

# Berkshire Intergroup

Meeting Minutes – August 11, 2025

## Opening

The meeting was opened with the **Serenity Prayer**, the **A.A. Preamble**, and the **Articles of Purpose**.

## Roll Call

- Dwayne (Chair)
- Robin (Office manager)
- Rusty (Secretary)
- Marc C (Virtual Sober at Sunrise Rep)
- Steve M (Area 31 Delegate)
- Craig (Web Servant)
- Dennis B (Sober at Sunrise Rep)
- Bronwyn (Treasurer, Sober on Saturday Rep)
- Mary E (Watch your Step Group Rep)
- Mike M (Sitting in)
- Michael (Northern Berkshire Group Rep)
- Lisa L (Sitting in)
- Elaine (Keep it Simple Group Rep)
- Ilene (Institutions)

## Minutes from July

- Minutes were accepted

## Treasurer's Report

- B: wrote "donations" instead of "contributions" - she will change going forward
- Report was accepted
- E: asking about "major donations detail"
  - B: this was a mistake
- E: doesn't think there's a need to list contribution amounts per group
  - B: this could change if the group agrees

## Office Manager's Report

- R: well-stocked, plenty of funds, taxes paid, grapevine greeting cards have been released and are available (wondering if there is interest), committee workbooks ● Meeting lists have been distributed to local institutions
- 6-7 workshop was successful
- Robin will be attending seminar in Memphis (about \$1100) - wondering about reimbursement
- Mike: question about volunteers
  - R: happy to train volunteers, contact her for info
- Mike: question about sales tax - is this treasurer's job?
  - R: she paid the sales tax as they were overdue and B was busy ● M: asked specifics about days open and volunteer shifts
    - R: gave specific answers about days/times/personnel

## Website Report

- C: site is going well, thanks the group for their input

## Chair's Report

- D: we had our step 6/7 workshop, it was wonderful, everyone did great ● Next week, MA State young peoples' convention is next week (MSCYPAA)

## Co-Chair's Report

- No co-chair

## Institutions Report

- Ilene: working on guidelines for individuals taking meetings to institutions, discussing this with meetings and groups
- Revitalizing bridging the gap program
- Having liaisons for each major institution, updating letters of intent
- Onboarding one new institution - greylock recovery center

## District 3 Report

- Absent

## Area 31 Report

- Steve:
  - **Concept Meeting**
    - 1st Thursday of the month
    - Reading Concept 5
    - Hybrid format, 7 PM at South Hadley, MA
    - Info: [area31aa.org](http://area31aa.org)
  
  - **Area Committee Meeting**
    - 2nd Wednesday of the month;
    - Hybrid format, 7:30 PM in South Hadley, MA
    - Details on [area31aa.org](http://area31aa.org)
  
  - **Available Area Services:**
    - Incoming speaking commitments
    - Group inventories moderated by past delegates
    - Contact: [areachair@area31aa.org](mailto:areachair@area31aa.org)
  
  - MA State convention planning committee - September, 7pm at best western crown plaza hotel+trade center in Marlboro MA, multiple carpools are available ○ They will also meet in October
  - MA State convention - November 14/15, best western crown plaza hotel+trade center in Marlboro MA
    - Please register through the MA state convention website
  
  - AAWS
    - There is still time to put in Resume for Class A Trustee (outside, non-alcoholic position)
      - Instructions available on meeting guide app, or Steve can provide info
    - Non-trustee director position is open for Grapevine
      - Instructions available on meeting guide app, or Steve can provide info
    - Nov 18 - deadline for application
      - Due to renovations of GSO, it will be closed for 8-12 weeks
      - Services still available, office will be unoccupied
  
  - Area 31 Fall Assembly coming up
    - Area officers will be elected
    - GSRs should attend
  
  - Archives committee recording party coming up
    - Western MA Intergroup - 2nd annual thanksgiving day alkathon - 27th, noon-midnight at Morning Star baptist church in South Hadley MA
    - Western MA Intergroup Christmas alkathon 6pm 24th - 6pm 25th
    - District 6 - workshop at united methodist church, enfield CT, more details will be announced
  - Details on all these events available on [area31aa.org](http://area31aa.org)

