

Jefferson County Intergroup

Suggested Guidelines



146 Arsenal St

Suite 10

Watertown, NY

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1. WHO WE ARE

-The name of this body shall be the **Jefferson County Intergroup**, hereinafter referred to as **Intergroup**.

-The **General Warranties of Jefferson County Intergroup** are based upon the same guiding principles found in the General Warranties of the General Service Office (GSO). These principles help ensure that Intergroup remains a service body dedicated to supporting Alcoholics Anonymous groups while respecting the autonomy of those groups.

-The following warranties guide the operation of Intergroup:

- “The Intergroup never becomes the seat of perilous wealth or power.”
- “Sufficient operating funds, plus ample reserve, should be its prudent financial principle.”
- “None of the Intergroup members shall ever be placed in a position of unqualified authority over any of the others.”
- “That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity.”
- “That no Intergroup action ever be personally punitive or an incitement to public controversy; that though the Intergroup may act for the service of Alcoholics Anonymous groups in Jefferson County and its environs, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous itself, the Intergroup will always remain democratic in thought and action.”

-These principles are adapted from the General Warranties found in the Twelve Concepts for World Service (p. 74) and from writings of AA co-founder Bill W. They were originally adopted by the General Service Conference on April 16, 1962. This adaptation of copyrighted AA material has been approved by the General Service Board.

-Intergroup is composed of **four officers** (Chairperson, Co-Chairperson, Treasurer, and Secretary); **eight committee chairs** (described in detail in

later sections); **one District 0700 Liaison; and Intergroup Representatives from all participating member groups.**

2. PURPOSE / MISSION STATEMENT

-The Jefferson County Intergroup shall operate in accordance with the spirit of the Alcoholics Anonymous Traditions and Concepts of Service.

-The **primary purpose of Intergroup** is to make the Alcoholics Anonymous program of recovery available and accessible to all alcoholics and to promote unity and mutual support among AA member groups within Jefferson County and the surrounding area.

-To support this purpose, Intergroup may carry out the following service functions:

Support of AA Groups and Services

- Adhering to the AA Traditions and helping to disseminate information regarding their content and application.
- Preparing and distributing to AA groups a current list of meetings and other relevant AA service information.
- Providing support to local AA groups in coordinating special activities, such as Days of Sharing, workshops, and conventions, when requested.
- Establishing standing and special committees to carry out specific service functions as needed.
- Undertaking additional activities from time to time that are consistent with the AA Guidelines published by the General Service Office of Alcoholics Anonymous.

Alcoholic Outreach and Recovery Services

- Providing a **24-hour telephone answering service** to respond to inquiries from individuals seeking information about Alcoholics

Anonymous or assistance with an alcohol problem.

- Maintaining a **current Twelve Step contact list** of AA members willing to carry the message and assist those seeking help.

Public Information and Community Relations

- Establishing and maintaining local public relations with members of the community seeking information about Alcoholics Anonymous.
- Arranging for AA speakers when requested by non-alcoholic organizations.
- Maintaining a mailing address to receive and respond to inquiries about AA. All inquiries shall be handled with discretion, with particular attention given to protecting the anonymity of AA members.
- Providing information to the press and other media outlets that develop news articles or publicity regarding AA, while remaining mindful of the principles outlined in the **Eleventh Tradition**.

Cooperation with Institutions

- Serving as a local AA contact for hospitals, correctional facilities, and other institutions.
- Maintaining communication with AA groups within correctional facilities, hospitals, and institutions in order to provide literature and arrange for AA members to share their experience, strength, and hope.

-In keeping with **AA's Seventh Tradition**, Intergroup shall remain **fully self-supporting and decline outside contributions**.

3. GROUP ELIGIBILITY

-Any AA group in Jefferson County and environs is eligible for membership in Intergroup. The group conscience of AA in the United States and Canada has agreed on these two (2) points that define an AA group:

I. Tradition Three:

“Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group, they have no other affiliation.”

II. Warranty Six:

“That though the Conference may act for the Service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in action and in spirit.”

