#### March 20, 2018

Business Meeting, District 5, South Florida Area 15, General Service Committee Arcadia, Boca Grande, Englewood, Ft. Ogden, Nokomis, North Port, Port Charlotte, Punta Gorda, Venice

Website: www.aadistrict5.org

MINUTES ARE CONFIDENTIAL: must not be posted in public places (clubs, bulletin boards) NOTE: All reports and motions must be handed to or emailed to <a href="mailto:secretary@aadistrict5.org">secretary@aadistrict5.org</a> on or before the business meeting is held and no later than the weekend thereafter. Please use Arial 12-point font and submit word or page docs rather than .pdfs for ease of insertion. THANK YOU!

## Next Meeting 7pm GSRs; 8pm District 5 Business Meeting at Community United Church of Christ, 3450 Biscayne Drive, North Port on April 17, 2018 (the 3rd Tuesday)

**OPENING:** Chairperson, Mark W. called the meeting to order at 8:45pm, directly after the 7pm GSR meeting reviewing the 68<sup>th</sup> General Service Conference Committee Agenda Items. Group conscience to proceed with an abbreviated District Meeting tonight. No new motions, no need for roll call. Start with moment of silence followed by the Serenity Prayer.

**WELCOME:** (1) New GSRs: Ross, "You are Not Alone" group, Church of the Nazarene, M-F 7am, Venice and (1) New AGSR: Kay, "Our Great Hope" group, Tuesdays, 6pm, North Port

## GSR ANNOUNCEMENTS AND REPORTS: (any flyers are included at the end of the minutes) SANDY: Borderline Big Book, First Alliance Church, Monthly Pamphlet Meeting, Last Monday March 26<sup>th</sup>; "The AA Group", 7pm till 7:30pm food; 7:30-9pm Mtg. (eatin' meetin')

DIANE: The Butterfly Group informs the Events Committee that they will take on "desserts making" for the Old Timers' Dinner

JIMMY: The Gratitude Group, 8pm March 30<sup>th</sup>, Speaker Meeting is a Salvation Army Counselor, Motivational Speaker this month, following Anniversary's and Cake.

TANIA: "Living Sober", Venice, Ice Cream Social, 18<sup>th</sup> Anniversary Meeting is on July 23, 2018; Open Speaker Meeting 7:30pm; followed by Ice Cream Social at 8:30pm

INTERGROUP: April 21<sup>st</sup> Old Timers' Dinner; June 2<sup>nd</sup> Founders' Day Dinner ... Positions Open at the Intergroup are: Treasurer, Secretary, Liaison and a Member at Large. Qualifications: 5 Years Sobriety, 1 Year with financial expenses. In need of more IGRs. New rule: All transactions/sales must be paid in full and up front before taking books, medallions, cards and/or any items for sale at the Intergroup Office. Mary O. our treasurer will pay Intergroup upon request of any expenses coming from District 5 Treasury on Friday's.

ROY: The Lemon Bay Group is doing great we are a new comers group that meets outside at lemon bay park in Englewood 7 days a week at noon. We are a Dog friendly meeting. We also have a free pizza party first Wednesday of month all the best

#### **CHAIRMANS REPORT: Mark W.**

Good evening,

Thank you for the opportunity to serve as your district 5 chair. I'm an alcoholic and my name is Mark. On Friday, February 23 I distributed the background material to the standing committee chairs through the Intergroup office. I'd like to thank the committee chairs for their presentations this evening and the DCMs who worked on the additional background information. I hope you will all be able to attend the area assembly in April in Weston.

Also, this month, we received notice from Kevin C that due to conflicts with his work schedule, he has stepped down as alternate chair and DCM coordinator. We wish him well in his career and thank him for his service to district 5. I'm sure our DCMs will be able to continue with their commitments and we ask for your understanding and support. Please let your groups know of these developments and the ongoing service opportunities available.

IMPORTANT: Our delegate will present her post conference report on May 15th at our business meeting. We have asked her to join us for a pot-luck dinner at 6:30 so you'll have a chance to show off your culinary skills with your favorite dishes. Please bring a sponsee or a guest to enjoy our fellowship as our delegate shares her experience at the 2018 Conference.

As always, we are here to serve you and your groups. Please feel free to call on any of us if you need anything.

Love in Service, Mark W. District 5 Chair Panel 67 941-716-0621

#### **ALTERNATE CHAIR/DCM CHAIR REPORT: Position OPEN**

DCM REPORT: JEN N.

