

Intergroup Meeting Minutes: February 14, 2018

Meeting Chair: Sandy K., Intergroup Chair

- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Al L, By the Book
- Sandy welcomed all the reps and invited the new reps to introduce themselves.
- Introductions from the floor. Groups in attendance: Pinecrest, By the Book, Carp Fellowship, Orleans Hub, Stittsville Second Chance, Step by Step, Awakening, New Day, Share and Care, Co-Founders, Laurier Sandy Hill, Hull Liberty, Parkwood Hills, West End Group, Maitland, Friday Night Chelsea Big Book Group, Westboro Big Book Study, Discovering the Big Book, Step Sisters, Ottawa Men's Group, Labyrinth, Sunday Night Big Book, Tuesday/Friday, Lunch Bunch, Fellowship, Back to Basics, Attitude of Gratitude.
- 25 voting members present and 8 non-voting members (excluding 6 Executive members; absent Executive, Carolyn O, Rick B).
- Motion to accept previous month's minutes with the correction of last initial of seconder of January minutes motion from Mike B to Mike M, made by Marie G., Laurier Sandy Hill; Seconded by Daniel M., Hull Liberty. Motion carried.
- No additions were made to the agenda and no motion was made to approve the agenda as presented.

REPORTS

CHAIR PERSON: Sandy K.,

1. The employee contract and Job Description have been finalized. Christina D, an AA member and HR professional has agreed to sit on the Interview Committee and will prepare the Interview questions. The employment lawyer will review the questions prior to the interview with no additional cost to Intergroup.
2. Intergroup needs to appoint an auditor/Financial Reviewer by March 31, 2018. If not, then the vice chair, Harry will have to hire a company to perform the review which will cost a lot of money. The person for this position would preferably have an accounting designation. Sandy asked for people to step forward to do this task and to ask at their home groups for volunteers.
3. Runners have been put down in the office so people don't have to take off their boots.

VICE CHAIR: Harry B.

1. No report

SECRETARY: Anne D.

1. Anne asked all new reps to please pick up a new Rep Information form for them to complete and return to her. All the information is kept confidential and is used in case the Reps need to be contacted via email.

TREASURER: Stephen C.

1. Stephen presented the January Profit and Loss statement and balance sheet. He will be using a simplified statement this year. He asked reps to let him know if they wanted more or less information. Literature sales were higher this year than last, but group donations were down. Depreciation expenses are higher this year due to expensing the capital improvements costs from last year. Also, Insurance costs were under expensed last year so the cost this year will be \$240/month. The legal fees relate to the employment lawyer for the employee contract, job description review and interview questions.

TAS COORDINATOR: Mickey R.

1. Labyrinth group is taking a monthly shift. There are still a large number of unassigned shifts. People did step forward to cover the holidays so Mickey was appreciative.
2. A member's phone number was given out to someone calling for a 12-step call. **PLEASE DO NOT GIVE OUT PHONE NUMBERS AS THIS IS BREAKING ANONYMITY. ANONYMITY MUST BE PROTECTED.** The sign-in sheets will no longer have a space for telephone numbers.

LITERATURE:

1. Sandy reported that there is still a need for a Literature Coordinator. The job description is in the Primary Purpose. Please take this back to your groups.
2. The City of Ottawa is placing a very large order for AA literature. The City has an addiction services program with some of their clients coming through Ontario Works, which purchases AA literature for their clients.

WEBMASTER: Carolyn (absent)

1. Carolyn is developing an online registration system for the Springathon.

NEWSLETTER EDITOR: Rick B: (absent)

1. The newsletters are on the table.

12-STEP COORDINATOR: Caterina C.

1. Caterina asked if anyone wants to have their name added to the 12-step list to please let her know. She also asked for Reps to take the request back to their home groups. Sobriety requirement is 2 years and a car is not necessary.

SPRING CONFERENCE: Brian

1. No one from the committee was present, however Sandy mentioned that the committee will be meeting in the Intergroup Office from 11 am to 12:30 February 18th and 25th.

