



Pinellas County Intergroup Central Office

Intergroup Minutes Form IM v2.5

**INTERGROUP MEETING MINUTES**

December 15, 2008

The meeting was called to order at 7:05 with a moment of silence followed by the Serenity Prayer.

Officers Present:

Scott M., Chairman  
Tom B., Treasurer

Woodie S., Vice Chair

Officers Absent:

Dawn L., Secretary

Steering Committee Members present:

Paul S., Central Office Manager  
Adele S., Unity Meeting Chair  
Mike M., Where and When Chair  
Steve C., Helpline Chair

Ed G., Web Site Chair  
Tom H., IG Liaison to District  
Melvin F., Gratitude Dinner Chair

Steering Committee Members absent:

Sue A., Plain and Straight Chair  
Lou G., Anniversary Dinner Chair

Angela L., Picnic Chair

**INTERGROUP REPRESENTATIVES PRESENT:**

Voting: 36

*New:* 5 *Reps:*

Dan, 49ers  
Kelly, Back Porch Lunch Bunch  
Jo, Step Up to the Plate

Non-Voting: 3

*New:* 0 *Alternate Reps:*

Total 39

**READING OF PREVIOUS MONTH'S INTERGROUP MEETING MINUTES**

Dan, Sober Spirits, made a MOTION to accept the Intergroup Meeting minutes.  
Melody, Find Yourself, SECONDED the motion  
All in favor – the motion PASSED

**CHAIRPERSON'S OPENING REMARKS**

Scott M., PCI Chairperson presented the report.

Contact: [chairman@aapinellas.org](mailto:chairman@aapinellas.org)

**VICE CHAIRPERSON'S REPORT**

Woodie S., Vice Chairperson presented the report.

Contact: [vicechair@aapinellas.org](mailto:vicechair@aapinellas.org)

**TREASURER'S REPORT**

Tom B., Treasurer presented the report.

Contact: [treasurer@aapinellas.org](mailto:treasurer@aapinellas.org)

**CENTRAL OFFICE MANAGER'S REPORT**

Paul S., Central Office Manager, presented the report.

Contact: [centraloffice@aapinellas.org](mailto:centraloffice@aapinellas.org), 727-530-0415

**UNITY MEETING REPORT**

Adele S., Unity Meeting Chair, presented the report.

Contact: [unitymeeting@aapinellas.org](mailto:unitymeeting@aapinellas.org)

**PLAIN AND STRAIGHT REPORT**

Sue A., Plain and Straight Chair, was absent. Printed report is attached.

Contact: [plainandstraight@aapinellas.org](mailto:plainandstraight@aapinellas.org)

**WHERE AND WHEN REPORT**

Mike M., Where and When Chair presented the report.

Contact: [whereandwhen@aapinellas.org](mailto:whereandwhen@aapinellas.org)

*Mike emphasized the need to provide full information when entering new meeting or meeting change information. Partial information makes it difficult to make the change and often difficult to contact the submitter.*

**HELPLINE REPORT**

Steve C., Helpline Chair, presented the report.

Contact: [helpline@aapinellas.org](mailto:helpline@aapinellas.org) or [centraloffice@aapinellas.org](mailto:centraloffice@aapinellas.org) , 530-0415

**WEB SITE REPORT**

Ed G., Web Site Chair, presented the report.

Contact: [webmaster@aapinellas.org](mailto:webmaster@aapinellas.org)

**ANNIVERSARY DINNER REPORT**

Paul presented the report for Lou G., Anniversary Dinner Chair.

Contact: [anniversarydinner@aapinellas.org](mailto:anniversarydinner@aapinellas.org)

**PICNIC REPORT**

Jennifer presented the report for Angela L., Picnic Chair.

Contact: [picnic@aapinellas.org](mailto:picnic@aapinellas.org)

**GRATITUDE DINNER REPORT**

Melvin F., Gratitude Dinner Chair, presented the report.