-A group shall be considered registered after filing a completed Intergroup Registration Form that notifies the Intergroup of its formation, name, place, and date and time of its meetings. The group will be included on the next updated meeting list; a new group will be added to the printed meeting list approximately 90 days after establishment. However, a new group can be added to the virtual meeting list (and therefore the Meeting Guide App) approximately 30 days after establishment.

-If a new meeting wishes to be added to our meeting list but not register as a group, they shall follow the same 30 and 90 day guidelines explained above.

- ★ Since Intergroup does not directly participate in the AA General Service structure, it is suggested that each registered group also be registered with the General Service Office of AA in New York, Central New York.

4. THE INTERGROUP REPRESENTATIVE

-Each member group is encouraged to elect one Intergroup Representative (IGR) and one alternate representative. The elected representative, or the alternate when the representative is unavailable, is expected to attend all regular and special meetings of the Intergroup.

-Experience has shown that effective Intergroup representatives typically have at least one year of continuous sobriety at the start of their term, are active members of the group they represent, and maintain an active relationship with a sponsor.

-The term of service for an Intergroup Representative is two years. However, a representative may serve additional terms if the group they represent chooses to re-elect them.

-While these guidelines reflect recommended practices, Intergroup does not have authority over a group's selection of its representative or alternate. Each member group retains full autonomy in choosing who will serve in these roles.

-It is also recommended that a group's Intergroup Representative not simultaneously hold another officer position within the same AA group, in order to allow broader participation in group service.

5. VOTING AND PARTICIPATION

Eligible Voters

-Eligible voters at Intergroup meetings shall include:

- Intergroup Representatives (IGRs) or their designated alternates
- Intergroup Committee Chairpersons
- Intergroup Officers

-Each member group shall be entitled to one (1) vote at Intergroup meetings, cast by its IGR or alternate.

Motions

- Any member of Alcoholics Anonymous may present a motion to the Intergroup floor. However, only eligible voters may second a motion and participate in the vote.
- With recognition from the Chairperson, any AA member may address the Intergroup regarding a specific concern.

Voting Procedures

- Proxies and absentee votes may be utilized.
- Most decisions shall be made by a simple majority vote. However, consistent with Warranty Four, important decisions should be reached through thorough discussion, vote, and whenever possible, by substantial unanimity.
- Consistent with Concept Five, the traditional “Right of Appeal” should prevail. This ensures that minority opinions are heard and that petitions for the redress of personal grievances are carefully considered.

Quorum

- At any regular or special Intergroup meeting held with proper notification, the group representatives present shall constitute a quorum. Voting procedures shall follow the guidelines outlined in Section VI, Item 7.
-

6. ELIGIBILITY FOR INTERGROUP OFFICERS

- It is recommended that candidates for Intergroup officer positions:
 - Be active members of their **home group**

- Maintain an active relationship with a **sponsor**
- Meet the suggested minimum years of **continuous sobriety at the time of election**

-Recommended sobriety requirements:

- **Chairperson:** Four (4) years
- **Co-Chairperson:** Four (4) years
- **Treasurer:** Three (3) years
- **Secretary:** Two (2) years

7. INTERGROUP OFFICERS

Intergroup Officers

-There shall be four (4) Intergroup Officers:

- Chairperson
- Co-Chairperson
- Secretary
- Treasurer

-While holding office, an officer should not simultaneously serve as an IGR or alternate.

-Officers should represent as broad a geographic base as possible within the Intergroup service area.

-The basic duties and responsibilities of these officers are described in the following section.

1. **The Chairperson** shall serve as the primary facilitator of Intergroup operations and meetings.