Our DCM Coordinator necessarily stepped down, so Mark and Joycee joined Mary, Wes and Jen. We discussed how to move forward without a leader and we generally agreed to work things out between ourselves until some member would step forward for that position. Background literature for the DCM Committee was portioned out to have ready for the March District Meeting. Our April GSR sharing will be discussing other topics on our April DCM meeting. Any input from the GSRs as to what is important to them would be greatly appreciated in an effort to make the session an informative, interesting time.

Sincerely yours in Love and Service, Jen N.

#### RECORDING SECRETARY: Joycee C.

Please sign in and check the accuracy of your information (including your home group name) on the alpha by first name sign in sheets at the back of the room. Please sign the New and/or Guest register sheet if appropriate. Updates to your position or new positions as GSRs must fill out the form provided in the back and submit to our Registrar (not me).

To inform the New GSRs: you'll receive from the Secretary via bcc email any important information forwarded from GSO, Area and/or District as well as our Monthly District Minutes in .pdf format. The email listing is updated by our Registrar ONLY as changes occur and submitted to me ONLY for the use of the email listing and District Meeting Sign in Sheets.

A huge THANK YOU to our Registrar, Bill S. for his outstanding work in keeping this incredibly complex and in-depth membership spreadsheet as accurate as humanly possible.

Monthly Minutes are submitted on or before one week after tonight. Please submit your reports via email on or before Friday this week to <a href="mailto:secretary@aadistrict5.org">secretary@aadistrict5.org</a>
Love and Service, Joycee

#### REGISTRAR'S REPORT: Bill S.

Registrar Report for March 2018

New GSRs or AGSRs are requested to submit the District and Group Position Change Form located on the table in the back of the room. If you have any questions, please see me and I will be glad to assist you. I am here to serve you

All GSRs who've not yet provided their information for updating the Registrar's database are requested to do so. The information needed is: Your name, Your group, Your phone number, and Your email address. You can provide this information by texting me at (941) 276-1561 or by emailing the information to <a href="mailto:n9ws@comcast.net">n9ws@comcast.net</a>.

If there is a change to your group's meeting information such as the time or place where it meets, be sure to contact the Intergroup so that they can update the meeting list and also contact me as indicated above.

Grateful to serve, Bill S. Registrar

TREASURER'S REPORT\*: Mary O. (scanned and placed at the end of these minutes)

#### **COMMITTEE REPORTS:**

**FINANCE:** POSITION IS OPEN (oversea the Treasurer's Reports, request if any committees need extra money over budget. Meets 2<sup>nd</sup> Tuesday and has 1-year sobriety. There is one possible interested member.

#### **WEBSITE: Diane**

There have been several issues and/or changes this month:

- 1. The website SSL certificate expired, which resulted in some site visitors getting messages about the site possible being unsecure.
- 2. The SSL certificate was renewed, and the site is back to normal
- 3. Diane R. has stepped down as web chair but will continue to help as a committee member.
- 4. Tania has expressed interest in taking the position. She attended the last committee meeting.
- 5. The committee discussed the issue with maintaining a meeting list in addition to the list that was being hosted by intergroup. The site aadistrict5.org will no longer maintain a meeting list. Instead, it will direct people via a hyperlink to the intergroup website. We are in the process of making the changes to the site for this.

#### **TREATMENT: Brian**

Good Evening Everyone:

My name is Brian and I am the current treatment chairperson for District 5. We have been keeping on tract with carrying the AA message into the four facilities, that allow us to bring a meeting to their clients.

<sup>\*\*</sup>Please report any site issues to <a href="mailto:website@aadistrict5.org">website@aadistrict5.org</a> soon as possible. If possible, please let us know the specific error message that shows up when you try to access the page.

We held our monthly committee meeting on March 8th at 645 at the EDC in Port Charlotte. A total of 3 people were in attendance. Just like last month a new volunteer showed up to get involved in service. I was able to work her into a meeting, this past Saturday, with a seasoned volunteer.

I have reserved a room for the April quarterly on the east coast, so my next report will reflect my activities there.

We will be holding our next committee meeting on April 12th at 645 at the EDC. All are welcome.

