

PRIMARY PURPOSE

FEBRUARY 2016

Issue II Volume II

vancaa@vanintgrp.com

(360)694-3870

Vancouver Intergroup is now accepting applications and resumes for the position of Office Manager. Here are the desired qualifications for that position:

- Customer Service
- Accounts receivable
- Accounts Payable

Primary Responsibilities Include:

- Incoming telephone calls are answered in a timely manner; taking phone orders from customers.
- Deal with walk-ins/upset customers
- Collecting fees
- Email communication
- Inventory verification
- Handling customer requests
- Maintaining monthly statistics
- Tracking and ordering office supplies and retail products, etc.
- Assist in projects or events
- Publishing monthly newsletter and meeting schedule
- Maintain meeting schedule
- Maintain changes to the website
- Understand and incorporate the principles of AA in their life.

Well qualified candidates should possess the following skills:

- Primary desire to help others and the ability to interact professionally with populations of all ages
- Strong organizational and problem solving skills
- Self-motivation and strong attention to detail
- Look constantly for improvements of processes and procedures to improve operational efficiency
- Exceptional telephone and verbal skills, maintaining a positive helpful attitude and tone at all times
- Excellent written communication skills
- Capability of taking direction from the Steering Committee and effectively interact and communicate with customers and steering committee members
- Ability to handle confidential information
- Proficiency with MS Office including Word, Excel and Outlook
- 2+ Years work experience in a Non-Profit office environment
- Five years in the program of AA, a sponsor and sponsored individuals.
- Fluency with QuickBooks, reports, changes to pricing and inventory

Hours

30 hours per week; flexibility helpful based on needs

Holidays paid based on six hour a day. There are six holidays; New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas

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MONTHLY BUSINESS MEETINGS

2nd Monday Steering Comm. Mtg 5:30 pm	2/8
Intergroup Meeting 3rd Monday	2/15
District 37 Meeting 4th Tuesday Standing Comm. 6:30 pm GSR Mtg. 7:00 pm	2/23
District 7 4th Thursday Standing Comm. 6:30 pm GSR Mtg. 7:00 pm	2/25

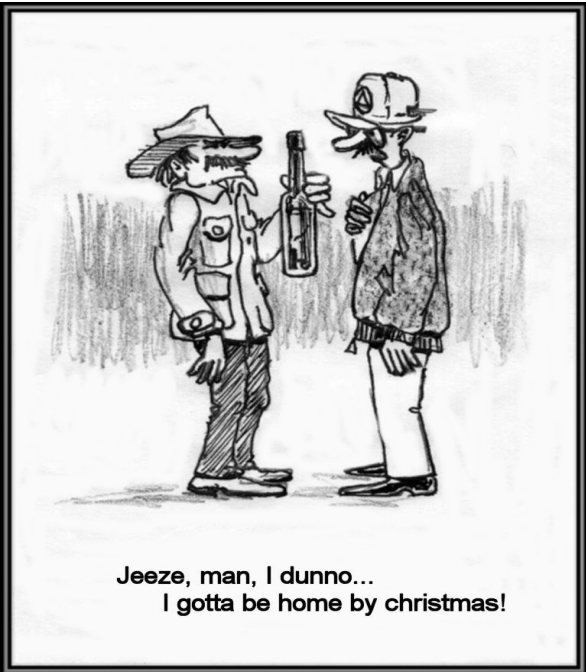
The 12 Steps are not multiple choice.

The past is a guidepost, not a hitching post.

**Vancouver Intergroup has the position open of Alternate on the Steering Committee. Please call the office between noon and 6pm Monday through Friday if you would like to check it out.
(360)694-3870**

For more information, contact the Intergroup office Monday through Friday, 12:00 pm to 6:00 pm (360)694-3870

JAN DONATION	Group Contributions Y. T. Date	
400.00	A New Beginning	400.00
21.00	A New Life	21.00
780.37	A New Morning	780.37
53.00	Amboy Renegades	53.00
35.00	As We Recovered	35.00
10.03	Camas Group	10.03
120.42	Chapter Nine	120.42
280.00	Cherry Grove Gr.	280.00
4.00	Dry Tribe	4.00
140.00	E. Co. Women's Gr.	140.00
15.00	Easier Softer Way	15.00
230.00	ESBB	230.00
121.03	Fireside	121.03
93.27	First Shot	93.27
60.00	Forged from Adversity	60.00
330.00	Fresh Start	330.00
73.20	Lewis River AA	73.20
160.00	McGillivray Study Gr.	160.00
320.00	Miracles	320.00
16.80	Ready & Willing	16.80
228.90	Round Table	228.90
100.00	Saturday Night BBSG	100.00
68.00	She Who Remembers	68.00
10.00	There is a Solution	10.00
63.95	Tightrope walkers	63.95
36.00	Wayfarer's	36.00
151.62	Women's Emotional S.	151.62
3,921.59	Total	3,921.59



