

DISTRICT 11 BUSINESS MEETING AGENDA
Thursday, February 4, 2021 – 7:00pm
Zoom Meeting ID: 829 7132 2582 Password: District11

OPENING:

- Quiet time followed by the **Serenity Prayer**
- Read AA's Twelve Traditions
- Read the AA Concept for the current month

WELCOME:

- Identify new General Service Representatives (GSR) – Please ask James P., District 11 Secretary, for a “Group Change” form or a “New Group” form
- Identify any new attendees at the District meeting
- Introductions of all present (please provide your service position and group that you represent)
- Anniversaries since our last business meeting (1/7/2021)

OFFICER'S REPORTS:

- District Committee Member (DCM): Kate D. & Pat M., Alt DCM dcm@aa-nia-dist11.org
- Secretary: James P. & Marlenna G., Alt Secretary secretary@aa-nia-dist11.org / Motion to approve previous month's minutes
- Treasurer: Holly G. & Tim B., Alt Treasurer treasurer@aa-nia-dist11.org / Motion to approve previous month's treasurer's report

COMMITTEE REPORTS (3-5 minutes each):

- **Accessibilities (AC):** Kristen F. (AC Chair) & **OPEN** (Alt AC Chair)
- **Answering Service (AS):** Scott M. (AS Chair) & Mike N. (Alt AS Chair), answering_svc@aa-nia-dist11.org
- **Archives:** Clarence J., Archivist
- **Cooperation with the Professional Community (CPC):** Ginny D. (CPC Chair) & Ginny D. (Alt CPC Chair)
- **Corrections (CO):** Emily & Steve K. (CO Co-Chairs)
- **Grapevine (GV):** Todd K. (GV Chair) & Pixie S. (Alt GV Chair)
- **Literature (LT):** Keith (LT Chair) & Carrie W. (Alt LT Chair)
- **Local Committee Members (LCM):** **OPEN** - lcm@aa-nia-dist11.org
- **Public Information (PI):** Guy R. (PI Chair) & Randy R. (Alt PI Chair)
- **Schedule Maker (SM):** Harry G. (SM) & **OPEN** (Alt SM)
- **Treatment Settings (TS):** Glen R. (TS Chair) & Maureen O. (Alt TS Chair)
- **Web Administrators:** Sean T. & Harry G. (Co-Webmasters)
- **Workshops (WS):** Naté (WS Chair) & **OPEN** (Alt WS Chair)

Note: All committees must email their report to the secretary at secretary@aa-nia-dist11.org or text James at 224.715.6040.

GSR REPORTS: All General Service Representatives (GSRs) are invited to share activities of their home group and any upcoming events. (3-minute limit) Note: **All GSRs should email a report to the secretary at secretary@aa-nia-dist11.org or text James at 224.715.6040.**

OLD BUSINESS:

- **Open positions for 2021:** (**GSRs, please share these openings with your home groups and meetings**; anyone interested in these service positions should attend the next Business Meeting.)
 - Alternate Accessibilities Chair
 - Alternate CPC Chair
 - Alternate Schedule Maker
 - Alternate Workshop Chair
 - Local Committee Members (**keep this item on back burner** since many in-person meetings have not reopened)
- **Monthly District Meeting Location:** Do we want to keep the meeting at First Methodist Church, or should we move it, in the spirit of rotation? (**Keep this item on back burner** until we know where COVID-19 is taking us.)

NEW BUSINESS:

Proposed Motion: District 11 will purchase QuickBooks Simple Start accounting software for District 11 bookkeeping. The cost is \$12.50 per month (\$150.00 per year) and would be an ongoing monthly expense.

History: For many years, District 11 Treasurers have been completing the monthly bookkeeping on an Excel spreadsheet, which was created by an AA member. There have been no costs associated with using the spreadsheet. Until recently, it served its purpose, but the spreadsheet no longer works. The spreadsheet has many formulas built into it with the aim of accurately reflecting the District's income and spending, and to build reliable reports to share with the fellowship at our business meetings. Unfortunately, over the years, the spreadsheet has been copied to various computers, and there have been upgrades to Excel software, but the spreadsheet is now not working appropriately. One option to fix the problem is to overhaul the spreadsheet; however, our D11 Treasurer, Holly G., does not have the advanced Excel skills required to rebuild formulas and increase accuracy of the reporting. Holly does have an accounting background with intermediate knowledge of Excel, and has been able to catch mistakes that the current spreadsheet is making that resulted in inaccurate reporting.

Holly spoke with the NIA20 Treasurer and learned that the Area uses QuickBooks accounting software. After researching information on QuickBooks, Holly learned that most anyone can use QuickBooks with some simple instruction/training that is offered online as part of the monthly cost.

Recommendation: Holly would like to purchase and implement QuickBooks software as soon as possible so that she and future D11 Treasurers will have a reliable tool that provides much more accountability and transparency. Although QuickBooks will produce reports that will look different, the reports will give us the accurate data we need to make business decisions. Other advantages of using QuickBooks is that many people are already familiar with the software, and there is help online, so the Treasurer will not be dependent on any one person for help to complete their work.

OPEN MIC: (2-minute limit for each announcement)

NEXT MEETING: Thursday, March 4th, 2021 at 7:00pm via Zoom

ADJOURN: Close with the *Responsibility Statement*: "I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there. And for that: I am responsible."