Love and Service, Brian

**CORRECTIONS: JJ** 

(scanned and placed at the end of these minutes)

**ACCESSIBILITY: BIII S.** 

Accessibility Report for February 2018

Reviewed the 2018 Conference materials for the Accessibility committee. There is nothing that requires a Delegate decision. The material was informative only. Noted were the following:

- 1. The Accessibility Committee responsibilities include service to A.A.s in remote areas.
- 2. The Hearing Impaired questionnaire had only 19 responses. In general, the opinion was that the pamphlets and services provided for hearing impaired and deaf A.A.s is not adequate

The Accessibility Committee met on February 8 at the Intergroup Office. In Attendance: Bill S, Sarah N and Jeff J. Meeting began at 5:45 PM.

#### **Items for Discussion:**

A letter is being drafted to send out to all volunteers thanking them for stepping up to serve, and requesting they complete a short survey so we know where and when each wishes to help.

While we agree our volunteer driver's cache is growing, and we can offer rides to an AA with a disability, we also recognize the necessity of growing our ranks. Telling people of our need at meetings is OK, but in order to get folks involved, it was agreed each of us would do our individual best to visit meetings outside of our "comfort zone," sharing our mission, and passing a sign-up sheet so these group members can get involved. This will be on an ongoing endeavor of AC members. We will also go to the 'clubs' in the district (Easy Does It, Brickyard, LaPlaya Plaza <Another Chance Group>, and Alano) and post a signup sheet on their information boards.

We were able to borrow 4 hearing devices from Area Accessibility to use at our Gratitude Dinner. Of the 4 devices, only 2 were operable. These 2 operable devices were used at the Gratitude Dinner and were reported as not useful in the informant presented at the dinner. This information will be relayed to the Area Accessibility Committee along with our thanks. We will continue looking into options for the AA who is hearing-impaired, and will keep the rest of the AC posted.

We discussed the value our District website can play in directing those in need of a ride, etc. and so Bill will follow though to determine who the current contact is and what message we may wish to post.

#### For future consideration:

- 3. We discussed, and agreed our committee would prepare a simple, perhaps double-sided pamphlet suitable to be dropped off at local ALF's, Nursing Homes, and other venues where our services might be of use.
- 4. Also discussed was the concept of an electronic newsletter.
- 5. Also discussed sensitivity training for volunteers (and the public) so we're more familiar, and thus better able to be of service to those AA's with a specific disability.

The Accessibility Committee meets on the fourth Wednesday at 5:30 at the Intergroup Office. Please join this active committee and enjoy helping others in need. Our next meeting will be on February 28

Grateful to serve, Bill S.

PI/CPC: Nancy

LITERATURE: Siggy

INTERGROUP LIAISON: Position OPEN (see GSR reports above for Intergroup Info)

#### **GRAPEVINE: Richard M.**

Hello District 5 and my AA Family:

Just to let you know what is going on with our Grapevine, Our Meeting in Print. I have just taken over as chairperson for the District. There isn't alot happening at this time, but hopefully things will change as I and hopefully with the help of my AA family, we can get some work done with this wonderful magazine.

I have the Grapevine material from Tony. T. of the Archive Committee and from here I will be getting things together so I can put a Grapevine display at the Old Timers' Dinner in April. I want to thank you for the chance in giving the AA Grapevine a chance to live again in our District. With Love and Service, Richard M.

#### **CURRENT PRACTICES: Jan**

#### **ARCHIVES: Tony**

We had our meeting on March 14, 2018, Tony T., Peggy W., Jen N. had our meeting at 5pm at our storage unit at ExtraSpaceStorage. Our meeting is the second Wednesday of each month.

- 1. Further sorting, categorizing events folders.
- 2. Where and When'
- 3. Combining of Group Histories
- 4. There will be a display of our coffee pots at the Old Timers' Dinner. Peggy has just cleaned and labeled each.
- 5. Preliminary work continues on the District Tree Witch, each group needs to complete form which will be transferred to a color copy for the current group book of District 5 Groups. Forms

will be available at the Old Timers' Dinner at our display. Please make sure to get a copy to your groups.

6. Also, the Peace River Group started in 1961 when AA Came to Charlotte County.

We came across an article which talked about AA coming to Charlotte County! It mentioned the Peace River AA group as being the 1<sup>st</sup>!, But, we already knew that!

Another interesting item is the 1<sup>st</sup> recorded district dinner which we've found so far was in 1988 and it cost \$3. In 2004 it had jumped to \$8.50.