Contact: [gratitudedinner@aapinellas.org](mailto:gratitudedinner@aapinellas.org)

**INTERGROUP LIAISON TO DISTRICT REPORT**

Jim H. presented report for Tom H., Intergroup Liaison.

*The District 1 Quarterly was held on Saturday, December 13, 2008. They held elections and the new Chairperson is Berenice M. The new Alternate Chairperson is Thadine F. and Warren W. was elected Recording Secretary. The positions of Treasurer and Registrar were left unfilled. Archives Chairperson was also left unfilled which means that the history of AA in Pinellas County will remain in storage. The collection includes Plain and Straights and Where and Whens across the history of Pinellas County AA as well as the minutes from the meeting which formed the intergroup. These will not be displayed at any Group Anniversary or Intergroup event until someone steps up to be Archives Chairperson.*

**ACCEPT/DECLINE ALL REPORTS**

Sue, Countryside Group, made a MOTION to accept all reports.

Steve, Keep It Simple Group, SECONDED the motion.

All in favor – the motion PASSED.

**OLD BUSINESS**

- Melody, Find Yourself Group was elected Unity Chair.
- Plain & Straight Chair went unfilled. The election will be held again in January.
  - The position requires 2 years sobriety and 1 year of Intergroup experience in any Intergroup, not just Pinellas County
- Adele, Open Door Group was elected Website Chair.

**NEW BUSINESS**

- Announced Election of Intergroup Liaison to District would be held in January.
  - The position requires 2 years sobriety and 1 year of Intergroup experience in any Intergroup, not just Pinellas County

Steve, Keep It Simple Group, made a MOTION to adjourn the meeting.

Melody, Find Yourself Group, SECONDED the motion.

All in favor – the motion PASSED.

The meeting closed at 8:25 PM with the Lord's Prayer.

**TREASURER'S REPORT**

Steering Committee Meeting – December 2, 2008  
Report for November 30, 2008

**Main Points**

- Contributions over \$5,000!
- Net profit for the month and year in the black
- YTD Anniversary Dinner expenses are for 2008 and 2009
- Farewell and thank you

Wow! Contributions for the month of November topped \$5,000, which helped put us back in the black for the year. The total was \$5,103.72, with \$224.95 coming from the Unity Meeting. Thank you, once again, to all the groups and individuals who helped make this happen.

As I said, we're back in the black this month – the first time in quite a few months. Although our cash position has been excellent all year, our expenses were greater than our income for the past several months because of our contributions to GSO, District and Area. This caused us to show a loss for the month and year-to-date even though our cash position was strong. Basically, what all this means, is that we are now, and have been, financially sound.

I wanted to bring up a point about the Anniversary Dinner YTD income and expenses. This is somewhat misleading since part of the amount shown on the financial statement is for the 2008 dinner and part is for the 2009 dinner. The expenses shown in the November column are the total for the 2009 dinner so far.

My last item of business comes with mixed emotions. Leaving the Steering Committee and saying good-bye to all the Reps who have been there with me – some from the beginning and some just coming on board now – is hard to do, to say the least. I want to thank you all for your support, understanding, patience and tolerance through the ups and downs we've experienced over the last 4+ years. It has been an interesting and eye-opening journey for me and I wouldn't trade it for anything. I wish you and your new Steering Committee the very best and I can rest easy knowing you are in trusting, capable hands. Thank you for this wonderful opportunity to be of service to Alcoholics Anonymous in Pinellas County.

