

Berkeley Fellowship  
Business Meeting 4/5/2025

9:00 am: Jeff D. opened the meeting with the Serenity Prayer followed by role call:

**Attendance:**

Jeff D., Business Manager, Meeting Secty  
Bob W., Literature & Supplies  
Julio B., Asst. Treasurer, Secty  
Michele S., Treasurer, Birthday Secty,  
Mystery, member  
Nancy K-D., Online Meeting Coordinator, Webmaster, Hybrid Meeting Host  
James C., Secty  
James K., H&I Rep.  
Martha V., Secty  
M.P., member

**Online Attendees:**

Pastora, Secty  
Catherine K., Online host, Secty, and Online Chip Person

Minutes of the Feb. 1 meeting were read by Michele S. and unanimously approved.

**Reports:**

**Literature & Supply Coordinator: Bob W.:**

Bob bought needed books, chips and checked supplies. Orange handled coffee pot was found and is available.

**Action:** Notify Bob if supplies or literature are needed.

**Business Manager, Jeff D.:**

Jeff noticed that a literature meeting was apparently using new books. The literature in the storeroom is, or should be separated between new lit for sale (on the left) from that used for literature meetings (on the right side). There is a sign above the bookshelves as a reminder.

**Online Meeting Coord, Hybrid Meeting Host, Webmaster: Nancy K-D:**

Nancy's 2 year term as Online meeting host is coming to an end and she would also like to handoff the Hybrid Meeting Coordinator role to another member. The website is going along fine. There is some persistent confusion among members between the webmaster's responsibilities which are limited to the berkeleyfellowship.com website. Questions about the Zoom meeting application should be directed to our Zoom Coordinator, Stephen M.

Nancy discussed an awkward instance where a man walked in on a women's meeting. Also concerned about the poor outdoor lighting in the corridor leading to the Fellowship Hall entrance. Signage and lighting are discussed under new business.

**Treasurer: Michele S.:** No report

We are in good financial shape in March with contributions exceeding expenses by \$262.32. Venmo use is increasing among in person meeting attendees. Bank policy on coin deposits keeps changing and there was \$6.90 fee this month for handling our change.

**Asst. Treasurer, Julio B.:**

Julio reported that he and Michele will make a recommendation to adjust the prudent reserve amounts in the next few months.

**H&I:** Julio reported that meeting volunteers are needed at several facilities in Alameda County including the Gladman Mental Health Rehab Center in Oakland which meets on Thursdays at 6:30 pm. Alameda Area 53 is considering hosting the next NorCal H&I Conference in this area but is struggling to find enough volunteers to cover key positions.

The Inside Visiting Sponsorship Service (IVSS) of H&I matches incarcerated alcoholics with sponsors on the outside and is currently seeking sponsors for San Quentin, Salinas Valley State Prison, Soledad, Central California Women's Facility in Chowchilla, Avenal and Corcoran State Prisons. Outside members no longer have to physically go to the prison to work with sponsees by using anonymous electronic technology. A flyer will be posted on the bulletin board and on the website.

**Intergroup Rep: Steve M.:**

Steve M. was not present but sent his report by email:

"Good evening all, this is Steve M, your Intergroup Rep.

I will not be able to attend our business meeting on Saturday, not even by Zoom. I will be on a plane flying back from Mexico to SFO. However, I did prepare a brief report:

In January East Bay Intergroup reported a 1,000 dollar surplus, or phrased differently, there was a yearly budget projection and East Bay AA exceeded that projected budget by 1,000 dollars. BFAA asked me what East Bay AA intended to do with the surplus. However, in February it was announced that there was no longer a surplus, and in fact East Bay AA was now in a bit of a deficit with our budget.

I was able to speak to the East Bay AA treasurer and he provided some clarification. First, he informed me that really there is no such thing as a surplus with AA. We make a prediction for our annual budget and if we exceed that prediction then we have a temporary surplus, but the money is always in flux. For example, there were 2024 invoices from our ASL interpreter services which East Bay AA had approved, which then were cashed in by the provider in February 2025, leaving East Bay AA in a bit of a deficit (I apologize but I do not have the exact numbers for where East Bay AA stands as of March, but I can get that information if our group would like to see it.) With that said, he also informed me that this year's annual budget, which we all voted for in December, projects that we will end the year with a 9,000 dollar deficit. Again, this is due to ASL interpreter services which were approved by East Bay AA Intergroup reps in December. For transparency, I was one of the reps who voted yes on that decision. So with that in mind, in considering that East Bay AA does not create a budget month to month, and instead approves annual budgets, when we had a small surplus of funds at the beginning of January, there would be no practical purpose in deciding where to spend that money, with the group knowing that by the end of December 2025, there would be no surplus.