We've come a long way baby.

#### **OLD BUSINESS:**

Open Positions: DCMs (4); ACMs (8), Finance Chair

Finance Chair Qualifications: Oversee Treasury, Budgets on 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> month, Funds and Service Support.

DCM Qualifications: 4 years continuous sobriety; 2 years' service as a GSR (in any District); possess a working knowledge of the AA Traditions and Concepts; ability to visit assigned groups and keep those groups GSRs informed in all General Service Activities; ability to attend all District Meetings and Area Assemblies; perform duties as suggested in the current edition of the AA Service Manual.

ACM Qualifications: same as DCM, but 3 years current sobriety is required.

#### **NEW BUSINESS:**

Meeting Adjourned at 9:15 pm. Coffee and Cookie Makers (DCMS) Greeters, Next Meeting April 17th.

### District 5 TREASURERS REPORT

March 20, 2018

|                                     | Feb 18   |    |              |  |
|-------------------------------------|----------|----|--------------|--|
| February beginning balance          |          | \$ | 4,650.02     |  |
| Income                              |          |    | 2002.01.2000 |  |
| Basket                              | 32.00    |    |              |  |
| Group Contributions                 | 1,111.35 |    |              |  |
| Total Income                        | 1,143.35 |    |              |  |
| Expense                             |          |    |              |  |
| Accessibility                       | 13.99    |    |              |  |
| Corrections Committee               | 727.04   |    |              |  |
| P. O, Box 7356                      | 82.00    |    |              |  |
| PI/CPC Comm                         | 140.71   |    |              |  |
| Recording Secretary                 | 32.00    |    |              |  |
| Rent-Archive Storage                | 1,824.46 |    |              |  |
| Treasurer                           | 19.01    |    |              |  |
| Total Expense                       | 2,839.21 |    |              |  |
| February ending balance             |          | \$ | 2,954.16     |  |
| Billboard Fund                      | 2,000.00 |    |              |  |
| Feb monthly payment                 | 400.00   |    |              |  |
| Balance Billboard Fund              |          | \$ | 1,600.00     |  |
| Archives Fund                       | 75.70    |    |              |  |
| Archives Exp from Fund              | 12.00    |    |              |  |
| <b>Balance Archives Fund</b>        |          | \$ | 63,70        |  |
| Total Funds on hand                 |          | \$ | 4,617.86     |  |
| rudent Reserve Beginning Balance Fe | bruary   | \$ | 4,000.97     |  |
| udent Reserve Interest -2/28/18     |          | \$ | 0.06         |  |
| rudent Reserve Ending Balance Febr  | uary     | s  | 4,001.03     |  |
|                                     |          | _  |              |  |

## District 5 Group Contributions

February 2018

| Name                            | Amount   |
|---------------------------------|----------|
| District 5 Meeting Contribution | 32.00    |
| Eye Opener (Cape Haze)          | 65.00    |
| Eye Opener Group P.G.           | 185.15   |
| Hanging Tough Group             | 70.00    |
| Happy Hour Group                | 45.00    |
| Lemon Bay AA Group              | 19.00    |
| Lunch Bunch                     | 40.00    |
| Monkey Off your Back            | 55.00    |
| Morning Glory Group             | 67.15    |
| Morning Glory Group             | 61.11    |
| New Beginnings Group            | 284.85   |
| One Day at a Time Group         | 43.51    |
| Peace River Group               | 40.00    |
| Serenity By The Sea             | 23.78    |
| Steps to Sobriety               | 75.00    |
| Thursday Night Step Group       | 16.80    |
| Venice Young Peoples Group      | 20,00    |
| Total Contributions             | 1,143,35 |

### Corrections Committee Meeting

District 5- Area 15, South Florida

Minutes of /10/March/2018 Meeting: 10:00-11:30

Attendees: Bob M., Les H., Bob C., Rick P., JJ A., John P., Don K., Betty M., Jay B.

#### AGENDA

JJ A. opened the meeting with the Serenity Prayer.

Minutes were reviewed, with a few questions, and accepted by acclamation.

Corrections 2018 Budget, to date, was reviewed, discussed and accepted.

