

## Intergroup Meeting Minutes: August 8, 2018

### Meeting Chair: Sandy K., Intergroup Chair

- New people to Intergroup were invited to introduce themselves- Terry, Parkwood Hills, Donna, Willing to Change & Karen (I didn't hear the group name). It was recommended reps read the minutes from the past meetings on the Intergroup website to be informed as to what has been happening at Intergroup.
- Intergroup activities/accomplishments from the "What is Intergroup Anyway?", information sheet was reviewed.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Pat H., Beacon Hill
- Roll Call from the floor was taken. Groups in attendance: Carp Fellowship, District 62, New Day, Sunday Night Big Book Study, Back to Basics, Hull Liberty, Lunch Bunch, Willing to Change, Maitland Step, Heritage Group, Search for Serenity, Saturday Morning Westboro, Venture, Labyrinth, Stittsville Second Chance, Ottawa South, Friday Night Chelsea, Vanier, Alta Vista Open Door, Westboro Big Book, Women in Step, Parkwood Hills, By the Book, Beacon Hill, Hand in Hand, Freedom Group, Step by Step, Orleans Hub.
- 26 voting members present and 3 non-voting members (excluding 7 Executive members)
- A correction to the July minutes was identified under NEW BUSINESS – REPLACEMENT OF BOARD MEMBERS WHO RESIGNED, #1. The July minutes read, "Harry B. presented the board's interpretation of the bylaws with respect to replacement of board members which was that the Treasurer's resignation was received *before* the June Intergroup meeting so, in actuality, the July Intergroup meetings was "the following" meeting and Bill P was acclaimed." The sentence should have read, "**Harry B. presented the board's interpretation of the bylaws with respect to replacement of board members which was that the Treasurer's resignation was received *before* the June Intergroup meeting so, in actuality, the JUNE Intergroup meetings was "the following" meeting and Bill P was acclaimed.**" The minutes stood as amended
- Ray N, Ottawa South pointed out that Ottawa South had volunteered to take on the McNabb commitment in October.
- Agenda approved as amended.

### REPORTS

#### CHAIR PERSON: Sandy K.,

1. Mention was made on how the last Intergroup meeting was conducted and several ideas were presented on how it could have been facilitated more effectively. A paper entitled, "Summary of Conference Procedures" was distributed to the Reps.
2. The new Office Administrator, Cindy P., was introduced to the membership. Starting Sept 4<sup>th</sup>, the Office Administrator's hours will be Mondays and Wednesdays from 9:00 am until 3:30 pm with a ½ hour lunch break and Thursdays from 4 to 8 pm. The office administrator is not responsible for 12-step work but to facilitate 12-step work.
3. The Intergroup Literature Coordinator has also offered to be in the Intergroup office on Saturdays from 1 to 4 pm for a 6-month trial.

#### VICE CHAIR: Harry B. (and backup newsletter editor)

1. This month's Primary Purpose has the theme of the Telephone Answering Service. Reps were asked to get them out to the membership suggesting issues be put on chairs at meetings.
2. Insurance – If your group needs insurance from now until November the cost is \$50. The renewal is in November and the cost for the year, November to November is \$100. Currently there are 12 or 13 groups that will be

renewing the group insurance. The policy requires a minimum of 10 groups purchase the insurance. If a group moves the insurance can be transferred to a different location. To purchase this type of coverage without the group policy the cost is \$540 a year.

3. Membership Outreach – A report will be presented on how to proceed with the Membership Outreach for the September Intergroup meeting.

**SECRETARY: Anne D.**

1. Members were asked to sign in as this is how we keep track of the attendance.

**TREASURER: Bill P.**

1. Deposits have been done and cheques written, but there is still reconciling to be done before financial statements can be provided. The GIC has \$21,537 and the regular account has approximately \$11,000 in it at this time. Cindy will assist in the reconciliation. A financial report will be presented next month.

**TAS COORDINATOR: Mickey R.**

1. 27% of TAS shifts were unassigned in July. Random shifts can be taken anytime a shift is open. Email [tas@ottawaaa.org](mailto:tas@ottawaaa.org) to advise shift taken. There are 3 new groups taking shifts. Some new people are taking TAS shifts because they are off work due to medical issues.

**LITERATURE: Doris M.**

1. The literature order has arrived. There are copies of all books except the large print As Bill Sees It. Medallions are now available as well.
2. While committing to be in the office on Saturdays from 1 to 4 pm backup will be needed. Anyone interested please contact [literature@ottawaaa.org](mailto:literature@ottawaaa.org).
3. If a group is looking for books you can email [literature@ottawaaa.org](mailto:literature@ottawaaa.org) to arrange a meeting if you cannot make it to the office during regular office hours.
4. A question was asked about printed slogans, and we agreed to explore the possibility.

