

## Intergroup Meeting Minutes: June 13, 2018

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### 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 Graham P., 12 and 3
- Sandy welcomed all the reps and invited the new reps to introduce themselves.
- Introductions from the floor. Groups in attendance: Orleans Hub, New Day, Labyrinth, Fellowship, Step by Step, Beacon Hill, Search for Serenity, Hull Liberty, Pinecrest, Back to Basics, Stittsville Second Chance, Carp Fellowship, Sandy Hill Sobriety, Parkwood Hills, Chelsea Friday Big Book, Sunday Night Big Book, Hand in Hand, Alta Vista Open Door, West End Group, By the Book, Women In Step, Ottawa South, Westboro Big Book Study, 12 & 3, Ottawa Men's Group, Maitland Step Group, Lunch Bunch, District 62.
- 28 voting members present and 4 non-voting members (excluding 6 Executive members; absent Executive, Caterina C
- Minutes were approved as presented.
- The agenda stands as presented.

### REPORTS

#### CHAIR PERSON: Sandy K.,

1. A young person's Big Book Study began in the Intergroup office on May 3<sup>rd</sup> and is continuing. Please let any young people know about it.
2. About 50 people turned up for The Traditions Evening presented by Debbie D from Concord California. The evening has been well summarized in the June Primary Purpose by Roger W. The cost for the evening was \$186 and \$200 was collected from the 7<sup>th</sup> Tradition.
3. Intergroup Executive has invited Debbie D to do a Concepts presentation on the evening of May 16, 2019. Again, it will be a 7<sup>th</sup> tradition event.
4. Safety in the Workplace procedures have been approved by the board to address issues with Violence in the Workplace, Cyber Threats and Medical Emergencies. These procedures can be found in the back of the Volunteer Binder and will be updated as required.
5. Stephen C, Treasurer has resigned. Harry B is standing in as Treasurer tonight. Bill P. has put his name forward to fulfil the term (till the end of 2018).

#### VICE CHAIR: Harry B. Treasurer Report

1. Harry read Stephen's resignation letter. Harry has reviewed the work Stephen has done in regard to the current financial statements. The Spring Conference income/expenses still needs to be reconciled as the Committee shows a profit, while the Financial Statement shows a loss. Literature sales are up as are costs, due primarily to the US\$ exchange rate. Depreciation, a non-cash item is allocating the cost of the renos done last year, is \$2044.85 and with that removed the financial statement would be in a positive position. Group and individual donations are up due to the donation from the Alkathon. Cash & equivalents are down due a large purchase of books.
2. A question was asked about confirming the Spring Conference donations and all the donations. Harry said this will be done in the near future. Another question asked if there was an Alkathon donation in 2017 as the 2018 donation was \$3000. Harry reported there was a 2017 Alkathon donation for \$900.

**SECRETARY:** Anne D. (no report)

**TREASURER:** (see above)

#### **TAS COORDINATOR: Mickey R.**

1. Mickey reported 19% of TAS shifts were unassigned. On May 12 there was a power outage that lasted from 1 to 8 pm on the Unite Message service. The service acknowledged it was down but gave no reason.
2. Mickey asked Reps to please continue to announce at group business meetings, that if TAS shifts are empty, people who are trained can just take one and email him at [tas@ottawaaa.org](mailto:tas@ottawaaa.org) to let him know later.
3. TAS had a table at the Spring Conference and 6 members expressed interest in being trained. Ottawa South and Lunch with Bill will have training in June.
4. Mickey expressed hope that doing TAS service will be seen as a crucial part of our triangle of Recovery, Unity and Service.

#### **LITERATURE: Marie G.**

1. Marie had a literature table at the Spring Conference, Vanier Roundup and Traditions Night. The sales at the Vanier Roundup were good.
2. Due to personal reasons, Marie will be stepping down as Literature Coordinator at the end of the meeting. She is hoping she can return to doing the job at a later date.