Yours in service,

Tom B.  
Treasurer

**Pinellas County Intergroup, Inc.**  
**Balance Sheet**  
 As of November 30, 2008

	<b>Nov 30, 08</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
103 · Checking Account	13,355.32
104 · Savings Account	12,292.40
<b>Total Checking/Savings</b>	25,647.72
Accounts Receivable	
105 · Accounts Receivable	14.02
<b>Total Accounts Receivable</b>	14.02
<b>Other Current Assets</b>	
102 · Undeposited Funds	-510.36
120 · Inventory Asset	27,803.84
222 · Equipment & Machinery	386.50
228 · Leasehold Improvements	1,245.93
233 · Accumulated Depr.Equip&Mach	-386.50
239 · Accum.Amort.Leasehold Improve	-1,245.93
<b>Total Other Current Assets</b>	27,293.48
<b>Total Current Assets</b>	52,955.22
<b>Fixed Assets</b>	
224 · Furniture & Fixtures	5,711.25
<b>Total Fixed Assets</b>	5,711.25
<b>TOTAL ASSETS</b>	<b>58,666.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
305 · Sales Tax Payable	292.88
310 · Payroll Liabilities	
350 · Fica W/H Payable	253.92
351 · Federal W/H Payable	392.98
352 · Suta Payable	-1,717.48
353 · Futa Payable	-20.26
<b>Total 310 · Payroll Liabilities</b>	-1,090.84
<b>Total Other Current Liabilities</b>	-797.96
<b>Total Current Liabilities</b>	-797.96
<b>Total Liabilities</b>	-797.96
<b>Equity</b>	
560 · Opening Bal Equity	1,123.22
561 · Retained Earnings	26,387.12
565 · Fund Balance	31,710.18
Net Income	243.91
<b>Total Equity</b>	59,464.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,666.47</b>

**Pinellas County Intergroup, Inc.  
Profit & Loss  
November, 2008**

	<u>Nov 08</u>	<u>Jan - Nov 08</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>600 · C.O. Revenue</b>		
<b>601A · Group Contributions</b>	4,878.77	45,625.50
<b>601B · Unity Meeting</b>	224.95	2,810.21
<b>601C · Miscellaneous Contributions</b>	137.00	1,493.67
<b>601D · Birthday Plan</b>	0.00	200.00
<b>602 · AAWS Sales</b>	2,668.63	40,650.28
<b>603 · Medallion Sales</b>	1,017.80	14,405.30
<b>604 · Where &amp; When Sales</b>	126.20	1,417.00
<b>605 · Grapevine Sales</b>	232.35	2,304.65
<b>606 · Anniversary Dinner</b>		
<b>606B · Anniv. Dinner Income (Tickets)</b>	2,520.00	7,720.00
<b>606C · Anniversary Dinner - Other</b>	0.00	892.00
<b>Total 606 · Anniversary Dinner</b>	<u>2,520.00</u>	<u>8,612.00</u>
<b>607 · Gratitude Dinner</b>		
<b>607B · Grat. Dinner Income (Tickets)</b>	896.00	4,416.00
<b>607C · Gratitude Dinner - Other</b>	1,589.00	1,589.00
<b>Total 607 · Gratitude Dinner</b>	<u>2,485.00</u>	<u>6,005.00</u>
<b>608 · Picnic</b>		
<b>608A · Picnic Contributions</b>	0.00	2,381.33
<b>608B · Picnic - Other</b>	0.00	2,583.46
<b>Total 608 · Picnic</b>	<u>0.00</u>	<u>4,964.79</u>
<b>609 · Anniversary Cards</b>	72.50	1,097.50
<b>615 · Miscellaneous</b>	0.00	2.33
<b>Total 600 · C.O. Revenue</b>	<u>14,363.20</u>	<u>129,588.23</u>
<b>Total Income</b>	14,363.20	129,588.23
<b>Cost of Goods Sold</b>		
<b>700 · Cost of Goods Sold</b>		
<b>720 · AAWS Cost</b>	2,280.72	35,087.72
<b>721 · Medallions Cost</b>	474.59	6,055.28
<b>722 · Where &amp; When Cost</b>	362.15	4,216.72
<b>723 · Grapevine Cost</b>	221.50	2,189.31
<b>724 · Anniversary Dinner</b>	0.00	5,682.29
<b>725 · Gratitude Dinner</b>	2,503.27	2,823.27
<b>726 · Picnic Costs</b>	0.00	2,848.84
<b>730 · Anniversary Cards</b>	81.49	1,022.67
<b>735 · Miscellaneous</b>	-36.49	-108.49
<b>740 · Shipping</b>	124.74	541.31
<b>Total 700 · Cost of Goods Sold</b>	<u>6,011.97</u>	<u>60,358.92</u>
<b>Total COGS</b>	<u>6,011.97</u>	<u>60,358.92</u>
<b>Gross Profit</b>	8,351.23	69,229.31