In fact, we predict a 9,000 deficit. I hope that clears things up. The dollar amount may seem high but the group in December felt that the message being received by hearing impaired members of AA outweighed the possibility of a deficit. For context, East Bay AA still has a prudent reserve of 55k at this time.

Other than that, I also asked Molly the Rockridge IGR what was the current status of the committee's decision to relocate and she has yet to respond, but I am confident she will soon.

And finally, there was a discussion to move the East Bay Intergroup website to another domain, with another provider to carry it, which was approved. The website needs to be moved because the meeting finder tool can become overburdened with internet traffic.

That's it from me. I'll see everyone at our May business meeting.

**Action:** Julio asked Steve to report back on Intergroup's Income vs. Expense next month.

**Alt. General Svc Rep: Pastora**

Pastora reported that GSR Pamela is in Santa Cruz attending the Pre-Conference Assembly and will be bringing the agenda items discussed by the Fellowship at the 2 recent agenda topic meetings.

**New Business**

**Signage**

M.P. asked for a sign at the front door reminding people to watch their step. It was suggested that a reflective strip should be placed on the step to increase visibility.

**Action:** Passed unanimously.

In follow up to Nancy's suggestion, Michele S. recommended that a sign be made for posting outside noting "Women's Meeting"

**Action:** Bob W. volunteered to make a removable, magnetic sign for the door .

James C. suggested that a standing sandwich board would be helpful for directing attendees to Fellowship Hall for BFAA meetings.

**Action:** Michele S. will ask James T. to ask the church if we could place this type of signage during meeting times. James C. volunteered to provide the materials if the Church approves it.

**Lighting:**

Nancy K-D asked Michele to also ask James to follow up on the outside lighting needs.

**Action:** Michele to pass on the request to James for the Church to follow up on.

**Birthday Card Folder:** A member asked whether the Birthday card folder should be circulated during meetings. Another member said the answer is yes as the in person meeting script says, "We will now pass around the birthday card folder."

**Meeting Binders:**

Pastora asked if the meeting binders should be returned to the storage room or kept on the table between meetings.

**Action:** We need to ask in person meeting coordinator, Ron G. for the answer.

**Meeting Script Redundancy:**

M.P. reported that a secretary said that there were some redundant statements in the secretary script.

**Action:** M.P. was asked to identify the specific text in question.

**Fellowship Hall Housekeeping:**

Jeff D. noted that the meeting was left in messy condition by the Friday night meeting group with trash on the floor, coffee pots not emptied and cleaned and uncovered food on the counter.

James C. added that mice have been seen running across the hall and this has been reported to the church's representative, Robert C.

**Actions:**

- In-person meeting coordinator, Ron G. to follow up with the Friday night crew.
- Recommend that we throw out trash especially after food meetings. Nancy K-D said we need some direction on trash disposal.
  - Bob W. volunteered to develop a secretary checklist addressing these issues.
  - Michele S. to follow up with James T.
  - Jeff D. to follow up with Ron G.

**Service Position Turnover**

Nancy K-D mentioned earlier that her term as Online meeting coordinator is ending. The group discussed position terms and turnover. BFAA routinely holds elections in June for service positions turning over this year. Some positions have a 1 or 2 year term.

**Action:** Nancy K-D will post the position descriptions and their terms of service on the website with a call for nominees to attend the business meeting.

**Recording Secretary:**

James K. volunteered to be BFAA Secretary.

**Action:** James K. was unanimously elected to be the BFAA Recording Secretary.

**Literature for Women's Meeting:**

Martha V. asked the fellowship to buy copies of the AA Grapevine Book, "Voices of Women" for use at a women's literature meeting.

**Action:** Unanimously approved. Bob W. will get the books.

**Hybrid Meetings:**

Discussed whether more hybrid meetings should be held. Some attendees of in person meetings are not comfortable with the anonymity risks that come with online meetings and they will not be comfortable attending a meeting with a camera pointed at them.

**Action:** The group agreed that whether a meeting is hybrid is up to the individual group conscience. Any group wishing to commit to hybrid meetings must identify a reliable volunteer to setup, operate and secure the electronic equipment.

The meeting closed with a recitation of the Responsibility Statement.

Julio B., Substitute Recording Secretary