-Responsibilities include:

- Presiding at all regular and special meetings of the Intergroup.
- Establishing and maintaining an Intergroup meeting format.
- Ensuring that decisions and resolutions of the Intergroup are carried into effect.
- Signing, executing, and delivering, in the name of Jefferson County Intergroup, any contracts or other legal or financial instruments authorized by Intergroup.
- Managing meeting proceedings and limiting debate on motions or issues when necessary to maintain orderly conduct of the meeting.
- Calling special meetings of the Intergroup when deemed necessary.
- Appointing a temporary chairperson in the event of a vacancy on a standing committee. Such an appointment shall not exceed three (3) months, during which time efforts should be made to select a permanent successor if needed.
- Assisting in the orientation of new Intergroup members, including Intergroup Representatives and Committee Chairpersons.
- Serving as an authorized signer on Intergroup bank accounts.
- Serving as a keyholder to the Intergroup office

2. **The Co-Chairperson** assists the Chairperson and performs the duties of the Chairperson when the Chairperson is absent.

-Responsibilities include:

- Presiding over Intergroup meetings in the absence of the Chairperson.
- Performing additional duties as assigned by the Chairperson or Intergroup.
- Serving as an authorized signer on Intergroup bank accounts.
- Serving as a **keyholder to the Intergroup office**.

3. **The Treasurer** shall serve as the principal financial officer of the Intergroup and shall oversee all financial records and transactions.

-Responsibilities include:

- Maintaining and supervising the financial books and records of the Intergroup.
- Determining the procedures for deposits, withdrawals, and financial record keeping.
- Serving as an authorized signer on Intergroup bank accounts along with the Chairperson and Co-Chairperson.
- Presenting a written financial report, with copies, at each monthly Intergroup meeting explaining the financial status of Intergroup.
- Ensuring that professionally competent counsel is utilized for matters relating to the Internal Revenue Service (IRS).
- Paying invoices for services previously approved by Intergroup, such as telephone service, rent, and other routine operating expenses, through

check, debit card, auto-pay, or other appropriate methods.

- Authorizing payment of miscellaneous expenses up to \$25.00 without additional approval. Expenses exceeding this amount must be approved by Intergroup.
- Presiding over Intergroup meetings in the absence of the Chairperson and Co-Chairperson.
- Presenting a proposed Intergroup budget in October for the following fiscal year.
- Ensuring that a financial audit is conducted prior to officer rotation or whenever deemed necessary.
- Checking and opening mail at the Intergroup office for bills or group contributions.
- Providing confirmation of contributions received from groups and maintaining copies for Intergroup records.
- Coordinating with the Literature Chairperson to record literature sales, purchases, and orders.
- Assisting in the transition and training of an incoming Treasurer at the end of their term.
- Serving as a keyholder to the Intergroup office.

4. **The Secretary** shall be responsible for maintaining the official records of Intergroup.

-Responsibilities include:

- Recording the minutes of all Intergroup meetings.

- Making a hard copy of the minutes available to Intergroup members and ensuring digital preservation of records.
- Distributing the Secretary's report to all Intergroup members prior to each meeting.
- Maintaining and updating the Trusted Servants list, including full name, address, phone numbers, home group, service position, and email address.
- Presiding at Intergroup meetings in the absence of the Chairperson, Co-Chairperson, and Treasurer.

8. COMMITTEE CHAIRPERSONS

-Intergroup shall maintain standing committees to support various service functions. Each committee shall be led by a Committee Chairperson, whose specific duties and responsibilities are described in detail in a later section of these guidelines.

-For purposes of Intergroup business, all Committee Chairpersons are considered eligible voting members of Intergroup and may participate fully in discussion and voting at Intergroup meetings.

1. HELPLINE CHAIRPERSON

-The Helpline Chairperson coordinates the operation of the Intergroup helpline and supports the volunteers who answer calls.

-Responsibilities include:

- Maintaining and updating all documents provided to helpline volunteers, including:
 - Twelve Step Call List

- Current meeting schedule
- Al-Anon information and contacts
- Suggested phone guidelines
- Helpline overview
- Instructions for forwarding the helpline phone line
- Distributing the monthly meeting calendar, updates, and changes to all helpline volunteers.
- Ensuring that all helpline volunteer positions are filled.
- Recruiting, training, and providing continued guidance to helpline volunteers.
- Announcing open volunteer positions at Intergroup meetings.
- Covering vacant shifts until volunteers are secured.
- Attending Intergroup meetings and providing a monthly report as needed

2. CORRECTIONS CHAIRPERSON

-The Corrections Chairperson coordinates Alcoholics Anonymous participation in correctional facilities within the Intergroup service area, including Cape Vincent Correctional Facility and the Jefferson County Jail.