<b>Expense</b>		
656 · Payroll Expenses	2,521.84	28,894.86
<b>800 · C.O. Operating Expense</b>		
801 · Contributions	0.00	20,196.82
803 · Bank Charges	-13.00	38.58
<b>805 · Internet and Web Site</b>		
805A · Web Site - PCI	0.00	636.25
805C · Internet Connection	53.99	459.82
805 · Internet and Web Site - Other	143.75	143.75
<b>Total 805 · Internet and Web Site</b>	<u>197.74</u>	<u>1,239.82</u>
807 · Collection Allowance	-7.63	-87.72
808 · Discounts Taken	-147.10	-308.10
815 · Rent	549.00	5,691.00
816 · C.O. Improvement Expense	0.00	454.11
822 · Plain & Straight	120.00	1,360.00
824 · Answering Service	65.00	715.00
825 · Telephone	156.49	1,848.42
826 · Office Expenses	248.31	1,727.52
831 · Postage	0.00	182.80
837 · Utilities	67.71	1,124.26
838 · Business Insurance	141.80	2,048.87
839 · Workers' Comp Insurance	27.33	281.40
840 · Cash Over/Short	0.00	-0.27
842 · Repairs and Maintenance	84.00	1,063.66
844 · Shipping Expense	0.00	-3.00
846 · Licenses and Fees	0.00	61.25
847 · Professional Fees	100.00	1,100.00
<b>849 · Payroll Taxes</b>		
850 · SS and Medicare	192.92	2,210.46
851 · State Unemploy. Tax (SUTA)	32.83	768.85
<b>Total 849 · Payroll Taxes</b>	<u>225.75</u>	<u>2,979.31</u>
<b>800 · C.O. Operating Expense - Other</b>	<u>13.40</u>	<u>13.40</u>
<b>Total 800 · C.O. Operating Expense</b>	<u>1,828.80</u>	<u>41,727.13</u>
890 · Inventory Adjustments	0.00	-1,578.91
<b>Total Expense</b>	<u>4,350.64</u>	<u>69,043.08</u>
<b>Net Ordinary Income</b>	4,000.59	186.23
<b>Other Income/Expense</b>		
<b>Other Income</b>		
<b>620 · Other Income</b>		
621 · Reimbursements	0.00	9.36
622 · Interest-Savings	0.00	48.32
<b>Total 620 · Other Income</b>	<u>0.00</u>	<u>57.68</u>
<b>Total Other Income</b>	<u>0.00</u>	<u>57.68</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>57.68</u>
<b>Net Income</b>	<u><u>4,000.59</u></u>	<u><u>243.91</u></u>

