

## Intergroup Meeting Minutes: September 13, 2017

### Meeting Chair: Jean F., Intergroup Chair

- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Carolyn O, Webmaster and 12 Step coordinator
- Jean welcomed all the reps, thanked Gene for the setup and John for the coffee. Jean asked the Executive to introduce themselves. Jean then asked people to stand and speak. **The November Intergroup meeting will be held in the Nepean Room.**
- Introductions from the floor. Groups in attendance: Podium Hill, Westboro Morning, Hand in Hand, Willing to Change, We Can Recover, Back to Basics, Stittsville Second Chance, West End, Freedom/District 62, Venture, Barrhaven Tuesday Nights, Step By Step, Pinecrest, Search for Serenity, Beginners Group, New Day, By the Book, Beacon Hill, Alta Vista Open Door, Discovering the Big Book, Parkwood Hills, Ottawa South, Lunch Bunch, Carp Fellowship, Ottawa Men's Group, Vanier, Laurier-Sandy Hill, Orleans Hub, Share and Care, Maitland.
- 28 voting members present and 11 non-voting members (excluding 8 Executive members).
- Motion to accept previous month's minutes as presented: Kevin M, Freedom; Seconded by Duane S, Stittsville Second Chance Group. Motion carried.
- Motion to accept the agenda made by Caterina C, Share and Care; seconded by John G, Back to Basics. Motion carried.

### REPORTS

#### CHAIR PERSON: Jean F

1. Jean told the reps Carolyn had stepped up to be the new webmaster, but a committee will be needed for the job as it is too much for one person.

#### VICE CHAIR: Sandy K.

1. Sandy thanked everyone for attending the Inventory and their input and acknowledged how vital their input is to the future planning of Intergroup. There were 32 people in attendance and Harry B facilitated. Participants were asked to complete a comprehensive survey before being divided into 5 working groups. The working groups were asked to identify what they believed Intergroup's strengths and weaknesses were, the main challenges to Intergroup and the opportunities for growth. At the end an evaluation was done. The reps were provided with a 2-page sheet, which showed the results of the evaluation information. The top 3 highest ranked statements on the Intergroup questionnaire were Intergroup provides a regular newsletter, Intergroup does not endorse any outside organizations and provides regular financial updates. The 2 lowest were the Intergroup office is widely used by A.A. members in Ottawa and Intergroup is able to retain volunteers.
2. Some comments from the reps were, "I really enjoyed it", "I was confused as the format changed", "Informative—good for further advancements for Intergroup", "Very efficient and organized."

#### SECRETARY: Anne D.

1. Any new reps please see me for an information sheet to complete.

#### TREASURER: Stephen C.

1. Stephen presented the August financial statement and points out the new box regarding the prudent reserve. He wants to look at maybe reducing the prudent reserve in the coming year. Group contributions have dropped by \$4706 compared to last year at the same time. Literature sales have also dropped over the last year while the expenses are in line. At the June Intergroup meeting a question was asked as to what the office

expenses were. The 2 large purchases were carbon copy receipts \$400 for 2 or 3 years worth of receipts and new cheques at \$240, again a 2 or 3 years supply.

2. Question from the reps: Are fewer groups contributing or are the same numbers of groups contributing less? Stephen will look into it. Guy suggests analysis of donations be done. It was acknowledged by a rep that donations are down in their home group. Some groups think Intergroup has lots of money so they are sending their donations to other levels of service locally or to New York as they heard GSO needed money. Another rep asked why are we worrying about the prudent reserve as it is good to have a year's worth of money in the bank. Jean commented that when she took over as Chair she followed GSO guidelines, which is to have a year's prudent reserve. The Intergroup executive was asked by the reps to look into the feasibility of having an employee and it may be that 1/2 of the prudent reserve could be used cover the cost of employee. Jean said the reps would have the chance to look at and decide on any options that the Executive puts forward. Kevin commented it is the group conscious to have a prudent reserve for a rainy day.
3. Ottawa A.A. is one of the few groups that doesn't have online contributions. Marie suggested it might be time to modernize as lots of people don't carry cash.

#### WEBMASTER: Carolyn

1. The website has been brought up to date. Harry put a page together for the Fall Conference. All outstanding meeting updates are done online and new meeting lists will be reprinted shortly. Carolyn asks all reps to check their group's listing and if there are any changes required to email [info@ottawaaa.org](mailto:info@ottawaaa.org).
2. Carolyn wants to start up the Website Adhoc committee and has emailed the group to see about getting together again. She is working on getting the results of the Website Survey together. The reps expressed thanks to Carolyn for stepping up to the task.
3. With the meeting list, we may have to sacrifice the colour for this next printing. The cost of printing is \$.50 each and Carolyn asked if the reps want Intergroup to continue to sell them for \$.25, which is a loss.

#### TAS COORDINATOR: Mickey R.

1. Mickey is awaiting confirmation from 2 groups on taking TAS shifts and training. Mickey will be sharing his TAS experience with Parkwood Hills in September. He will be training the Westboro Big Book Study group on Sept 30<sup>th</sup>.
2. Mickey is still working on improving the sound and script quality of the voice messaging system at the Intergroup office.
3. **Any new people taking TAS shifts are asked to email [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org).** Some new people are going to do shifts and they don't have the most up-to-date information. There are still about the same number of unassigned shifts that require filling. Ottawa South wants to take on a commitment to do a shift. Roxanne wants to learn how to answer the phones from home.

#### 12-STEP COORDINATOR: Carolyn O'D.

1. Carolyn has created a "soft skills" guide for answering the phones with all the information coming directly from GSO approved publications. Carolyn reported that an updated 12-step list is available on the website and in the binder in the office. If anyone is interested in standing for the position of 12 Step Coordinator, please speak to Jean or Carolyn. It still has to be put up on the website. Carolyn is available to talk if someone needs assistance with the 12-step listing. Please email: [12step@ottawaaa.org](mailto:12step@ottawaaa.org).