#### **OLD BUSINESS**

- IJ reviewed the current AA Meetings that Corrections is covering:
   1) CCJ- Men's and Women's on Sunday @6:30 PM; & Wednesday @ 6:30 PM; CCI Work Camp in Ft Meyers-on Wednesday @7: PM.; CCI on Friday @1: PM.
   (2) DJ on Friday @ 6: PM.; DCI Work Camp on Monday @ 6; PM; DCI & Ed. Annex on Monday @ 6: PM; DCI Chapel on Tuesday @ I PM.
- T- Shirt up-date: colors and ideas were kicked around and will be firmed up next meeting.
- We need to obtain a supply of "donation forms" to authorize specific literature @ CCI to bring in.
- As a reminder, the New Ordering Process of Literature @ Intergroup is effective March 1<sup>st</sup>, 2018, and will go thru JJ, putting it on his card & being reimbursed @ District 5 Business Mtg.
- At CCI, Faith Based inmates will be told by Chaplaincy they may attend AA meetings.
   However, there will no AA PI Presentation about what is AA, such as done @ Desoto Annex. They will just be told by the Chaplain.

#### **NEW BUSINESS**

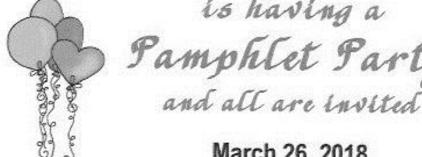
- GSO pre-conference Agenda Items for Corrections were distributed, read and discussed.
- Correspondence Program Pamphlet was passed and reviewed by JJ.
- Pre-release in District 5 and Area 15 was discussed. This needs to be monitored closely by CC Members to help Inmates connect with DOC's Classification Officer and the inmate led transition program, like the one @DCI that and inmate named Aaron facilitates.
- Betty M.'s phone # was corrected. The incorrect info. Regarding Corrections Committee on District 5's Web Site was discussed, and discussion seemed to indicate the current Web Chair didn't know how to correct this issue.
- Bob C, will <u>update the List of Corrections Com. Members</u>, give it to the Chair, who will
  distribute it to all members. Also, with the attached Corrections Meeting Calendar,
  request members to write their name on those meetings they can COMMIT to as of now.
   Bob C. will make more calendars for members to indicate their choices.

MEETING ADJOURNED BY MOTION followed by the...

| 1900<br>CC7                             | 1300                                 | 1800<br>1800                 | 1900                                |               |
|---|--------------------------------------|------------------------------|-------------------------------------|---------------|
|   |                                      |                              |                                     |               |
| 25                                      | <del>-</del>                         |                              |                                     |               |
| DCI Work<br>1800<br>DCI EDUC<br>1800    | 908<br>1900<br>1900<br>1900<br>1900  | 1800<br>1800                 | 1900<br>1900<br>1900<br>1900        |               |
| 26<br>DCI Work Camp<br>1800<br>DCI EDUC | Work Comp<br>EDUC                    | Work Camp<br>EDUC            | Work Camp<br>EDUC                   |               |
| DC/C                                    | <u>3</u> 800                         | DC:                          | 1300                                |               |
| DCI Chapel<br>1300                      | Chapel                               | Chapel                       | Chapel                              |               |
| 27                                      | 20                                   | 3                            | 6                                   |               |
| 008<br>1900<br>1900<br>1900             | 1900<br>1800<br>1800<br>1300         | A 500<br>100<br>100<br>100   | 0061<br>003<br>1000<br>1000<br>1000 |               |
| CCJ<br>1800<br>CCI Work Camp            | CCJ<br>1800<br>CCJ Work Camp<br>1900 | CCJ<br>1800<br>CCI Work Camp | Work Camp                           |               |
| 28                                      | 21                                   | <b>=</b>                     | 0 7                                 |               |
| 7730 I                                  | DC:                                  | 1736                         | DC1<br>1730                         | DCI<br>1730   |
| Dorms                                   | Dorms                                | Dorms                        | Dorms                               | DCI Dorms     |
| 29                                      | , 23                                 | 3                            | œ                                   | _             |
| 8 C                                     | 1300                                 | 1300                         | 380                                 | CCI           |
| CCI Chapel                              | - CCI Chopel<br>1300                 | Chapel                       | CCI Chapel                          | CCI Chapel    |
| 30                                      | 23                                   | 16                           | •                                   | N             |
| 31                                      | 22                                   | 17                           | 10                                  | Saturday<br>3 |