Pinellas County Intergroup, Inc.  
 Group Contributions  
 November, 2008

	<u>Nov 08</u>	<u>Jan - Nov 08</u>
2250 Group	0.00	400.00
3RD Tradition Meeting	0.00	342.00
4th Dimension	0.00	84.40
5th Ave Group	0.00	150.00
A Safe Place	0.00	307.29
AA By The Sea	0.00	218.00
ABC	0.00	25.00
ABES Place	213.37	1,656.98
After Work Bunch	0.00	1,477.85
All Ages	0.00	500.00
Amazing Grace	0.00	56.75
Archangel Group	0.00	400.00
At The End Of The Rainbow	0.00	958.15
Attitude Adjustment	110.00	2,060.00
Back Porch Lunch Bunch	50.00	100.00
BAIGIS	0.00	180.00
Bayou Group	0.00	50.00
Beach Bunch	0.00	375.00
Beacon Group	0.00	50.00
Bill's Bunch	0.00	100.00
Blind Pass Group	0.00	300.00
Center Of Hope	0.00	100.00
Central Group	0.00	128.72
Circle Of Friends	0.00	100.00
Clearwater Central	0.00	250.00
Clearwater Group	30.00	380.00
Common Solution	0.00	73.24
Countryside Group	0.00	200.00
Countryside Men's Group	0.00	300.00
Countryside Women	0.00	95.00
Couples Growing Together	0.00	143.01
East Lake Group	0.00	699.46
Feelings Group	0.00	156.80
Find Yourself	150.00	525.00
Forty Niners	0.00	300.00
Free Spirits	90.00	765.00
Free To Be Me	0.00	50.00
Getting It Together	0.00	120.00
Go After Your Sobriety	0.00	100.00
GOYA	120.00	500.00
Grow Up Group	0.00	169.93
High Noon Daily	0.00	275.00
Highpoint	0.00	410.00
Holiday Isles Group	100.00	500.00
Hopeful Group	0.00	66.50
Indian Rocks Beach	0.00	100.00
Intergroup Meeting	54.00	534.04
Into Action	0.00	50.00
Just For Today	0.00	50.00
Keep It Simple	0.00	641.72
Ladies' Beach Serenity Break	0.00	50.00
Ladies Night	0.00	50.00
Lake Seminole Speakers	0.00	177.00
Last Call Group	0.00	527.00
Living Sober	0.00	172.80
Log Cabin Speakers	100.00	100.00

Love And Tolerance	0.00	25.00
Lunch Bunch	608.36	2,506.56
Maximo Point	0.00	25.00
Monday Night Speakers	0.00	475.00
New Freedom/New Happiness	0.00	200.00
Not So Late Nite	0.00	243.61
Oakhurst	0.00	250.00
Off Your Chest	0.00	415.00
Oldsmar Group	0.00	1,653.00
One For The Road	0.00	187.00
Open Door	0.00	500.00
Our Common Problem	0.00	350.00
Ozona Group	2,000.00	2,703.80
Palm Harbor Group	160.00	1,235.00
Philippe Park	0.00	37.50
Primary Purpose	40.80	381.94
Progress Not perfection	0.00	39.75
Rivera Group	0.00	25.00
Saturday Morning Men's Step	0.00	282.79
Saturday Night Group	0.00	700.00
Saturday Steppin' In	0.00	420.00
Seminole Group	0.00	480.00
Serenity Seekers	145.00	1,157.50
Shore Acres Gratitude	0.00	426.43
Snowbirds	0.00	142.00
Sober In Paradise	300.00	955.00
Sober Spirits	0.00	75.16
Spirit Group	0.00	758.54
St Pete Beach Young Peoples Group	60.00	158.40
St Pete Group	0.00	40.00
Step Sisters	0.00	50.00
Step Up To The Plate	0.00	50.00
Steps For Sobriety	0.00	425.00
Stonewall Men's	0.00	69.00
Sunday A.M. Big Book	0.00	160.00
Sunday Brunch	0.00	140.00
Sunrise Sunset	197.00	3,497.00
Sunset Beach	173.00	1,153.84
Sunshine City	0.00	50.00
TGIS Women's Meeting	0.00	313.00
THE GOD STUFF	0.00	737.00
The Kirk	0.00	268.00
The Real Happy Hour	48.84	621.76
Thursday Night Speakers	0.00	50.00
To The Max	88.40	88.40
Today In Sobriety	0.00	500.00
Triangle	0.00	35.00
Tuesday Night Men's	0.00	10.00
Tuesday Night Step	0.00	75.00
Turner Street Evening	0.00	225.00
Unity Meeting	224.95	2,810.21
We Don't Know Yet	40.00	742.80
Weds Nite Men's Step	0.00	25.00
What's Your Motive	0.00	126.22
Women In Step	0.00	60.00
Women Stepping Up	0.00	31.00
Women With Freedom	0.00	360.00
Wonderful Program	0.00	261.86
<b>TOTAL</b>	<b>5,103.72</b>	<b>48,435.71</b>