-Responsibilities include:

- Coordinating AA volunteers who wish to participate in correctional facility meetings.

- Maintaining knowledge of current facility requirements for volunteers, which may include:
 - Fingerprinting
 - Background checks
 - Facility orientation
 - Photo identification
 - TB testing
- Serving as liaison with the Department of Corrections and maintaining contact information for facility representatives.
- Monitoring the progress of volunteers completing the required clearance process.
- Providing support and coordination for volunteers once service work has begun within the facilities.
- Encouraging participation in Alcoholics Anonymous within correctional settings.
- Providing a written monthly report to Intergroup detailing volunteer status and corrections activities.

3. TREATMENT CHAIRPERSON

-The Treatment Chairperson coordinates Alcoholics Anonymous participation in local treatment facilities.

-Responsibilities include:

- Coordinating AA volunteers who carry meetings into treatment facilities.
- Maintaining commitment calendars for groups and volunteers serving treatment facilities.
- Maintaining and distributing training documents for volunteers.
- Providing training and guidance regarding facility-specific rules, conduct, and procedures.
- Providing updates to volunteers when facility requirements or policies change.
- Providing a written monthly report to Intergroup.

4. PUBLIC INFORMATION/COOPERATION with PROFESSIONAL COMMUNITY CHAIRPERSON (PI/CPC)

-This committee carries the message of Alcoholics Anonymous to the general public and works cooperatively with professionals who encounter individuals with alcohol problems.

-Responsibilities include:

- Working with Intergroup to carry the AA message into the community in accordance with the Twelve Traditions and General Service Office guidelines.
- Cooperating with professionals such as physicians, counselors, lawyers, educators, and other community professionals who work with individuals affected by alcoholism.
- Helping professionals understand what AA is and what AA is not.
- Assisting with public information requests when appropriate.

- Providing a written monthly report to Intergroup.

5. GRAPEVINE REPRESENTATIVE

-The Grapevine Representative promotes awareness and use of AA Grapevine and its associated literature and media.

-Responsibilities include:

- Making themselves available to speak at home groups and AA events about Grapevine subscriptions and publications.
- Announcing and promoting Grapevine at meetings when appropriate.
- Making Grapevine literature order forms and subscription forms available to groups and individuals.
- Coordinating with other committees to provide Grapevine subscriptions where appropriate.
- Staffing informational tables at local AA events.
- Providing a written monthly report to Intergroup.

6. WEBSITE COMMITTEE

-The Website Committee Chairperson maintains and updates the Intergroup website.

-Responsibilities include:

- Maintaining the Intergroup website domain (aajci.org) with the service provider on file.

- Updating website content as necessary to support Intergroup's Statement of Purpose.
- Maintaining the online meeting schedule and providing a downloadable PDF meeting list.
- Posting announcements and notices for special AA events when appropriate.
- Maintaining and updating off-site links.
- Cooperating with the Public Information Committee to ensure meeting information is available to the media when requested.
- Ensuring that new meetings or groups receive Intergroup approval before being added to the meeting schedule. It is suggested that a meeting exist for three (3) months before being listed.
- Maintaining documentation of passwords and account information for domain registration, hosting services, and related software accounts. Public documentation is maintained in Appendix Two.
- Serving as a keyholder to the Intergroup office.
- Providing a written monthly report to Intergroup.

7. LITERATURE CHAIRPERSON

-The Literature Chairperson manages the ordering, inventory, and distribution of Alcoholics Anonymous literature for Intergroup.

-Responsibilities include:

- Ordering literature for AA groups as needed.