# CASSI CONTRACTOR OF SERVICE OF SE

Borderline Big Book Monday Night AA Meeting is having a Pamphlet Party



March 26, 2018

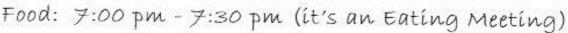


"The AA Group"



Leader Chris N. of

Borderline Big Book



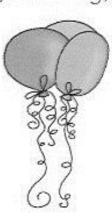
Meeting: 7:30 pm - 9:00 pm

First Alliance Church

20444 Midway Blvd.

Port Charlotte, FL

ALL ARE WELCOME



### CORRECTIONS COMMITTEE LIST

|   | NAME            | E-MAIL                       | PHONE NUMBERS |  |
|---|-----------------|------------------------------|---------------|--|
| • | J.J. Armstrong  | jarms1045@gmail.com          | 301-481-1327  |  |
| • | Mike Nevinger   | mnevinger@me.com             | 941-468-1129  |  |
| • | Terry Didick    | tdidick@comcast.net          | 941-629-2179  |  |
| 0 | Anne Harrington | anneh1022@gmail.com          | 941-286-0793  |  |
| • | Betty Mittel    | coconut.cottage.pg@gmail.com | 352-255-3150  |  |
| • | Bob Montgomery  | bobm41597@hotmail.com        | - <u></u>     |  |
|   | Les Hopka       | hopkales@yahoo.com           | 942-264-7000  |  |
|   | Bob Creer       | bellacraine@gmail.com        | 860-930-8038  |  |
| • | John DeAcutis   | limo king@vahoo.com          | 941-237-6485  |  |
| • | Tim Wilkinson   | Step7@sbcglobal.net          | 330-819-0232  |  |
| • | Rick Pomerleau  | rick@air-cares.com           | 203-376-3677  |  |
| • | Patrick Spelman | PatrickSpelman@gmail.com     | 312-967-0072  |  |
| • | Jay Barthelmeus | kbnjb@comcast.net            | 914-928-5507  |  |
|   | Dave Maloney    | davemaloney62@msn.com        | 941-627-1938  |  |
|   | Don Kirkley     | donkirk@gte.net              | 941-493-3085  |  |
|   |                 |                              |               |  |

#### **District 5 Officers & Committee Chairs, Panel 67**

#### AGENDA OUTLINE FOR APRIL 17th DISTRICT 5 MEETING

|                        | PRAYER:       | ; GSR PREAMBLE: |              |
|------------------------|---------------|-----------------|--------------|
| TRADITION OF THE MON   |               | (long form)     |              |
| NEW GSRs: (Name, Group | •             |                 |              |
|                        |               |                 |              |
| NEW<br>AGSRs           |               |                 |              |
| ALL GSRs:              |               | ALL AGSRs:      |              |
|                        |               | Officers:       | Guests:      |
| GSR REPORTS: (name, g  | roup, report) |                 |              |
|                        |               |                 |              |
|                        |               |                 |              |
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|                        |               |                 |              |
|                        |               |                 | <del> </del> |

| _                                   |
|-------------------------------------|
| CHAIDMANIC DEDODT.                  |
| CHAIRMAN'S REPORT:                  |
|                                     |
| ALTERNATE CHAIR/DCM REPORT: opening |
|                                     |
| RECORDING SECRETARY REPORT:         |
|                                     |
| REGISTRAR'S REPORT:                 |
|                                     |
|                                     |
|                                     |
| TREASURER'S REPORT:                 |
|                                     |
| COMMITTEE REPORTS:                  |
| Finance: (open position):           |
|                                     |
| Ad-Hoc/Qtly. Coord.: N/A            |
|                                     |
| Website:                            |
|                                     |
| Treatment:                          |
|                                     |
| PI/CPC:                             |
|                                     |

| Literature:   |
|---|
| Intergroup Liaison:                                   |
| Grapevine:  |
| Current Practices:                                    |
| Corrections:  |
|   |
| Archives:   |
| Accessibility:  |
|   |
| OLD BUSINESS:   |
|   |
|   |
| Open positions: DCMs (4); ACMs (8); Finance Committee |
| NEW BUSINESS:   |
|   |
|   |

| VOLUNTEERS:                                    |                        |               |  |
|--|------------------------|---------------|--|
| COFFEE   | COOKIE COMMITTEE OF TH | E MONTH: GSR  |  |
| SET UP   | GREETER                | Adjourn time: |  |
| Responsibility Statement and the Lord's Prayer |                        |               |  |