## Central Office Manager's Report December 2<sup>nd</sup>, 2008

● Phone Calls Total:	411
● Information:	396
● 12 step:	5
● Al-Anon:	8
● Other programs:	16
● Hangs up:	11
● Other calls:	27
● Referrals back to website	19
● On-line orders:	6
● Visitors:	251

### MAIN POINTS

1. Gratitude Dinner
2. Great Volunteers
3. Grapevine Literature.
4. 2009 pocket planners

1. I would like to congratulate all the members of the Gratitude Dinner Committee for their outstanding efforts to ensure a highly successful and enjoyable event. There are so many who deserve special mention that I don't have enough space to name them all!

2. I would like to thank the small but ever growing number of A.A.s who have been signing up for phone referrals through Central Office and Help Line.

3. A new shipment of Grapevine literature has arrived at Central Office just in time for the holiday season.

4. Central Office now has in stock 2009 pocket planners. These make excellent stocking stuffers.

On behalf of myself, "Buzz", and all the volunteers at Central office Thank you for this opportunity to be of service. We look forward to an even more productive and fulfilling year in 2009.

Submitted in Service,  
Paul S.  
Central Office Manager.

## **WHERE & WHEN REPORT**

Date: 12/01/2008

By: Michael M [whereandwhen@aapinellas.org](mailto:whereandwhen@aapinellas.org)

- Newest issue is GREEN.
- Don't throw out old issues
- Activity for last month
  - 2 Group requests
  - 1 Additions
  - 1 Changes
  - 0 Deletion

The best and most efficient way to present additions or changes to the Where and When is to fill out the form on the website.

For changes:

[http://www.aapinellas.org/forms/meeting\\_change\\_form.asp](http://www.aapinellas.org/forms/meeting_change_form.asp)

For new meeting:

[http://www.aapinellas.org/forms/meeting\\_add\\_form.asp](http://www.aapinellas.org/forms/meeting_add_form.asp)

**It is important to give as COMPLETE INFORMATION about type of, and location of your meeting(s). Your meetings will have a greater chance of success if other people can actually find it!**

Please include a contact Name, Phone #, and Email address in case we have questions. If there is no access to a computer please call the Central Office to make the addition/correction. If you have provided an Email address a notification will be sent asking that you check your updated meeting information on the web site. If it is not correct respond back and I will make the necessary changes.

It is important to inform me, or the Central Office if a group stops meeting. We want the Where & When to as accurate as possible. Please convey this at all meetings you attend. Even if the group does not have an Intergroup Representative, they should keep us aware of their meeting status.

Regards,  
Michael M.

## November 2008

### Helpline Report

Presented for the December Intergroup Meeting

Pinellas County AA Helpline was staffed during the month by:

- 40 volunteers
- and
- 2 AA twelve step group

Call Statistics for November 2008

- **Total Inbound Calls :** **407**

***Total Inbound Calls*** equals the number of inbound messages left by individuals seeking helpline assistance when Central Office was closed or their phone lines were engaged (when Central Office's phone lines are in use calls roll over to the answering service). Calls not accounted for are calls to volunteers from the answering service.

**Thank you for allowing me to be of service,**

Stephen C.  
Helpline Chair

I am responsible...  
When anyone, anywhere,  
reaches out for help, I want  
the hand of A.A. always to be there.  
And for that: I am responsible.