#### **WEBMASTER: Carolyn O.**

1. Carolyn didn't have anything to report on but did ask if anyone had any questions regarding the website. Harry asked about cancelled meetings. Carolyn said if a group had a cancelled meeting they could fill out the online form, email [info@ottawaaa.org](mailto:info@ottawaaa.org) or [webmaster@ottawaaa.org](mailto:webmaster@ottawaaa.org). Any changes will be posted on the website.

#### **SPRING CONFERENCE: Brian**

1. Brian has an interim report completed which shows a profit, however, with the discrepancy in numbers with the Intergroup Financial statement more analysis needs to be done.
2. It was a very good day with lots of service tables, speakers and panelists. They kept the costs down by getting speakers from the Toronto area. Brian thanked the committee for their hard work. Brian will have some suggestions and recommendations to add 5 years of budget figures to the Conference guidelines. He believes it is important for committees so they can run a successful conference.
3. Brian still is to meet with Norm, facilities coordinator as to what worked/didn't work at St. Anthony's Hall.

#### **FALL CONFERENCE: Gene**

1. The dates for the Fall Conference are Sept 28, 29, 30, 2018 at St. Anthony's Banquet Hall.

#### **12-STEP COORDINATOR: Caterina C. (absent)**

#### **ELECTION FOR TREASURER: Sandy K**

1. Bill P, Parkwood Hills Group, presented himself to stand for Intergroup Treasurer until the end of 2018. His sobriety date is March 20, 2003. He is not an accountant but was a banker for 37 years and is now retired.
2. It was therefore, MOVED, SECONDED AND RESOLVED THAT BILL P ASSUME THE ROLE OF TREASURER FOR THE REMAINDER OF THE TERM. Pat H., Beacon Hill made the motion, Mary K., Hand in Hand seconded the motion.

#### **CANADATHON: MONICA V.**

1. The Canadathon will run from 10 am to 10 pm. There will be NO dance afterwards. Meetings and panels will be happening all day. For the cost of \$2.00 you can get a veggie burger or hotdog. Pop is \$1. There will be yoga in the park (bring your own mat) and a mediation and quiet room. Musicians are asked to bring instruments and Gene will MIC the performances.
2. The committee is still looking for non-perishable food for hospitality.
3. Nigel L., Labyrinth Group made a motion that Intergroup donate \$250 to the Canadathon to make sure it is successful this year. Al L, By the Book, seconded. Motion carried

## MCNABB MEETING:

1. Joe D-K, Search for Serenity, did not have any details about the McNabb May meetings at this time
2. The Canadathon has invited the West End Group to put on a discussion meeting and the West End Group agreed. The regular meeting will not be held as the Canadathon has rented the auditorium for the Canadathon event.
3. McNabb group commitments: Step by Step volunteered for June and West End Group volunteered for July. Hull Liberty has volunteered for September. Ottawa South is taking October and Stittsville 2<sup>nd</sup> Chance has volunteered for November. We need volunteers for August, 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.**
4. **Reminder: During the Intergroup meeting in the month after a group's commitment, the Intergroup Rep is asked to report on the McNabb 7<sup>th</sup> tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.**

## OLD BUSINESS-MEMBERSHIP ENGAGEMENT, EMPLOYEE

1. The What is Intergroup Anyway? Information sheet is on the table for pickup. It is the first in a series of positive messaging Intergroup will use to engage with the membership. Much like working the steps, our intent is to present Intergroup as a solution rather than a problem continually looking for handouts. We had an Intergroup Information table at the Spring Conference where we presented some of our accomplishments to the membership. Intergroup also delivered its 2016-2018 accomplishments from the podium before the banquet speaker.
2. Harry B will now head up a membership engagement committee to establish an implementation plan on how to carry the Intergroup Service Centre message to the membership -- not to solicit funds – but to educate the membership on our accomplishments through the principle of attraction rather than promotion. We want the membership to see Intergroup as the solution and not the problem that it is perceived to be. Did you know that Intergroup coordinates a volunteer base of almost 300 volunteers? Did you know Intergroup provided the membership with 4,454 books, 5914 pamphlets and 11,225 meeting lists?
3. This message was presented at Gratitude Day and it was well received.
4. Term Employee -- The Hiring committee will meet on Monday, June 18<sup>th</sup> at 7 pm to come up with Interview questions. There are 8 resumes on hand.
5. Joe D-K, Search for Serenity group put forward a motion to table the hiring of an Office Manager until a proper financial study is made to determine the viability of such a move is determined. Sandy explained the process that Intergroup had been through to come to the point of hiring an employee for a trial period of 6 months – the motion was passed in December 2017 by a majority at a full Intergroup meeting. She indicated that the membership and the board were well aware that an employee could not be sustained after the trial period at the time the motion was approved. As well, Sandy continued, another review would be done at the end of or before the end of the term to determine the feasibility of keeping an employee on into the future. No one seconded the motion. Motion withdrawn.