PROFIT & LOSS	
Ordinary Income/Expense	
Income:	
AA	(768.80)
Non AA	<u>2,070.18</u>
Total Income:	1,301.38
Cost of Goods Sold:	
AA	993.74
Non AA	<u>533.36</u>
Total COGS:	1,527.10
Gross Profit:	(225.72)
Expense:	
Misc. Expenses:	
Card Merchant Services:	46.80
Office Supplies:	15.65
Bank Charges (ISF Ck)	78.20
Licenses (State)	10.00
WA Dept. of Rev.	—*
Total Misc. Expense:	150.65
Payroll Expenses:	
L&I	53.90
Emp. Security	11.37
IRS:	<u>495.04</u>
Taxes Total:	560.31
Net Wages:	
Total net wages:	<u>1,501.74</u>
Total Payroll Exp:	2,062.05
Rents:	
Building	675.00
Copier	<u>162.77</u>
Total Rents:	837.77
Total Utilities:	243.96
Total Expense:	3,294.43
Net Ordinary Income	(3,520.15)
Other Income/Expense:	
Other Income:	
Cont.—Group	3,921.59
Cont.—Misc.	
Total Contributions:	3,921.59
Fundraising Activities	
Picnic:	(100.00)
Total Fundraising Activities	(100.00)
Miscellaneous Income:	
Total Misc. Income:	141.78
Total Other Income	3,963.37
Net Income	443.22

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Prudent Reserve:	
Beginning bal:	11,285.88
Transfer 5%:	196.07
Tx from Ckg:	200.00
Interest:	<u>.70</u>
Ending Balance:	11682.65

Sales Tax Account: 1/31/16:	
Opening Bal:	100.00
Tx from Ckg:	<u>197.66</u>
Approx Amt:	297.66
January Actual: *	293.04

Checking: Jan. 2016	
Beginning balance:	1,409.98
Deposits:	7,942.48
Expenses:	<u>(7,408.47)</u>
Sub Total:	1,943.99
5% Trans to P.R.:	<u>(396.07)</u>
Ending Balance:	1,547.92

Event Account:	
Balance:	1,400.00

Employee Reserve Account	
Dec Beg Bal:	3,419.48
Open Account:	<u>100.00</u>
Balance:	3,519.48

*January taxes set aside are shown here. Bank accounts are in the process of being set up at this moment. When they are finished, the actual transfer will be done. Hence, this activity is not reflected on the Profit & Loss statement

INTERGROUP STEERING COMMITTEE 1/11/2016

The meeting opened at 5:50 pm with the Serenity Prayer

ATTENDANCE:

Chairperson	Richard R.	Vice Chairperson	Jeff H.
Position #1	David C.	Position #2	Laurie H
Position #3	Darcy S.	Alternate	<i>Open</i>
Recording Secretary	Beci S.	Office Mgr/Treasurer	Earlyn T.

The Steering Committee Minutes for December 14th, 2015 were read and passed with corrections.
Intergroup Meeting Minutes for December 2st, 2015 were read.

HOTLINE REPORT: Running well.

TREASURER'S REPORT: December (Tx means transfer)

Event Account:	Prudent Reserve:	Checking Account:	Employee Res.:
Balance: 1,400.00	Beg bal: 11,182.72	Beg bal: 3,028.67	Nov. Bal
3,419.48			
Bank Charge: (.90)	Tx from Ckg: 102.42	Deposits: 5,701.78	
Tx from Ckg: .90	Interest: .74	Expenses: (7,218.05)	
Ending bal: 1,400.00	EOM bal: 11,285.88	Tx to P. R.: (102.42)	
		Ending bal: 1,409.98	

We will have a moderate amount of funds available to transfer to the Prudent Reserve after purchasing literature.

INTERGROUP REPORT:

- The annual PCI compliance for the use of the card machine has been set for 2016.
 - Reservations for the Picnic (Huron N/S) have been made for July 17th, Sunday. A \$100.00 deposit has been made for the reservation.
- Reservations for the Gratitude Dinner have been made; November 19th at the First Presbyterian Church.

WEBSITE REPORT: Scott hasn't been in yet to set up the phone website hookup.

OLD BUSINESS:

We have renewed our UBI number with the Washington State Department of Revenue; we are now collecting sales tax for all sales starting January 4th, 2016. Contributions are not taxed.

NEW BUSINESS:

- Requirements for a new Office Manager will be available in March, flyers will be available, and there will be a note on the front of the Primary Purpose. We will be taking applications starting in March, training will be in April, and May will be the date of full employment. Pay will depend on experience. Any questions will be directed to Richard, the Steering Committee Chairperson. Review of the applications will be done by the Steering Committee.
- We need to set up two more accounts at the bank, one for taxes and one for the Employee Reserve account.