FALL CONFERENCE: RON M (vice chair)

1. No report

ALKATHON – Kevin M (chair)

1. The Alkathon was a great success. They initially had \$5000 in seed money as they thought they would not have the Bronson Centre as a venue due to the Alkathon falling on a Sunday. The Alkathon received \$6000 in donations, 7th tradition was \$2200 and expenses were \$3000 (rent was \$2000). They spent \$1100 in the kitchen to get things going. Alkathon disbursed \$8000 (\$1500 to the 3 districts and \$3000 to Intergroup). There were no incidents overnight and a private security company was engaged as the person in charge of security could not get people to take on the task.
2. Travis is the incoming Chair. He was Kevin's co-chair this past year. There will be an Alkathon group inventory on April 15th. They have kept \$2500 in seed money for next year. Marie asked why it is spelled Alkathon.

MCNABB MEETING:

1. No one from Heritage group was present to report on January 2018 commitment.
2. McNabb group commitments: February 2018 – Willing to Change; March 2018 – Maitland Group; April 2018 – Parkwood Hills. Search for Serenity has volunteered for May and Hull Liberty has volunteered for September. . We need volunteers for June, July, August, October, November and December 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.
3. 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.

OLD BUSINESS:

1. Job Posting: Nigel L, Labyrinth Group made a motion that the first-time posting for the office administrator position be placed only in Our Primary Purpose and on the Ottawa AA Website. Daniel M, Hull Liberty seconded. Motion carried.
2. Intergroup Rep to be on Hiring Committee: No one volunteered. Sandy called for nominations from the floor, but there were none.
3. Capital Plan: Sandy reported that nothing has been done yet due to her thinking that by hiring an employee that a capital plan will look different.
4. Service Charge for on-line transactions with Intergroup: Stephen talked about the possibility of passing the 2.9% charge plus \$2.00 per transaction fee for credit card transactions with Intergroup on to those who use the service. Currently Stephen hasn't found a way to do that using QuickBooks. It may be possible to do it manually, but that hasn't been figured out yet. Carolyn is also looking into it from the website perspective. Suggestions from the reps included asking other AA groups if they pass the costs on, make an estimate of credit card purchases for the year to determine costs and finally to determine a breakdown of sales by credit cards and cash through to the end of March. Stephen will do this and bring the information back in April.

NEW BUSINESS – VOLUNTEER APPRECIATION EVENT

1. Sandy told the Reps that the Executive had approved a motion to have Debbie D, from Concord, CA do an evening presentation on the Traditions on May 17th as a show of appreciation for all Intergroup volunteers. The place is yet to be determined and there will be no cost for travel as Debbie will already be in the area. There were several comments from the Reps about an AA event only being for some of the membership isn't the AA way.

NEW BUSINESS-RECOMMENDATIONS FROM INTERGROUP TO ADOPT ALKATHON AND CANADATHON:

1. A recommendation for Intergroup to take the Alkathon and the Canadathon under its umbrella was presented for consideration by the groups. A paper in support of the recommendation was distributed to the reps to take back to their groups with a view to returning next month for further discussion and possibly a vote.
2. There was discussion including questions on these 2 events being accountable to the specific committees not necessarily to the full membership. It was pointed out that at one point the Alkathon was supported by the 3 districts and Intergroup. Questions were raised around where the surplus from these events would go if they became part of the Intergroup structure. A question came up around what structure would work best for the future and the still suffering alcoholic. Consideration was given around the duplication of insurance by Intergroup, the Canadathon and the Alkathon. It was also pointed out that chairs of the Alkathon and Canadathon are currently voted in by their respective committees. If they came under the Intergroup umbrella they would be voted in by the membership at large, through their reps.
3. There will be the Alkathon Inventory on April 15th.

NEW BUSINESS-COFFEE VOLUNTEER FOR MARCH.

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

Motion to adjourn Meeting by: Bill P., Parkwood Hills, Ron M, Awakening seconded. Motion carried.

Meeting closed at 8:30 pm with the Responsibility Pledge

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

UPDATED INFORMATION ON THE INTERGROUP SERVICE EVENT (otherwise known as the VOLUNTEER APPRECIATION EVENT)

In response to the fellowship's desire for inclusivity, it was subsequently moved by Mickey R and approved by the board that the Intergroup Service Event be opened to the entire fellowship. The Intergroup representatives were notified by email on February 15th, 2018.

