11/2025	Paypal	JOE AND CHARLIE	Group Contributions	\$96.35
02/11/2025	0067979	SUNRISE Zoom - 00085544	Group Contributions	\$171.60
<b>Total for Online</b>				<b>\$464.80</b>



## Group Contributions

### Monterey Bay Area Intergroup Alcoholics Anonymous

February 2025

TRANSACTION DATE	NUM	CUSTOMER	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE AMOUNT
Pacific Grove				
02/04/2025	0067968	WILD WOMEN - NOON - 611018	Group Contributions	\$258.00
02/11/2025	Venmo	NOT A THEORY - 000397113	Group Contributions	\$35.40
02/21/2025	Venmo	MEN'S STAG - 101762	Group Contributions	\$124.80
<b>Total for Pacific Grove</b>				<b>\$418.20</b>
Seaside				
02/03/2025	0067966	Sunday 630 117525	Group Contributions	\$50.00
02/13/2025	0067981	SENIORS IN SOBRIETY - 656847	Group Contributions	\$111.00
02/27/2025	0067993	Sunday 630 117525	Group Contributions	\$24.00
<b>Total for Seaside</b>				<b>\$185.00</b>
<b>TOTAL</b>				<b>\$3,580.66</b>

# Monterey Bay Area Intergroup Alcoholics Anonymous

## Profit and Loss YTD Previous Year Comparison

January - February, 2025

	Total	
	Jan - Feb, 2025	Jan - Feb, 2024 (PY)
<b>Revenue</b>		
<b>BIRTHDAY MEETINGS</b>		
50-50 Raffle	643.00	742.00
7Th Tradition	839.00	1,225.26
Book Raffle	230.00	210.00
H&I Contributions - Incoming	40.45	
Raffle Fund	200.00	
<b>Total BIRTHDAY MEETINGS</b>	<b>\$ 1,952.45</b>	<b>\$ 2,177.26</b>
<b>GROUP CONTRIBUTIONS</b>	3,580.66	
Group Contributions	4,379.47	6,716.99
<b>Total GROUP CONTRIBUTIONS</b>	<b>\$ 7,960.13</b>	<b>\$ 6,716.99</b>
<b>INTEREST INCOME</b>	0.45	
<b>LITERATURE SALES</b>	913.68	484.55
<b>OTHER CONTRIBUTIONS</b>		121.00
Personal	2,722.19	
<b>Total OTHER CONTRIBUTIONS</b>	<b>\$ 2,722.19</b>	<b>\$ 121.00</b>
<b>PAYROLL TAX REFUND</b>	478.90	
<b>REFUNDS</b>		
Other	119.99	
<b>Total REFUNDS</b>	<b>\$ 119.99</b>	<b>\$ 0.00</b>
<b>SALES TAX REFUND</b>	2,960.25	
<b>Total Revenue</b>	<b>\$ 17,108.04</b>	<b>\$ 9,499.80</b>
<b>Cost of Goods Sold</b>		
<b>COST OF GOODS SOLD</b>		
COG-Books		333.09
COG-Pamphlets	39.00	2.35
Sales Tax Paid	3.61	
Shipping	7.00	
<b>Total COST OF GOODS SOLD</b>	<b>\$ 49.61</b>	<b>\$ 335.44</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 49.61</b>	<b>\$ 335.44</b>
<b>Gross Profit</b>	<b>\$ 17,058.43</b>	<b>\$ 9,164.36</b>
<b>Expenditures</b>		
<b>ACCOUNTING</b>	637.50	
<b>ANSWERING SERV.</b>	572.50	525.00
<b>BIRTHDAY EXPENSES</b>	190.45	
Bday cof-supply	208.05	
Bday medallions	135.64	
Bday rent	1,019.55	1,000.00