The Meeting adjourned at 7:00 with the Serenity Prayer
In Service, Beci S., Recording Secretary.

Libewrty is the right to choose. Problems are the result of mistaken choices...Freedom is the result of the right choice.

You can't depend on your judgment when your imagination is out of focus. John F. Kennedy

Ten two letter words to live by: If it is to be it is up to me.

II AM RESPONSIBLE. Although I may not be able to prevent the worst from happening, I am responsible for my attitude toward the inevitable misfortunes that darken life. Bad things do happen; how I respond to them defines my character and the quality of my life. I can choose to sit in perpetual sadness, immobilized by the gravity of my loss, or I can choose to rise from the pain and treasure the most precious gift I have -life itself. W.A.

INTERGROUP MEETING MINUTES FOR 1/18/2016

The meeting opened at 6:38pm with a moment of silence and the Serenity Prayer

Chairperson	Richard R	Vice-Chairperson	Jeff H.
Position #1	David C.	Position #2	Laurie H. <i>excused</i>
Position #3	Darcy S.	Alternate	<i>Open</i>
Recording Secretary	Beci S.	Office Mgr/Treas	Earlyn T.
Representatives			
Dry Tribe	Jim P.	How It works	Virginia E.
Reconciled	Mark O.	Hockinson	Jeff H.
Welcome Home	Julie U.	Miracles	Chris R.
Fresh Start	Chris R.	W. Vancouver Group	Jenn S.
ESBB	Sandy Q.	Early Birds	Darcy S.
Ladies by the Lavender	Kim K.	Lighthouse	David C.
Central Group	Brad R.	B&P	Bill T.

There were 13 representatives present.

The minutes for the Steering committee meeting January 11th were read.
The Intergroup minutes for December 21st were read and approved.

HOTLINE REPORT: All is running well.

TREASURER'S REPORT: December 2015

Event Account:	Prudent Reserve:	Checking Account:	Employee Res.:
Balance: 1,400.00	Beg bal: 11,182.72	Beg bal: 3,028.67	Dec. Bal 3,419.48
Bank Charge: (.90)	Tx from Ckg: 102.42	Deposits: 5,701.78	
Tx from Ckg: .90	Interest: .74	Expenses: (7,218.05)	
Ending bal: 1,400.00	EOM bal: 11,285.88	Tx to P. R.: (102.42)	
		Ending bal: 1,409.98	

Our UBI number is now current with the State of Washington Department of Revenue. They only charged a reinstatement fee - \$19.00. We now charge sales tax.

INTERGROUP REPORT;

- Picnic and Gratitude Dinner places are both reserved.
- We are working on setting up the tax column on QuickBooks.
- Inventory went well. Because of weather, only two people took inventory.

With reinstatement of our UBI number, we can now open bank accounts to separate our office accounts.

WEBSITE REPORT: Scott has not had a chance to get by and set up our website to be more phone friendly.

OLD BUSINESS:

- Voting on the last section of the Guidelines (procedural guideline section). Passed to approve 12, with one abstention. Much discussion on the new office manager position.

NEW BUSINESS:

- Earlyn explained how the accounts will change to accommodate the sales tax bank account. The seventh tradition is no longer being taken at the Intergroup meeting.

The meeting adjourned at 7:15 pm with the Lord's Prayer. In Service, Beci S., Recording Secretary

LOCAL EVENTS

WAYFARER'S SPEAKER'S MEETING

February 13th., 2016
at 7:30 pm

Memorial Lutheran Church,
2700 E. 28th Street, Vancouver

Will be featuring:
AA speaker: David W.
Al-Anon Speaker: Alateen

CARSON AA SPIRIT OF THE GORGE

Carson Hot Springs,

Sunday, February 28th, 2016

Potluck 6:30 pm
Speaker 7:00 pm

Speaker: Christina A.

Questions?
(509) 427-4970 or
(503) 701-6574

CPC/PI WORKSHOP

“How to speak to non-AA meetings”

March 19th, 2016
9:00 am - 11:00 am.

First Presbyterian Church
4300 Main Street
Vancouver WA

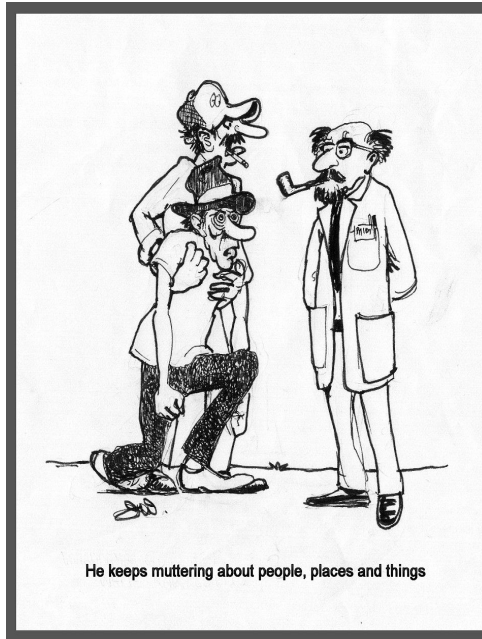
Coffee and snacks provided.

