Pittsburgh Area Central Office, Inc.
Steering Committee October 25, 2026
3rd Q Meeting Minutes

Steering Committee Chairman Scott C. opened the meeting with the Serenity Prayer, asked for motion to accept the minutes from the 2nd Quarter 2026 Steering Committee meeting, motion made seconded and passed. Introduced Intergroup Chairman Kenny D.

Kenny started meeting off by explaining that the intergroup had decided to have a forensic review of finances for the last 15 years. The review was performed by Wilke CPAs & Advisors. Kenny went on to explain that they had finished the initial part of this review and have a report prepared. Once the intergroup receives that, it will be reported at the next steering committee meeting and the intergroup will decide what future action should be taken based on the results. Monette S. from the Mt. Lebanon group asked about what is contained in a forensic review. Kenny responded by saying that is unknown until the report is received from the accounting firm and explained in more detail.

Kenny did his own report and introduced intergroup members in attendance for their reports:

Kenny D. – 2026 Intergroup Chairman & Newsletter/Website Liaison -

Newsletter report - The latest newsletter has been sent & posted on website.

Ryan S. 2026 Treasurer

The reason for large increase in Operating Gain/Loss is due to 1 office employee instead of 2 and an extra $5000 in income for AA Anniversary. This is especially evident in the following categories: Employee Insurance(Health), Salaries & IRA Employer/Employee contribution. Back taxes is a new category since the IRS notified of us of arrears in 2025. Ryan asked if there were any further questions about the forensic review. A question about how much Wilke CPAs would charge for the review. Ryan responded that it would run between $4500 & $7000.

Eli J. – 2026 Answering Service & Meeting Book Liaison:

Meeting booklet report – 2000 new meeting lists have been received by the Central Office at a cost of $1843. That brings the cost of sales on each list to 92 cents. It was voted on by the intergroup to raise the price of a meeting list from 40 cents to 60 cents to recover more of the costs. There may be more price increases in 2027.

Brandon B. – 2026 Christmas Party Liaison

The chair of the Christmas Party will be Owen C. from the Edgewood Discussion group & the co-chair will be Ward C. from the Northside Sunday Niters group. There will be a Christmas Party planning meeting on November 5th at 6:15 PM at the Central Office in Carnegie. Christina from the Mayfair on Moffett group asked where Christmas party donations should be sent. Mike responded by saying that Christmas Party donations are sent to the Central Office but deposited into a separate bank account. The Christmas Party Committee manages the finances of the Christmas Party. The Central Office simply oversees that committee as well as its bank account.

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Alexander A. 2026 Office Manager & Co-Treasurer

2026 2nd quarter calls:

Office Hours:
There were **237** calls during office hours, **10** calls were referred to AA Members, **3** calls were referred to Al-Anon.

Non office Hours:
There were **125** calls to the Answering Service, **36** calls were referred to Intergroup Members

The old Central Office liability insurance policy expired in August. Mike consulted with an insurance agency right down the hall from the office and was able to negotiate a slightly cheaper rate. The policy is with Erie Insurance.

Mike J. – 2026 PICPC & Speaker Bureau Liaison:

PICPC- There were 2 requests in the 3rd quarter. One for the Bridge To Hope Veteran's Organization which will be occurring in May 2027. Mike plans on attending. The other was for the Recovery Walk in September. The Central Office was unfortunately asked to attend that event at the last minute. Mike did attend but would like to provide more notification to AA members about the Recovery Walk in 2027.

Tom S. – 2026 Meeting Troubleshooter & YPAA Liaison

There was a complaint about the Brookline Real Deal meeting on Thursday. Tom did attend the meeting and observed no tradition violations. The woman's complaint appeared to be of a more personal nature therefore no action was taken. Tom also provided information on two upcoming PITYPAA events. PITYPAA refers to the Pittsburgh Committee of Young People in Alcoholics Anonymous.

Kenny went on to present the reports of the intergroup members not in attendance:

Kelly M. – 2026 Anniversary Liaison & Gratitude Liaison:

Anniversary report – Anniversary was on August 15th at SNPJ hall in Imperial.
Amanda S. from the 79 South group chaired and Jackie L. from the Southside Monday Niters was the co-chair. There were approximately 180 tickets sold. Michele B. was the Al-Anon speaker and Bill J. from Our Group in Beechview was the AA speaker. The event went well and ended up in the black financially. The expenses included $195 for printing the tickets to the event, $750 for the hall rental and $3294 for the caterer. The total expense came to $4239. The ticket sales as well as the 50/50 held at the event yielded $5003 leaving a profit of $764. Jessi from the Castle Shannon group asked about providing a different way to pay for tickets to the event such as using a QR code or credit/debit cards. Mike responded by saying that credit/debit card donations are currently accepted by the Central Office. Mike wishes to expand that option for literature sales as well as ticket sales for events. That will be voted on by the intergroup in the near future.

Gratitude report – the Gratitude flyer and can cover have gone out with October/November newsletter

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Ashley C. – 2026 Prison Liaison, New Group Liaison & General Service Liaison:

Prison report – There were **5** prisons who picked up their 3rd quarter allotment.

3rd Q New & Closed Groups report – There were **5** new groups and **1** that closed.

Old Business: none

New Business: Election meeting for 2 Intergroup members & new Steering Committee Chairman. Intergroup positions will be for 3 years and S.C. chair for 1 year. All start in January 2027.

Angie M. from the West Mifflin As Bill Sees It Group asked about providing more details regarding the duties of intergroup members. Kenny responded by explaining that every 9 weeks each member takes on a week of being on-call for any 12 step calls that may come from the answering service off hours. An intergroup position also entails taking on a service commitment such as Treasurer or Liaison to different operations of the Central Office. It also includes oversight and management of the Central Office itself. Mike J of the intergroup stood up and expounded more about the responsibilities of being a member of the intergroup and its rewards.

There were no nominations for Intergroup or Steering Committee Chairman. Brian T. from the Brighton Heights group and Brian H. from the Southside Monday Niters group volunteered for the intergroup positions.

Jason I. from the Troy Hill group volunteered for the Steering Committee Chairman.

Mike the Office Administrator asked if there were any other questions regarding operations of the Central Office

Angie M. inquired about reconsidering having 2 employees for the Central Office. Some other members stood up to agree that 1 employee is sufficient. Another employee will be considered if the workload becomes too much for Mike to handle. Hiring another employee will never be completely ruled out but will be considered on an as-needed basis. Mike went on to mention that presently there is a volunteer worker who has been trained to fill in if he has a doctor's appointment or takes a vacation. That person only has to answer the phone and take messages as well as handle literature sales. Mike also stated that if anybody at the meeting knows anybody who wants to volunteer or fill in as an employee to come see him after the meeting.

Scott asked for motion to close new business.

Motion made, seconded & carried to close new business and the meeting. Meeting was closed with the Lord's prayer.