**WEBMASTER: Carolyn O.**

1. Meeting lists will be printed. Reps asked to review their group's listing online (that is where the printed information comes from) and report if any changes are required.

**12-STEP COORDINATOR: Caterina C.**

1. The 12-step list is being updated. Reps requested to ask their group members to consider going on the list as more members are needed. The criteria for being on the 12-step list is 2 years of sobriety. Members can email [12step@ottawaaa.org](mailto:12step@ottawaaa.org).

**FALL CONFERENCE: Gene M.**

1. The dates for the Fall Conference are October 12, 13 & 14, 2018 at the Hellenic Centre. There will be 4 main speakers. The theme is The Spirituality Tool Kit. The committee is looking for group donations and food donations for the hospitality suite. Tickets will be available at the next Intergroup meeting and District meetings. The venue and dates were changed because the St Anthony's Hall's quote was over \$31,000 which was \$10,000 over the Hellenic Centre price.

**SPRING CONFERENCE:**

1. The Spring Conference report is not finalized as there are still more reconciliations to be done. It should be ready for the next Intergroup meeting.

**NEWSLETTER EDITOR:**

1. A newsletter editor is still required. Here are the requirements:
  - a. Working knowledge of Adobe Acrobat

- b. Basic working knowledge of Word Press
- c. Basic HTML skills
- d. Strong grammar and writing skills
- e. Clear understanding of AA Traditions and Concepts and how they apply in publishing AA material
- f. An ability to work with others
- g. Ability to establish and act as Chair for a Newsletter Committee that reports to the Board
- h. Legal capacity to sit as a member of the Board
- i. A Home Group
- j. A Sponsor
- k. Minimum of 5 years of sobriety

#### MCNABB MEETING:

1. West End Group was not present to report on the McNabb July meetings.
2. McNabb group commitments: Friday Night Chelsea Group is taking August; Hull Liberty has volunteered for September. Ottawa South is taking October and Stittsville 2<sup>nd</sup> Chance has volunteered for November. Freedom Group volunteered for 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 7<sup>th</sup> tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.**

#### OLD BUSINESS-PINECREST GROUP, TRADITIONS AND BYLAWS

1. The membership voted to have the executive report back to the membership with some suggestions and guidelines on how to handle requests for groups such as From the Heart Group looking for incubator meeting space at the Intergroup office. There were 2 abstentions. Motion Carried.

#### NEW BUSINESS-COLLECTION 7<sup>TH</sup> TRADITION USING TECHNOLOGY:

1. Members were requested to ask groups if they are interested in having Intergroup come up with a way to help them collect the 7<sup>th</sup> Tradition on-line from those no longer carrying cash. Groups were also asked if they would be interested in being a beta test site. If a group is interested, please email [chair@ottawaaa.org](mailto:chair@ottawaaa.org) or [webmaster@ottawaaa.org](mailto:webmaster@ottawaaa.org).

#### NEW BUSINESS-CENTRAL OFFICE/INTERGROUP AAWA/AAGV SEMINAR

1. Dominique L., Willing to Change moved the membership to pay for travel, living and hourly wage for Cindy P. to attend this year's meeting of the Central Offices/Intergroups of AA being held in Montreal September 21-23<sup>rd</sup>. John G., Back to Basics, seconded. Two opposed, 1 abstention. Motion carried.
2. Intergroup will inform reps of the total cost in wages for the Office Administrator to attend the conference.

#### NEW BUSINESS – MEMBERSHIP SHARING FORUM

1. John G., Back to Basics, made a motion that the last 10 min of the Intergroup meetings be open as a membership sharing forum for reps to share solutions on group related subjects such as female sponsorship or declining 7<sup>th</sup> traditions. Joe DS., Search for Serenity seconded. 18 were for the motion, 4 opposed, 2 abstentions. Motion Carried.
2. The Intergroup Reps will choose the topics for discussion.

#### COFFEE VOLUNTEER FOR August/September.

1. Sandy thanked Frank K., Hull Liberty., for coffee for the August Intergroup meeting.
2. Frank K, Hull Liberty has volunteered to make coffee for the September meeting.

**Motion to adjourn Meeting by:** Al L, By the Book., Kevin M, Freedom Group, seconded. Motion carried.

Meeting closed at 8:10 pm with the Responsibility Pledge

**Next meeting: September 12, 2018 at 7:00 PM, Mac Hall, Bronson Centre.**