- Maintaining a running inventory list of all literature, including pamphlets, books, and other materials.
- Recording and reporting the total value of literature sold each month.
- Pricing literature items to match their purchase cost and marking prices accordingly.
- Receiving payment from groups and individuals for literature purchases.
- Issuing receipts for all literature sales.
- Communicating with the Treasurer to accurately record literature purchases, sales, and orders.
- Serving as a keyholder to the Intergroup office.

8. ARCHIVES CHAIRPERSON

-The Archives Chairperson preserves and maintains the historical record of Jefferson County Intergroup of Alcoholics Anonymous.

-Responsibilities include:

- Collecting historical documents such as literature, pamphlets, meeting minutes, photographs, and other materials that reflect the history of Jefferson County Intergroup.
- Recording oral histories by interviewing long-time AA members and documenting their experiences.
- Maintaining a physical or digital archive where historical materials are stored and preserved.

- Organizing events or displays that highlight the history of Jefferson County Intergroup and its impact on members and the community.
- Educating AA members about the history of Alcoholics Anonymous, including important milestones and the contributions of early members.
- Promoting awareness of the value of preserving Intergroup history and its role in guiding current service work.
- Providing mentorship and guidance during the transition from one Archives Chairperson to the next, including sharing working knowledge of procedures and responsibilities.

9. ELECTIONS AND TERMS OF SERVICE

-Any member of Alcoholics Anonymous may be nominated for Intergroup office provided that the nominee:

- Has the requisite years of continuous sobriety
- Is a member of an AA group
- It is also suggested that the nominee maintain a sponsor

-Annual elections shall take place in September.

-When two or more candidates are nominated for the same office, the election shall follow the Third Legacy Procedure (see Appendix 1.)

-Nominees who are unopposed for an office must still receive approval from Intergroup in order to serve.

-Terms of service are as follows:

- Intergroup Officers: Two (2) year terms

- Committee Chairpersons: Two (2) year terms

-All terms begin January 1.

10. VACANCIES IN OFFICE

A vacant office shall be filled in the following manner:

If the Chairperson position becomes vacant, the Co-Chairperson shall assume the role of Chairperson, and Intergroup will nominate and elect a new Co-Chairperson to complete the remainder of the term.

If any other office becomes vacant, Intergroup will nominate and elect a trusted servant to complete the remainder of the term.

An office may be declared vacant for any of the following reasons:

- Broken sobriety
- Resignation
- Absence from more than three consecutive Intergroup meetings without cause or report

11. THE MONTHLY MEETING

Regular meetings of the Jefferson County Intergroup are held:

Third Monday of each month at 7:00 PM

146 Arsenal Street, Suite 10

Watertown, NY 13601

Suggested Meeting Agenda

1. Call to Order/Opening
2. Reading of the Traditions
3. Introductions
4. Secretary's Report

5. Treasurer's Report
6. Chairperson's Report
7. Co-Chair's Report
8. Committee Reports (limit to three minutes each)
9. Questions and Answers on Committee Reports
10. Old Business
11. New Business
12. Open Forum
13. Close the Meeting

12. AD HOC COMMITTEES

-Ad-hoc committees may be formed by Intergroup for specific purposes when needed.

13. GOVERNANCE AND GUIDELINES

-The fiscal year of Intergroup shall be the same as the calendar year.

-These Guidelines are suggested only and may be amended by Intergroup at any time.

-Robert's Rules of Order shall prevail at Intergroup meetings except where inconsistent with AA Traditions and Concepts. Robert's Rules are used only to conduct the business meeting and to help ensure fairness in the decision-making process.