Upcoming Intergroup agendas:

March:

Safety in the Rooms discussion by Intergroup Reps

Feb 21, 2018 – Stittsville Second Chance Group volunteers for NcNabb in November 2108.

Office Administrator Job Description

SCHEDULE A

Duties

Reports To:

- The Alcoholics Anonymous Ottawa Area Intergroup Board of Directors with Direction from the Chair on day-to-day matters on Office Operations.

Qualifications:

- Sound knowledge of, and experience with, the 12 Steps and 12 Traditions of the Alcoholics Anonymous Recovery Program.
- Sound familiarity with and knowledge of, the Alcoholics Anonymous organization in Canada and the General Service Office in New York.

Skills:

- Experience in Office Management and Administration.
- Competency and experience with computers in general, and any Intergroup software tools including the MS Office Suite and online accounting software.
- Experience with QuickBooks or other bookkeeping software.

- Strong verbal and written communication skills.
- Diplomatic in an often changing and at times stressful environment
- Ability to work well with the Public, Intergroup Representatives, and Volunteers.
- Flexible and able to work well independently under changing priorities.

Responsibilities:

Administrative duties associated with the Ottawa Area Intergroup Office of Alcoholics Anonymous include but are not limited to:

- Providing a monthly report to the Executive Board on Administrative Activities.
- Responding to incoming calls and email messages related to Ottawa Area Intergroup.
- Intergroup Office Operations:
 - Receiving visitors from the public and professional community.
 - Providing input to the Executive Board on Ottawa Area Intergroup office policies, procedures and strategic plans such as the Capital Plan and Literature Pricing Policy.
- Using QuickBooks:
 - Inputting all invoices for payment and producing cheques for signature.
 - Inputting and/or ensuring input of all Sales and Revenue transactions, including revenues related to Group Contributions, the Eastern-Ontario Regional Fall Conference, the Ottawa Area Intergroup Spring Conference and other supported events, as required.
 - Inputting all inventory purchases and maintaining Product, Customer and Vendor Master Records and the Chart of Accounts.
 - Maintaining User Access Profiles.
 - Preparing Monthly Bank Reconciliation.
 - Preparing Inventory, Sales, Accounts Receivable Aging, Accounts Payable Aging and other Financial Reports for the Treasurer.

- Preparing Monthly Financial Statements/Reports as directed by the Treasurer.
- Preparing and taking deposits to the bank.
- Creating and maintaining a consistent and efficient filing system/electronic repository for all financial and other important Intergroup records so that they can be easily located and reviewed by Auditors and future Board Members.
- Ensuring all Board Members are familiar with this filing system.
- Under the direction of the Treasurer, may assist with the following:
 - Preparing the Annual Budget.
 - Preparing and submitting Quarterly HST Filings.
 - Preparing and Posting all Payroll Transactions (using QuickBooks Payroll and/or Excel).
 - Making monthly remittances for the Employer's and Employees' share of Payroll Deductions.
 - Preparing T4s and associated payroll summaries and filings for CRA.
 - Preparing annual individual statements of Group Contributions and distributing statements to Ottawa Area Intergroup Representatives.
 - Assisting and/or arranging for the preparation and submission of the Corporation's Annual T2 Corporate Return.
 - Preparing and assisting the Treasurer in preparing information for the Annual Financial Review.
- **Intergroup Inventory**
 - Arranging/Assisting with periodic counts (not less than semi-annually) of Inventories.
 - Advising when literature and other supplies are low and materials need to be purchased.

- **Volunteer Support**

- Preparing a monthly report on office operations for the Monthly Intergroup Representatives Meeting.
- Assisting with volunteer training and responding to questions by from the volunteers.

- **Other**

- Attending the Ottawa Area Intergroup Board Meetings and the Monthly Intergroup Representatives Meeting, as required.
- Responding to queries by answering questions, or referring people to the Intergroup Executive Board.
- Maintaining a log of changes to the current version of the hard copy meeting list.
- Responding to e-mails as directed by the Ottawa Area Intergroup Secretary or designate.
- Performing other duties as requested by the Intergroup Executive Board.
- Ensuring all Office Operating Procedures are up to date.
- Completing and signing a timesheet for each payroll period.
- Notifying the Ottawa Area Intergroup Board by e-mail ahead of time, of any absences during a regular or scheduled shift.