#### NEWSLETTER EDITOR: Rick B:

1. The newsletters are on the table. You can find the September publication in glorious colour on the AA website.

#### LITERATURE: Christina J.

1. Christina reported all beginners' literature and meeting lists are well stocked. She will be getting the new Grapevine book, "Voices of Women in A.A. with the next order.
2. Literature is for sale daily between 10-4 if volunteers are available. **Please phone first and leave a message.** The literature room is open an hour before and an hour after every Intergroup meeting for literature and medallion sales.

## FALL CONFERENCE: Harry B

1. Harry introduced many of the Fall Conference Committee members who were at the meeting. He thanked Carolyn for getting the Fall Conference page up on the website. Harry explained the process for purchasing tickets on line and how to enter the names of all the people you want sitting at your table so the committee can make sure that it happens. One half of tickets are sold online. 550 tickets are out already. Shirley B will be the Friday night speaker. There will be Greek food for dinner with one option that will cover vegetarian, vegan and gluten-free. Cheques for tickets or tables can be dropped off at the Intergroup office.
2. They are looking for food donations of veggies, fruits, sandwiches (uncut), etc. for the hospitality room.

## MCNABB MEETING:

1. Back to Basics chaired the meeting in July and John reported the numbers fluctuated between 12 and 26 people in attendance. The 7<sup>th</sup> tradition was \$80.11. Someone asked John if he thought it was still worth having the McNabb meeting and he thinks it is essential for people who don't drive.
2. Search for Serenity did fulfill the commitment for August, but as Guy was away he couldn't report on how it went. The Treasurer will provide the 7<sup>th</sup> tradition to Intergroup.
3. By the Book has been chairing September and Cindy reported for the 1<sup>st</sup> week they had 22 at the McNabb Centre and the 2<sup>nd</sup> week, with the meeting at the Bronson Centre they had 18. The 7<sup>th</sup> tradition so far is \$92.
4. The Intergroup meeting is the business meeting for the McNabb meeting. There needs to be a monthly report done by the hosting group. The monthly rent is \$80.17.
5. Saturday am Westboro will take October and West End Group volunteered for November. **We still need volunteers for December 2017.** Heritage Group will host January 2018. **Venture Group has also volunteered for January at the September meeting. This will need to be changed.**

## OLD BUSINESS-GROUPS DONATION LIST:

1. Stephen lost the list of groups that do not want their group contributions included in a list of donations sent to all the groups. Jean apologized and asked those reps to come forward again. A new list that will include the 1<sup>st</sup> 6 months of 2017 will be compiled for distribution so we can analyze the donations.

## OLD BUSINESS-Board Response to Financial Review:

1. The board's response to the financial review is printed in the September edition of Our Primary Purpose. If anyone has concerns, please email the board or bring them to the next Intergroup meeting.

## OLD BUSINESS: INTERGROUP BYLAWS

1. On the back of the Intergroup Agenda is a write up about the fact that an auditor cannot be a part of the board of any organization that they are auditing. The current Intergroup Bylaws have the auditor as a board position. Also on the back of the agenda is a written motion to delete the auditor from all sections of the Ottawa Intergroup bylaws.

**MOTION:** Be it resolved that the position of auditor be deleted from all sections of the Ottawa Intergroup bylaws dealing with Officers and Directors as well as Article 16.00 Duties of Auditor. Further, be it resolved that an Appendix I be added to the Ottawa Intergroup bylaws, which will incorporate the responsibilities of auditor in general terms, unchanged from what was set out in Article 16.00. These modifications will be subject to review by intergroup reps before being formally adopted. **MOTION CARRIED**

2. No rules or procedures are to be in the bylaws.

## NEW BUSINESS-2017 Elections – Jean F.

1. Anne will stand for Secretary, Carolyn will stand for webmaster. Jean reported an interim 12-Step Coordinator, Intergroup Vice Chair and vice chairs for the Spring and Fall Conferences for 2018 are positions that need filling. The number of candidates will be announced at the November Intergroup meeting, but the nominees will introduce themselves in December only.

#### **NEW BUSINESS-SAFETY IN THE ROOMS:**

1. No concerns were voiced, however Marie G mentioned that a short paper on Safety in the Rooms is read at each meeting of the Labyrinth group. A portion of this paper tells members that it is not against A.A Tradition to call the police if another member is not acting in an illegal manner towards you.

#### **NEW BUSINESS-COFFEE VOLUNTEER FOR OCTOBER.**

1. John has volunteered again to make coffee for the October meeting.

#### **NEW BUSINESS-Jean F**

1. Jean asked if any rep would be able to assist her by volunteering to take out the air conditioners from the office. Dominique volunteered.

#### **NEW BUSINESS-NEW MEETING NORTH GORE**

1. James announced a new Big Book Study meeting is beginning on Saturdays at 7 pm in North Gore.

**Motion to adjourn Meeting by:** Guy B., Search for Serenity; Dominique L., Willing to Change seconded. Motion carried.

Meeting closed at 8:30 PM with the Responsibility Pledge

**Next meeting: October 11, 2017 at 7:00 PM, Mac Hall, Bronson Centre.**

#### **Upcoming Intergroup agendas:**

**October/November Agenda -- Intergroup Employee Feasibility Study w/Options**

**November Agenda – call for nominations for Intergroup positions (Vice Chair, Webmaster, 12 Step Coordinator, Secretary)**

**December Agenda – Elections**

**January Agenda – Appointment of Auditor, Intergroup Proposed Capital Plan, Transfer to Incoming Chair**