

Intergroup Meeting Minutes: January 10, 2018

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 Stephen C, Intergroup Treasurer
- Jean welcomed all the reps.
- Introductions from the floor. Groups in attendance: Discovering the Big Book, Laurier Sandy Hill, Labyrinth, Lunch Bunch, Awakening, Alta Vista Open Door, Big Book Study, Parkwood Hills, By the Book, Sobriety Group, Maitland Step Group, Lunch with Bill, Pinecrest, Podium Hill, Search for Serenity, West End Group, Carp Fellowship, Stittsville Second Chance.
- 18 voting members present and 4 non-voting members (excluding 6 Executive members; absent Executive, Anne D, Mickey R and Caterina C).
- Motion to accept previous month's minutes as presented: Marie, Laurier Sandy Hill; Seconded by Mike B., Big Book Study. Motion carried.
- Motion to accept the agenda made by Doris M., Discovering the Big Book; seconded by Jeff F., Maitland Step Group. Motion carried.

REPORTS

CHAIR PERSON: Jean F – no report

VICE CHAIR: Sandy K.

1. Sandy met with the lawyer December 20th. The draft contract is being reviewed by the board along with a draft job description. There were no questions.

SECRETARY: Anne D. – absent

TREASURER: Stephen C.

1. Stephen reported that Intergroup finished the year with a deficit of \$630.24. Good contributions in December reduced the deficit. We need to emphasize we are in a deficit (loss) position both this year and last. The deficit last year was \$2104.72. Last year Intergroup made contributions to the Canadathon, Alkathon and GSO which we didn't do this year.
2. Hiring an employee will cause a further deficit position unless we can raise funds to support the position.
3. We will be looking at the Prudent Reserve this year and part of the current reserve will be broken off into an Employee Reserve of \$15,000.
4. Office expenses are up considerably due in part to an order of cheques (\$274) which will be used for 2 to 3 years. Duplicate sales receipts were also ordered for approximately \$250. Lock sets were also replaced after the renovation.
5. Future financial reports will be printed directly from QuickBooks and will not have graphs as Stephen thinks they will be easier to read.

WEBMASTER: Carolyn

1. Carolyn asked if anyone would like to volunteer to help out with the webmaster tasks to please email webmaster@ottawaaa.org. Carolyn would like to reboot the Adhoc Website Committee.

TAS COORDINATOR: Mickey R. absent

1. No report presented, but report submitted and will be attached to the minutes.

12-STEP COORDINATOR: Caterina C. – absent

NEWSLETTER EDITOR: Rick B:

1. The newsletters are in the box and that is my report.

LITERATURE:

1. Chris J has stepped down and the position of Literature Chair is now OPEN. The job description is summarized in the bylaws. Reps are asked to please announce the opening at their groups so we can find some candidates. The position could be a 2-person job. The position requires attendance at conferences, the taking of inventory and ordering supplies.

SPRING CONFERENCE: Brian

1. The Spring Conference is starting to ramp up now. Brian will be reaching out to Carolyn to get the website rolling by early February. The conference will be the first or second weekend of May.

MCNABB MEETING:

1. The group that committed for January forgot the first meeting. Volunteers have been secured for the rest of the month.
2. Rob from New Day reported that the meetings in December averaged about 15 people with a 7th Tradition of \$150 and they gave out 2 white chips.
3. Jean reported we have paid the rent for McNabb up until March.
4. McNabb group commitments: February 2018 – Willing to Change; March 2018 – Maitland Group; April 2018 – Parkwood Hills. We need volunteers for the rest of 2018. Groups are to bring meeting lists, coffee supplies, chips, to print out and take the McNabb meeting format which is available on the Ottawa AA website, etc. to the meeting.
5. Reminder: During the Intergroup meeting in the month after a group's commitment, the Intergroup Rep is asked to report on the McNabb 7th tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

EMPLOYEE POSITION: Jean F

1. If you are interested in applying for the Office Administrative position, please send resumes to chair@ottawaaa.org.

OLD BUSINESS:

1. In February reps will be asked where you want us to advertise the Office Administrator job ie. printed versions only of OPP, within AA only, or can it be posted on the website?
2. Hiring Board: the incoming chair, vice-chair and treasurer of Intergroup plus a HR specialist will be part of the hiring board. The board recommends the reps nominate and vote for a rep to participate in the process. The voting process will use 2/3 majority. Service manuals that describe the voting procedure are available at the Intergroup office.
3. Meeting lists: Currently priced at \$.25 which is below cost. It was therefore, MOVED, SECONDED AND RESOLVED TO INCREASE THE COST OF THE MEETING LISTS TO \$.50.
4. Sandy announced that a member (Sandy C) with experience has agreed to help with the Capital Plan as recommended by the previous auditor.
5. Intergroup is looking for a member, preferably an accountant, to volunteer to do a Financial Review of Intergroup's financial records for a 2-year period.
6. Vice Chair Position: Harry B has volunteered to take on the Vice Chair position. He was vice-chair in 2006 and then moved up to Chair due to an illness. Harry was acclaimed as Vice-Chair.

CANADATHON – Nigel L. co-chair

1. The first meeting will be held Sunday, January 28th at 1 pm at the Bronson Centre Intergroup Office. They are looking to fill all of the positions, most importantly Secretary and Treasurer. Please come to the meeting if you would like to help.

JEAN F.- FINAL MEETING AS CHAIR

1. Jean made some closing remarks as her term as chair has come to an end. The experience has been extremely positive and she encouraged members to take their turn, try their best and pass it on to the next member.
2. Sandy K said a few words about Jean expressing gratitude for the hard work and great job Jean has done over the past 2 years.

NEW BUSINESS-COFFEE VOLUNTEER FOR FEBRUARY.

1. Marie G, Laurier Sandy Hill has volunteered to make coffee for the FEBRUARY meeting.

Motion to adjourn Meeting by: Bill P., Parkwood Hills, Mike B., Big Book Study seconded. Motion carried.

Meeting closed with the Responsibility Pledge

Next meeting: February 14. 2018 at 7:00 PM, Mac Hall, Bronson Centre.

Thank you to Carolyn and Sandy for taking notes so these minutes could be prepared.

Upcoming Intergroup agendas:

February:

Decision by Intergroup Reps on how and where to advertise for employee position
The reps to bring nominations for which Intergroup Representative they want to sit on the HR Employee Hiring Panel
Composition of the Hiring Panel

March:

Safety in the Rooms discussion by Intergroup Reps
Proposed date for results of employee hiring board announced

January 2018 TAS Intergroup Report – Mickey R

1. No formal training since last report. Groups/members have approached me and they will get back to me about training
2. We still have a large number of unassigned shifts but better than last month. I had members take random shifts to ensure we covered the holidays. Still 30 unassigned shifts in December.
3. I was to attend the District 62 Open house on Monday but declined because of driving conditions
4. The taking of random shifts is increasing. Please continue to share again at your business meetings that if shifts are empty they can be taken and inform me later at tas@ottawaaa.org. You find the link for open shifts at: <https://interactive.ottawaaa.org/tas/>
5. I am hoping that doing TAS Service will be seen as a crucial part of our triangle **Recovery, Unity, and Service**



Yours in service
Mickey R
tas@ottawaaa.org



December 2017 Intergroup TAS report

	Feb 2017	Mar 2017	April 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	October 2017	November 2017	December 2017
Calls total	221	140	97	184	156	142	204	151	146	184	184
Avg. # per day	7.8	4.5	3.2	5.9	5.2	4.6	6.5	5	4.6	6.1	5.9
Voicemails	68	14	31	45	34	32	76	38	46	33	57
Voicemails between 10pm-10am	6 (9% of voicemails, 3% of total calls)	2 (14% of voicemails, 1.4% of total calls)	0 (0%)	12 (26% of voicemails, 6.5% of total calls)	4 (12% of voicemails, 2.5% of total calls)	1	5	4 (10% of voicemails, 2.6% of total calls)	1 (<2% voice mails, <1% of total calls)	10 (30% of voice mails, 1% of total calls)	11 (19% of voicemails, 1% of total calls)
Calls remote answered	17	46	45	28	42	32	21	33	30	50	57
Unassigned shifts	12 (6%)	21 (17%)	37 (30%)	36 (29%)	33 (28%)	50 (40%)	41 (33%)	38 (32%)	34 (36%)	38 (31%)	30

¹ French calls forwarded to Quebec - 21

² Calls to Intergroup Executive – 8

³ Calls me assisting members setting up, training etc - 4

Visit www.ottawaAA.org and click on telephone to view the most current availability.

Email tas@ottawaaa.org to book or cancel shifts

Email tas@ottawaaa.org to schedule TAS presentation or training.