- Northeast Regional Forum being held Dec 5 - 7 in Providence, RI, registration is required and available on [aa.org](http://aa.org), there is no fee (already paid for by contributions)
- NERAASA - portland ME, at the end of Feb, more info available at [neraasa.org](http://neraasa.org) • R: asked about room block for MA State convention (size of block, etc), asked about the concept of a room block in general
- S: does not have specifics about number, explained room blocks, we need to hit a certain number to avoid a fee for meeting room block requirements

## Old Business

- 501c3 ad-hoc committee
  - Mike C: question about 501c3 - intergroup does not need to be tax exempt, Western MA Intergroup incorporated due to its financial size
  - Elaine: do we collect sales tax?
    - Robin: we don't add sales tax to our prices
  - Lisa: wondered about the \$200 tax-exempt filing fee mentioned in notes, asked if we have consulted with an attorney
    - Robin: we have contacted an attorney, no response
    - Bronwyn: since we bring in nearly \$25k, we should contact an attorney to advise if we need to incorporate for tax-exempt status
    - Lisa: agrees we should consult with professionals
  - Craig: Ilene and Craig did research about this; C has extensive experience with these matters; the IRS has a threshold and it is \$5k (we are above that), not \$25k. In his opinion, though it was not an issue in the past, requirements have become more strict, and we have a filing requirement with the IRS; in order to do that, we need to file a 1023 (whether we decide to stay unincorporated or incorporate as a 501c3). The filing will not be different either way. The liability of non-profits is \$20k but that does not cover filing mistakes. Incorporating removes any liability from the officers. Business liability insurance may be necessary for protection; \$1k more for officers/directors insurance for back taxes. The IRS receives information about our transactions from the banks.
    - Recap: we have to file with the IRS; incorporated is more work, unincorporated costs a bit more money
  - Mary: Suggests we disband Berkshire intergroup and instead join W MA intergroup; there is minimal representation from groups recently
  - Elaine:
    - to Craig: "we have to file with the IRS" - what does he mean?
      - Craig: that is his understanding of the law (we currently don't file)
    - Insurance for events: she believes this is incumbent on venues not the group
      - Agrees with Mary about issue with under representation
  - Ilene: there is not urgency in this matter as we are under the \$25k threshold ○ Steve:
    - the threshold is \$5k, which we currently exceed (doesn't know where \$25k comes from, it is not the correct number). Area 31 is incorporated as a 501c3. We are responsible to follow the law. He doesn't recall Area 31 hiring a lawyer to fill out the paperwork - we likely don't need one.
    - Regarding representation - they have 300+ groups, usually receive 25 reps; does not

believe disbanding due to low representation is the move ○ Ilene: clarification: we SHOULD file, the question is HOW to file (incorporated vs unincorporated etc)

- Robin: Every group in W MA may have a rep at W MA Intergroup (W MA and Intergroup are not mutually exclusive)
- Lisa: does not think we should disband; this does not need to be discussed here; 6 reps is not bad

- Rusty moved to close as it is past 8
  - Motion did not pass
  - Mary volunteered to finish taking minutes
- Craig said we should make a budget at the beginning of the year for trips and events so we don't have to vote on each individual thing.
- Michael had a question about whether we could function under the umbrella of Area 31? ○ Craig said it would be more work. Ilene said that GSO guidelines state that every group should be self supporting.
- Mike M wanted to know the benefits of being a non-profit.
  - Discussion followed.
  - Robin said that being a 501C would give us discounted programs. ○ He suggested we need directors.
  - Mike M suggested we did not need to incorporate.
  - The ad hoc committee is meeting on Sep. 2 at 5:30.
  - Steve said they should make a recommendation that the group can vote on. ○ Mary said that it would be good to have group sharing time, that we spent an hour and listening to Steve and Craig mostly.
  - Steve and Elaine agreed it would be a good idea to do group reports.

## **New Business**

- Dennis moved that we reimburse Robin for her expenses.
  - Motion passed
  - Robin will provide receipts.

## **Closing**

The meeting closed at 8:35 with the **Responsibility Pledge**.