Anyone interested is welcome to attend.

Contact: dist37cpcpi@gmail.com

Good breeding consists of concealing how much we think of ourselves and how little we think of the other person.

Mark Twain



THE THREEE LEGACY'S SPEAKER MEETING!

Recovery—Unity—Service

Saturday, January 23rd, 2016
14100 SE Sunnyside Road
Eastridge Church

Speaker: Clif G. from Oklahoma City

Doors open at 6:00 pm
Meeting starts at 7:00 pm

Information tables will be set up to answer questions about AA service.

LANGUAGE OF THE HEART: Walking the Steps and Traditions 2016

A Day Retreat for Women in Recovery

Date: Saturday, March 5th, 2016
Time: 9:30 am—3:00 pm
Registration begins at 9am

Location: St. Joseph Catholic Church
Marian Hall
400 S. Andresen Road
Vancouver WA

Topics: Step 6 and Tradition 6

Main Speaker: Deena C—12 years

Cost: \$10.00 person

Questions? Carol M @ ((360)896-8057

DISTRICT AND AREA EVENTS

Archives Quarterly, February 6th, 2016. Saturday, Greater Seattle Inter-group, 5507 6th Avenue South, Seattle WA. Fellowship 9am, Business 10 am. Potluck lunch! A delicious main dish will be provided.
Contact: Dan F. (206)932-2304
danielfunk538@hotmail.com

PI/CPC Quarterly, Saturday, February 13th, 2016. 9am fellowship, 10 am to 3pm business meeting. Potluck with lunch provided. Bring your favorite dish to share. Highlands Community Church, 3031 NE 10th St, Renton WA
Contact: cpc@area72aa.org or pi@area72aa.org

Grapevine & Literature Quarterly, Saturday, February 13th, 2016. Fall City Methodist Church, 4326 337th Place, SE. Fall City WA Fellowship 9am, Business meeting 10 am—3pm. Lunch provided.
Contact: dcm36@area72aa.org

Southern Pre-Pre-Conference, Saturday, February 27th, 2016. Fellowship 9am, business meeting 10 am to 3pm. Lunch at noon. *Location not yet established.*
Contact:
Phil C., DCM #27, (360)957-2728;
dcm27@area72aa.org or philcra@gmail.com

Corrections Quarterly, Saturday, March 19th, 2016, Salvation Army, 3001 “R” Avenue, #100, Anacortes, WA Fellowship 9am, business meeting 10 am. Lunch 12:00 pm to 12:45 pm. Speaker Andy A 12:45 pm to 1:30 pm. Main dish provided, please bring a side or dessert.
Contact: Rick M (360 914-0798
corrections@area72aa.org

Treatment Quarterly, April 16th, 2016, Saturday. Hilands Community Church, 3031 NE 10th Street, Renton, WA Fellowship 9am, business meeting 10 am. Please bring a breakfast item to share. 10 am—2pm business meeting. Lunch will be provided.

Before you criticize someone, you should walk a mile in their shoes. That way, when you criticize them...You are a mile away and you have their shoes.

FEBRUARY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 HAPPY HOUR SPEAKER'S MTG 7:30 PM CAMAS	6 OB's SPEAKER'S MEETING
7	8 STEERING COMM MTG 5:30 PM	9	10	11	12	13 WAYFARER'S SPKR'S MTG 7:30 PM
14	15 INTEGROUP COMM MTG 6:30 PM	16	17	18	19	20 RULE 62 SPEAKER'S MTG 7 PM
21	22	23 DISTRICT 37 GSR MTG 7 PM	24	25 DISTRICT 7 STANDG COMM 6:30 PM GSR MTG 7 PM	26	27
28 CARSON AA SPKR MTG 6:30PM	29					

MARCH 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 HAPPY HOUR SPEAKER'S MTG 7:30 PM CAMAS	5 OB's SPEAKER'S MEETING
6	7	8	9	10	11	12 WAYFARER'S SPKR'S MTG 7:30 PM
13	14 STEERING COMM MTG 5:30 PM	15	16	17	18	19 RULE 62 SPEAKER'S MTG 7 PM
20	21 INTEGROUP COMM MTG 6:30 PM	22 DISTRICT 37 GSR MTG 7 PM	23	24 DISTRICT 7 STANDG COMM 6:30 PM GSR MTG 7 PM	25	26
27 CARSON AA SPKR MTG 6:30PM	28	29	30	31		