H&I Contributions - Outgoing	40.45		
Raffle Fund	200.00		
<b>Total BIRTHDAY EXPENSES</b>	<b>\$ 1,794.14</b>	<b>\$ 1,000.00</b>	
<b>COMMITTEE SUPPORT</b>			
PI/CPC Committee	40.00		
<b>Total COMMITTEE SUPPORT</b>	<b>\$ 40.00</b>	<b>\$ 0.00</b>	
<b>COMPUTER &amp; SOFTWARE</b>	1,807.86		
<b>DELINQUENT SALES TAX</b>	4,054.01		
<b>INSURANCE</b>	140.00		
Workmans Comp	1,365.48		
<b>Total INSURANCE</b>	<b>\$ 1,505.48</b>	<b>\$ 0.00</b>	
<b>INTERNET SERVICES</b>			
Internet access	417.55		108.94
Website Upgrade			99.00
INTERNET SERVICES - Other			578.98
<b>Total INTERNET SERVICES</b>	<b>\$ 417.55</b>	<b>\$ 786.92</b>	
<b>LITERATURE</b>	851.94		
<b>MEDALLIONS</b>	26.65		
<b>MISCELLANEOUS</b>	0.00		
<b>OFFICE SUPPLIES</b>	197.52		530.99
<b>PAYROLL (OLD)</b>	2,978.40		6,018.77
Delinquent Taxes	7,567.70		
<b>Total PAYROLL (OLD)</b>	<b>\$ 10,546.10</b>	<b>\$ 6,018.77</b>	
<b>PAYROLL EXPENSES</b>			
Taxes	499.50		
Wages	5,400.00		
<b>Total PAYROLL EXPENSES</b>	<b>\$ 5,899.50</b>	<b>\$ 0.00</b>	
<b>POSTAGE</b>		<b>\$ 37.12</b>	
<b>RENT</b>	3,000.00		2,909.00
<b>SPEC. EVENTS EXPENSES</b>			
Holiday Banquet	72.59		
<b>Total SPEC. EVENTS EXPENSES</b>	<b>\$ 72.59</b>	<b>\$ 0.00</b>	
<b>TELEPHONE</b>		<b>\$ 200.00</b>	
<b>Total Expenditures</b>	<b>\$ 31,423.34</b>	<b>\$ 12,007.80</b>	
<b>Net Operating Revenue</b>	<b>-\$ 14,364.91</b>	<b>-\$ 2,843.44</b>	

# Profit & Loss

## Monterey Bay Area Intergroup Alcoholics Anonymous

### February 2025

Distribution account	Total
Income	
BIRTHDAY MEETINGS	
50-50 Raffle	400.00
7Th Tradition	580.00
Book Raffle	150.00
H&I Contributions - Incoming	40.45
Raffle Fund	200.00
<b>Total for BIRTHDAY MEETINGS</b>	<b>\$1,370.45</b>
GROUP CONTRIBUTIONS	3,580.66
INTEREST INCOME	0.18
LITERATURE SALES	842.74
OTHER CONTRIBUTIONS	
Personal	1,464.52
<b>Total for OTHER CONTRIBUTIONS</b>	<b>\$1,464.52</b>
PAYROLL TAX REFUND	478.90
SALES TAX REFUND	2,960.25
<b>Total for Income</b>	<b>\$10,697.70</b>
Cost of Goods Sold	
50000 COST OF GOODS SOLD	
COG-Pamphlets	39.00
Sales Tax Paid	3.61
Shipping	7.00
<b>Total for 50000 COST OF GOODS SOLD</b>	<b>\$49.61</b>
<b>Total for Cost of Goods Sold</b>	<b>\$49.61</b>
<b>Gross Profit</b>	<b>\$10,648.09</b>
Expenses	
ACCOUNTING	637.50
ANSWERING SERV.	572.50
BIRTHDAY EXPENSES	
Bday cof-supply	127.71
Bday medallions	135.64
H&I Contributions - Outgoing	40.45
Raffle Fund	200.00
<b>Total for BIRTHDAY EXPENSES</b>	<b>\$503.80</b>
COMMITTEE SUPPORT	
PI/CPC Committee	40.00
<b>Total for COMMITTEE SUPPORT</b>	<b>\$40.00</b>
COMPUTER & SOFTWARE	192.09

MEDALLIONS	26.65
OFFICE SUPPLIES	65.92
PAYROLL EXPENSES	
Taxes	333.00
Wages	3,600.00
<b>Total for PAYROLL EXPENSES</b>	<b>\$3,933.00</b>
PAYROLL (OLD)	
Delinquent Taxes	7,567.70
<b>Total for PAYROLL (OLD)</b>	<b>\$7,567.70</b>
RENT	2,000.00
<b>Total for Expenses</b>	<b>\$15,539.16</b>
<b>Net Income</b>	<b>-\$4,891.07</b>