## OLD BUSINESS-NEWSLETTER EDITOR QUALIFICATIONS:

1. It is the position of the board that the Primary Purpose Newsletter is, in part, the face of AA in Ottawa. In the past Intergroup has had issues with articles being written that are counter to the Traditions, articles on outside issues, ads which implied affiliation with harm reduction-based treatment centres and articles that would create controversy within AA over sectarian religion.
2. To help prevent this and to provide future prospective editors with an understanding of what they are getting into we have created a set of guidelines for the Editor position.
3. In keeping with AA Traditions, anyone can put their name forward for a position at an election. The person running has to be able to convey to the membership that they have the skills necessary to do the job.
4. The Newsletter Coordinator should have:

Working knowledge of Adobe Acrobat  
Basic working knowledge of Word Press  
Basic HTML skills  
Strong grammar and writing skills  
Clear understanding of AA Traditions and Concepts and how they apply in publishing AA material  
An ability to work with others  
Ability to establish and act as Chair for a Newsletter Committee that reports to the Board  
Legal capacity to sit as a member of the Board  
A Home Group  
A Sponsor  
Minimum of 5 years of sobriety

5. The newsletter editor will set up the newsletter committee.
6. Carolyn will post these qualifications on line. Anne will list them in the minutes.

#### **NEW BUSINESS-INTERGROUP SNOPEs -- TRUE OR FALSE**

1. Intergroup will be introducing its own version of "Snopes" (Snopes.com was the 1<sup>st</sup> fact checking website) to inform the membership of what's going on at Intergroup and to dispel Myths and Misconceptions that circulate. For example: Sandy was at a meeting where someone publicly asked why Intergroup was not technology friendly? In our newsletter and the website, we would respond that Ottawa Intergroup is one of the more technology friendly AA Intergroup offices in North America.

#### **NEW BUSINESS – DOES WALDO HAVE THE KEURIG?**

1. The Intergroup office Keurig machine is missing. We are hoping someone took it home. If anyone has it, please return it to the Intergroup Office.

#### **NEW BUSINESS – GROUP INSURANCE**

1. Harry has been in communication with Cooperators Insurance Company with whom there is a Group Policy where any AA group requiring insurance can purchase a year's insurance for about \$100. Currently there are only 10 groups with policies while previously there were more. Cooperators has told Harry that they will not be able to maintain the Group Policy if the number of groups covered goes below 10.
2. Renewal forms will be going out in August. If any groups use to have insurance and have let it lapse, but still require insurance for their meeting space, Harry will bring more information on the insurance policy next month. Please check with your groups.

#### **COFFEE VOLUNTEER FOR June/July.**

1. Sandy thanked Pat H., Beacon Hill group for coffee for the June Intergroup meeting.
2. Frank K, Hull Liberty has volunteered to make coffee for the July meeting.

#### **LITERATURE COORDINATOR:**

1. John G, Back to Basics put his name forward to stand for Literature coordinator. He was the Literature coordinator in the past. He doesn't know how to use the computer so would need a crash course. Bill P., Parkwood Hills nominated John G, Ray N., Ottawa South seconded. The election was tabled until next month in line with the Intergroup Bylaws.

**Motion to adjourn Meeting by:** John G, Back to Basics., Nigel L., Labyrinth seconded. Motion carried.

Meeting closed at 8:20 pm with the Responsibility Pledge

**Next meeting: July 11, 2018 at 7:00 PM, Mac Hall, Bronson Centre.**