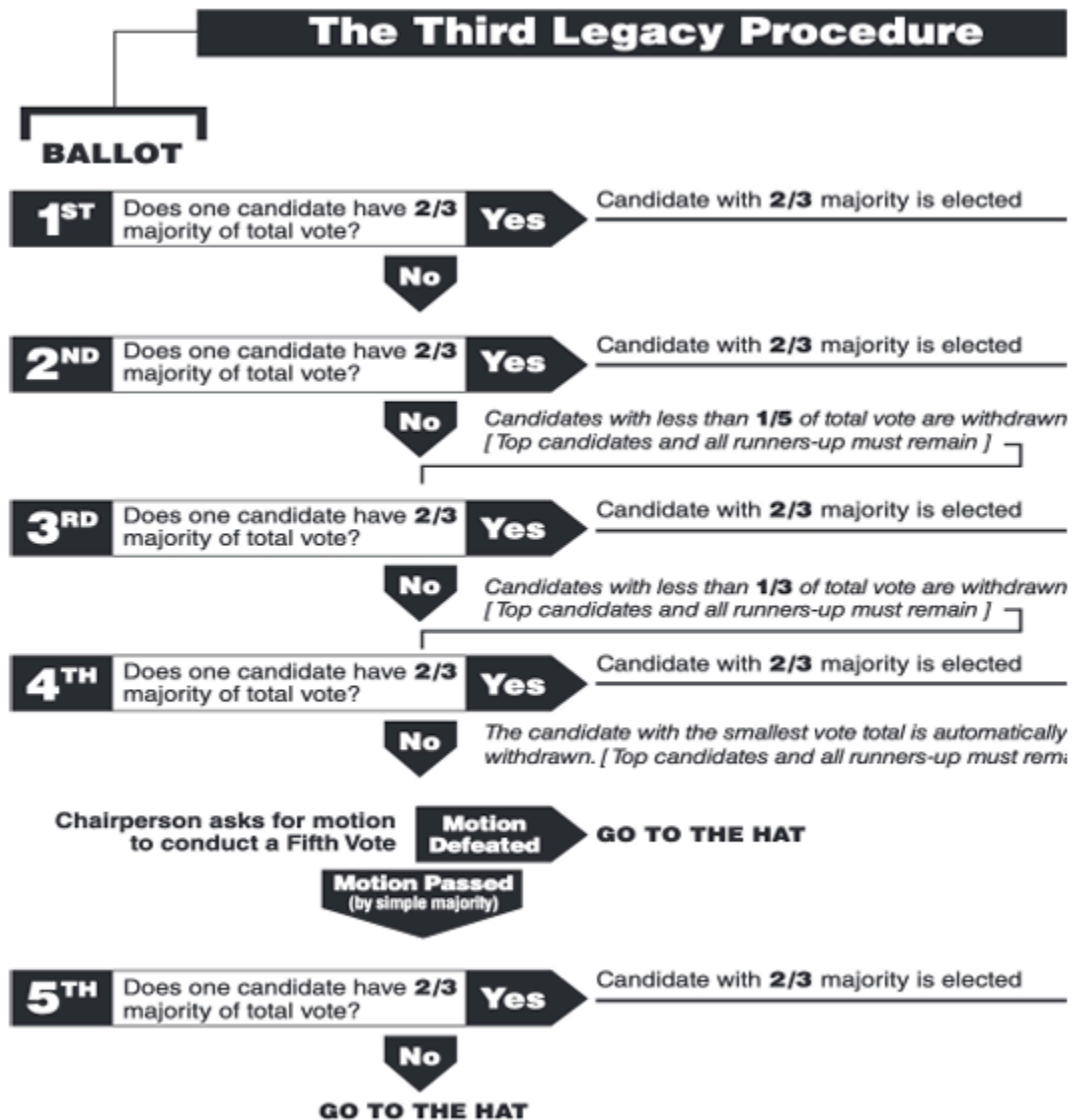
-These Guidelines are intended to provide an orderly means of carrying out Intergroup services to AA members and to alcoholics who are still suffering. No provision of these Guidelines should be interpreted in a way that defeats that purpose.

-Whenever interpretation of language or responsibility is in question, the voice of the group conscience, as expressed through Intergroup, shall be the final authority.

14. APPENDICES

Appendix One

-All contested elections shall be conducted using the Third Legacy Procedure as published in Appendix G of *The A.A. Service Manual Combined With Twelve Concepts for World Service*, current edition. The presiding officer shall have the official procedure available and shall read and follow it in full during the election.