**WEB SITE REPORT**

Steering Committee Meeting – December 2, 2008  
Report for November, 2008

**Main Points**

- Still working on the new graphical, Google-map linked site
- Met with Bruce G., District Web Site Liaison
- Statistics

Believe it or not, we have not given up on the Google-map linked meeting pages for our site. Unfortunately, our beta tester has gotten really busy and the testing has slowed down, which also causes the work on the meeting pages to slow down. The good news is that it is in the final testing stages and once that is finished we will be able to start entering our data into the new database. We will probably need volunteers to do that, so keep this in mind for the future.

Woodie S., our Webmaster, met with Bruce G. to discuss the changes District 1 wants for their pages on our site. She will handle the work on that and get with Bruce when it is done.

Web site statistics for the month of November, 2008:

Total visits: (The total number of times people have visited the web site.)	12,116
Total page views: (The total number of web site pages that have been viewed.)	75,253
Total hits: (A request to the web server for a file such as a web page, image, etc.)	149,402
Referred from Alcoholics-Anonymous.org:	98

Don't forget:

To submit anniversaries, events, and meeting changes, or to sign up for the Unity Meeting, 12-Step List, or Helpline, go to [www.aapinellas.org](http://www.aapinellas.org) and click on "Group Submissions" in the left-hand navigation. Then click on the form you need.

Yours in service,

Ed G.  
Web Site Committee Chairman

**Anniversary Dinner Report**

December 2, 2008

The tickets have been printed and are available at Central office. The flyer has been designed and the S.C. should have received an email from my chairperson I assigned to design the flyer. Also my decoration committee is coming along fine there design for the dinner/dance.

I have resolved the issue of the contract addendum for the dance and will get it into the mail along with the check that Paul is to bring to S.C.

If anyone has a question or suggestions please feel free to contact me at 727-563-6368 or email me at [luciano345@yahoo.com](mailto:luciano345@yahoo.com) and my committee and I will hear you. I am sorry to report the information given at I.G. was erroneous. These decisions made by a few were not addressed by me or my committee. Therefore I will take it upon myself to inform the I.G. the information they received was false and w/o merit. This will be a formal occasion for all to dress up and enjoy. Thank you for letting me by of service.

Lou G.

## **Gratitude Dinner Report**

1. Budget is below.
2. All committee chairs will fill out attached report for future gratitude dinner committees. Will have completed reports for next steering committee meeting.
3. Policies and procedures will also be updated for next meeting.

2008 Gratitude Dinner  
Committee Chairperson's report

You did a wonderful job as your committee's chairperson this year.

**Congratulations and Thank You!**

We have an opportunity now to capture our thoughts and ideas and pass them on to our friends that will be holding this event next year to make their lives a little easier and stress-free.

Please take a few moments to think back on what made this year's Gratitude Dinner successful, what changes you would make to have an even better event next year, what vendors and important contacts you needed, and what supplies were needed leading up to and the day of the event.

Once you have filled out the attached questionnaire, please return it to Beverly B. so that we can compile your responses and give them to Central Office as a package for next year's team.

Thank you for taking a few moments to fill this out.

(2 page questionnaire follows)

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Chair Contact Phone: \_\_\_\_\_

Chair Contact Email: \_\_\_\_\_

1. What major tasks, purchases, or contacts did you need to take prior to the event and when?

2. What vendors did you use and would you recommend any changes?

Vendor	Item(s) provided	Contact info (email or phone)

3. How many fellow committee members did you have and was it enough?

4. Was your budget enough? If no, what would be your budget recommendation for your committee next year

5. Did your team need to be involved the day before the event? If yes, what tasks were needed to complete and how many people did you need to complete them?

6. What supplies did you need to bring for setup?

Committee Name: \_\_\_\_\_

7. What time do you recommend your committee should arrive "day of"?

8. What tasks were needed to be done "day of"?

9. What supplies did you need "day-of"?

10. What break-down work for your team was required?

11. How long did your team's break-down take?

12. How many people from your team were necessary?

13. What went well for your team this year?

14. What changes would you make?

15. What additional comments or suggestions do you have?