The Alkathon & Canadathon: Recommendations for Adopting Them under Intergroup Ottawa Bylaws.

Fact:

The Alkathon and the Canadathon are not officially Intergroup Ottawa or District events. So what does that mean? Why do we care? And why bring it up now?

What Does That Mean?

- When you and your groups contribute to the Alkathon or to the Canadathon, those contributions do not go toward sustaining the services Intergroup provides in the Ottawa Area.

For instance, if a group decides it likes what the Alkathon represents and decides to only send money to the Alkathon each year, that means that group is not helping to ensure Intergroup's website is up and running; or that our AA phone line is paid for, or that we have an AA telephone listing; or that literature such as Big Books, and AA Pamphlets, the Twelve and Twelve and the Daily Reflections are readily available to groups; or that the *Primary Purpose* newsletter continues to be published; or that the Spring and Fall Conferences have enough seed money to kick-start them; or that there is coffee in the office for volunteers; or that that we even have an office - let alone cleaning supplies, computer equipment and software that make it functional by the standard we envision.

Why Do We Care?

- **Affiliation:**
Historically, there has been a strong affiliation between Intergroup and the Alkathon and Intergroup and the Canadathon. For instance, Intergroup has provided seed money for these events which is then reimbursed; Intergroup has provided website and registration services and promoted the events within its primary newspaper *Our Primary Purpose*. And indeed, Intergroup has accepted contributions from the surplus of these events.

This is good, for it's through cooperation as an affiliated unit we stand the best chance to carry the message.

It is in the spirit of unity that these events are best suited to be recognized as part of Intergroup.

- **Affecting AA as A Whole:**
These events appear to have been managed well in the past. But what if something goes wrong in the future? What if the organizing committee was unable to make good on their debts? Would that have an effect on the reputation of AA in Ottawa, or on AA as a whole? What if the organizing committee decided to have a treatment center come in to give a presentation because they were unclear on our Traditions and what they mean to the very life of our fellowship? Could that effect AA in Ottawa, or AA as a whole?

- **Accountability:**

These events are currently accountable to their own group conscience but not *necessarily* to those they serve – you the membership.

- **Services:**

Though Intergroup's bylaws the groups have asked us to provide certain services to AA groups in Ottawa. When contributions from the membership are given to the Alkathon and the Canadathon, Intergroup finds itself financially competing with the events its providing services and for i.e., web presence, flyer development, on-line registration and promotion.

Why Bring It Up Now?

- The board has been trying to establish why contributions have been going down over the past few years. One suggestion was that contributions may be going to the Alkathon and the Canadathon rather than Intergroup. These talks prompted the question – Why don't we bring the Alkathon and the Canadathon under the AA umbrella to run as they normally would, in accordance with Intergroup's By-Laws, and with direct accountability to those they serve?

No one wants to see the Alkathon or the Canadathon go away, or change – we unanimously agree they are great events that have been successfully spearheaded with a passion for AA.

- The Alkathon will take an inventory on April 15th. We'd like to see before then, how the fellowship feels about bringing both the Alkathon and the Canadathon under its umbrella, to help protect and preserve not only the events themselves but Intergroup Ottawa and AA as a whole. If the membership is favorable, Intergroup will present this recommendation during the Alkathon Inventory.
- Intergroup is currently looking to hire an employee and the funds acquired through these events could go a long way to helping fund that position now and well into the future.

Intergroup Recommendation:

- Intergroup hereby recommends if the Alkathon and/or the Canadathon are in agreement, and if the membership agrees that the Alkathon and/or the Canadathon be brought under the Intergroup umbrella to become part of its bylaws.

Action Item for Intergroup Representative:

Please take this recommendation and paper back to your group for discussion, with a view to returning as early as next month to discuss and vote on whether to proceed with the recommendation or not.

Note: All parties [The three Districts, the Alkathon and the Canadathon] have not made a decision yet but those discussions are underway and will be part of the broader discussion.

In Service,

2018 Intergroup Board