-Third Legacy Procedure — Reprinted from Appendix G of *The A.A. Service Manual Combined With Twelve Concepts for World Service: 2024–2026 Edition*, with permission of A.A. World Services, Inc.

Appendix Two

Purpose: To establish and describe those actions and procedures which the Web Servant will

follow to ensure access to digital assets while maintaining security of access.

Digital Assets include the

Domain Name, Web Hosting Service and Website, Dropbox account, and Gmail account.

Rationale: Widely accepted security measures for digital assets prevent unintentional or

intentional damage to digital assets/software causing disruption of service or corruption of files. These

measures include password protection and limiting access to passwords to the minimum number of

individuals consistent with operational needs.

User Permissions may be granted with limited functionality or for limited time frames as needed.

To ensure continued access in the event of absence or incapacitation of authorized users, Passwords will

be known as follows:

Web site and administrative backend: Web Servant, one member of the website committee, Intergroup

Chairman.

Gmail Account: Same as for Website plus Trusted Servant for Archives and one associate.

Dropbox account: Trusted Servant for Archives and one associate plus Web Servant and Intergroup

Chairman.

The information and names of those persons in possession of the information will be documented in a

Digital Assets Inventory form maintained by the Web Servant.

Additionally and as needed Wordpress users with passwords and limited roles may be created to

maintain blogs and event calendars as may be developed and limited privileges may be granted for a

role of email manager to maintain domain based emails and Gmail.

Following excerpted from Guidelines Jefferson County Intergroup

G. WEBSITE COMMITTEE

1. Maintains web site domain name (aajci.org) with provider on file.
2. Maintains hosting contract for domain space with hosting provider.
3. Makes changes to the web site according to the wishes of Intergroup.
4. Updates meeting list on web site.
5. Updates on site down-loadable meeting list.
6. Posts Intergroup approved notices for special events.
7. Updates and maintains off site links.
8. Maintains records pertaining to domain name & hosting to be kept in Intergroup office.
9. Maintain budget & gives written monthly report to Intergroup.

Account Assignment Criteria

- 1) Intergroup or General Service Trusted servant or member
- 2) Frequently uses email on Intergroup or General Service Business

Account will remain open as long as assigned person holds current position and has need to use.

Naming convention: Email account name will be name of office held (example WebServant@aajci.org)

Passwords: Account holder is responsible for choosing a password which meets the Cpanel Criteria:

Password must be 12 characters and use at least one Uppercase AND one Lowercase letter And at least

One Number and 1 Special Character.

Privacy Issues: Account holder ought to keep in mind that the emails and content belong to the

Intergroup and that privacy, while generally respected, is not guaranteed. When the account is closed the

emails may be archived for posterity and accessed for research purposes and will no longer be accessible

to the (closed) account holder.

Access: The webmail app is found at aajci.org/webmail plus account password

Create a Bookmark for easy access. Use of a password manager is recommended:

LastPass at Lastpass.com has good reviews and has a completely free version although I

(Web Servant)have not used it)

The first Time You Access Your Account The RoundCube webmail application will

open – Underneath the RoundCube logo in the top left of the screen there is an <OPEN>

button and a check box for open my inbox when I log in.

Other features: Filters and autoresponders may be created in the RoundCube interface.

For Help: The Web Servant (or his/her designee) is responsible for maintenance of the email accounts

and may be contacted for help (including forgotten passwords and password resets).

1) Wordpress Website (frontend)

2) GoDaddy Web Hosting Account (administrative backend)

3) Domain Name aajci.org

4) Dropbox Account

5) Gmail Account jeffersoncountyintergroup315@gmail.com

6) Webmail at aajci.org

Note: An unredacted copy shall be distributed only to those persons listed below who have a

need-to-know passwords. This includes the Web Servant, one Website Committee member,

Archivist, Intergroup Chairperson. The Archivist may provide Archive Committee member(s)

with Dropbox access as needed.

A copy with actual Passwords redacted will be provided in the Intergroup records and available

to all intergroup trusted servants and others as needed.

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: WordPress website aajci.org

Access at: <https://aajci.org/wp-login.php>

Username: Each authorized user has a unique password

Password: *****

Authorized Users:

Tom Dowling Web Servant – full administrative access

Todd Dalessandro Website committee member – full administrative access

Greg Roslonowski Intergroup Chairman – full administrative access

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: GoDaddy website Hosting (administrative backend)

Includes web maintenance and configuration options, subscriptions and bill paying, CName

application which includes webmail management, Domain Name registration and maintenance

access is through the “administrative backend.”

Access at GoDaddy Administrative program aka “Website Administrative Back End”

<https://www.godaddy.com/>

Authorized to access: Tom Dowling (Associates: Todd Dalessandro, Greg Roslonowski)

Username: #####

Password: #####

Additional information *****

Economy Web Hosting renews 3/23/25 119.88

SSL certificate renews 5/28/25 69.99

PASSWORDS REDACTED Digital Assets Inventory Page 2 of 2

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: Domain Name aajci.org

Domain name is managed by GoDaddy but is our property and may be transferred to another

web hosting service. Access is through the “administrative backend.”

Access at GoDaddy Administrative program aka “Website Administrative Back End”

<https://www.godaddy.com/>

Authorized to access: Tom Dowling (Associates: Todd Dalessandro, Greg Roslonowski)

Username: #####

Password: #####

Additional information

Domain Name Auto-renew On Expires on Oct 27, 2025 Renewal cost \$22.99/yr

Domain Name Server (DNS) numbers:

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: DropBox Account

Access at: <https://www.dropbox.com/login>

Username (email): #####

Password: #####

Authorized access by: Jeremy Graves Archivist, Tim Skinner associate archivist, For UpDraft

Backup file access - Tom Dowling, Todd Dalessandro, Greg Roslonowski.

Note: Dropbox only

permits one owner with full functionality so Tom Todd & Greg must use the owners credentials

to access dropbox backup files. The account owner (Jeremy) may create links to files or folders

which grant anyone possessing the link limited access to the folder or file.

\$119.88 per year. Renews on October 16, 2025.

Note re UpDraft: WordPress Website is backed up to Dropbox file folder apps/aajci backups

using UpDraft plugin on an automated weekly schedule every Sunday.

PASSWORDS REDACTED Digital Assets Inventory Page 3 of 2

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: Gmail Account Jeffersoncountyintergroup315@gmail.com

Access at Jeffersoncountyintergroup315@gmail.com

Password: #####

Authorized to access: (Account settings) Tom Dowling , (Associates: Todd Dalessandro, Greg

Roslonowski), Archivist Jeremy Graves

NOTES: Includes a Google Drive which was used in 2022 but not since then.

Purpose of account is to provide an email for login verification when required by

GoDaddy account and Dropbox account. It has been used as an address to send to Intergroup

members on an intermittent basis.

USE POLICY: Going forward from January 20, 2025 it will be ordinarily accessible only to

Website Committee and Archives Committee. Intergroup Chairman will also have access.

AAJCI Website Committee Digital Asset Inventory Form

Asset Name: aajci.org Webmail

Access at GoDaddy website Hosting (administrative backend) using password for this asset

Access cPanel admin and the email options

Authorized to access: (Account settings) Tom Dowling , (Associates: Todd Dalessandro, Greg

Roslonowski)

NOTES: Provides email accounts through RoundCube Webmail user interface
username@aajci.org

Purpose of webmail to provide email services for Intergroup trusted servants on a to be

determined basis. Users autho

is to provide an email for login verification when required by GoDaddy account and Dropbox

account. It has been used as an address to send to Intergroup members on an intermittent

basis.

USE POLICY: Going forward from January 20, 2025 it will be ordinarily accessible only to

Website Committee and Archives Committee. Intergroup Chairman will also have access.