

Intergroup Meeting Minutes: October 10, 2018

Meeting Chair: Sandy K., Intergroup Chair

- New people to Intergroup were invited to introduce themselves. 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 Joe D-K, Search for Serenity.
- Roll Call from the floor was taken. Groups in attendance: Step By Step, Pinecrest, Hand in Hand, From the Heart, Freedom, Podium Hill, New Day, Uptown, Heritage, Westboro Big Book Study, District 62 liaison, Women In Step, Alta Vista Open Door, Ottawa West End Group, Friday Night Chelsea, Barrhaven Tuesday Night, Stittsville Second Chance, Parkwood Hills, Crossroads, By the Book, Maitland, Sunday Night Big Book Study, Lunch Bunch, Search for Serenity, B-United, Fellowship, District Liaison (54 or 58?), Awakening.
- 27 voting members present and 6 non-voting members (excluding 7 Executive members, absent: Treasurer)
- The September minutes stand as distributed.
- Agenda changes: A correction was made to the McNabb commitments and reporting from the Alkathon committee was added before it was approved as amended.

REPORTS

CHAIR PERSON: Sandy K.,

1. Attended the Annual Central Office/Intergroup AAWA/AAGV Seminar in Montreal with Cindy & Harry. The Chair met with delegates from Calgary, Edmonton, Vancouver, Victoria, Toronto and London.
2. A number of office operating procedures are being looked into to streamline office efficiency and accountability.
3. The establishment of an Ottawa Area Intergroup Policies, Procedures and Guidelines Committee to create a manual of procedures is being considered. The office has received copies of procedures from Winnipeg, Vancouver and Edmonton.
4. To ensure transparency the Executive minutes have been published on the website and will continue to be published.
5. ***The December Intergroup meeting will be held December 17th (3rd Wednesday) to accommodate another event on our usual date of December 12th.***
6. The Hellenic Centre has been approached to see if they are able to provide a longer-term contract for the Fall Conference with an option of possibly holding the Spring Conference there as well. It is hoped we can secure the Fall Conference dates for October 2019 and 2020 sooner than later.
7. The 7th Tradition boxes for the conferences are missing.
8. Joe D-K, Search for Serenity, donated a new Keurig to the Intergroup office.

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

1. Enjoyed the Annual Central Office/Intergroup conference in Montreal.
2. Membership Engagement plans have been used successfully in other cities. Delegates will be sent out to groups in the Ottawa area that don't attend Intergroup meetings.
3. The October newsletter has information on the 2018 Alkathon, new literature available at the Intergroup office as well as the Fall Conference schedule.
4. Insurance – 17 groups have now registered for Insurance.
5. A volunteer has come forward to be a part of the Newsletter Committee.

SECRETARY: Anne D.

1. New members were asked to pick up Rep Information sheet and complete.

TREASURER: Bill P. (absent) reported by Harry B.

1. HST report has been filed.
2. Financial statements were available for pickup. Literature Sales are up 20%. Group donations are up about \$2500. The Fall Conference numbers are down, hoping for breakeven on the conference. Depreciation, a non-cash item, stands at \$3680.73 which is due to office renovations done last year.
3. A thorough inventory of Literature to be done.
4. Question was asked about Financial Statement item "Inventory Shrinkage". Bill will be asked to report on this next month.
5. Question was asked about the monthly cost for the Office Administrator as the financial statement shows \$1904.76 as wages to date. The Office Administrator started in August and was also paid for attending the Central Office/Intergroup conference in Montreal.

TAS COORDINATOR: Mickey R.

1. 23% of TAS shifts remain unassigned. Reps are asked to remind trained group members that they can take any open shifts and email the TAS coordinator afterwards.
2. Freedom Group will be trained on Oct 23rd before their meeting. Pat H., Beacon Hill asked if people from his home group could join in the Freedom Group training. TAS Coordinator will check and get back to Pat H.
3. TAS coordinator had the opportunity to call Petawawa AA for someone looking for help in that area. When a person calls their AA line, they are given the option to choose male or female. Once chosen, a person answers almost immediately.

LITERATURE: Doris M.

1. A literature table will be staffed at the Fall Conference. Someone will cover the 1-4 shift in the Intergroup Office also.
2. The October newsletter has short write ups about the newest Grapevine literature.
3. Thirteen used 12 x 12 hardcover books were donated if any group or committee has use for them.
4. Greeting cards – Yvonne P. has offered to do the first run of greeting cards for Intergroup and will present a proposal to Intergroup before doing so.

WEBMASTER: Carolyn O.

1. The idea of online "pay and pick-up" for Literature Sales was introduced and, if the membership is interested, will be implemented by the Webmaster in partnership with the Literature Coordinator. A process for scheduling pick-up will need to be created.
2. As promised at the September membership meeting, a couple of pages on doing online donations was sent out. Hard copies are also available on the table. Square can link to a bank account. There can be a link on the website to PayPal.
3. Lunch with Bill will be going live on November 1st with the online donations via Square and will be used a beta tester for PayPal after they've set up their account and generated a special donation link (they will work with the Webmaster to get it launched when they are ready).

12-STEP COORDINATOR: Caterina C.

1. There have been no additions to the 12-Step list. Currently there are about 52 people on the 12-Step list. The list has been updated.

FALL CONFERENCE: Ron M, Chair

1. Ron thanked Gene M. for the groundwork he did in getting the Fall Conference set up.
2. Four panels are set up and four speakers to speak.

3. Tickets are still on sale. Currently in a break-even stage.
4. Oasis Group donated 3 paid tickets to the Fall Conference.

ALKATHON REPORT: Travis

1. The theme for the 2018 Alkathon is Carry the Message.
2. Group meetings will be held 24 hours with the meetings during the night being held in Mac Hall.
3. Groups are invited to fill out a form online (Ottawa AA website) to take a meeting on Christmas or New Year's Eve/Day. November 23rd is the deadline to sign up for meetings.
4. The Alkathon would like to publish the meeting schedule in the December Primary Purpose.
5. An Intergroup Alkathon liaison is needed.
6. Please contact Travis H. at Alkathon@ottawaaa.org or 613-501-4988 if you are interested in being on the committee.
7. The next Alkathon meeting is Oct 21st Room 109 at 1 pm. There is a need for coordinators and volunteers for the committee.
8. Those wanting to volunteer can go on the Intergroup website and fill out the volunteer form. Once completed, hit submit.

CHELSEA ROUNDUP REPORT: John C

1. About 20 people attended the roundup at the FarmPoint location. Directions to location need to be improved.

OFFICE ADMIN REPORT: written by Cindy, read by Chair

1. The office administrator attended 5 workshops offered at the Central Office/Intergroup conference held in Montreal. Attention focused on finding solutions to problems while continuing to ask, "Are we following our Primary Purpose?"
2. Policies and procedures were highlighted as important. Some of the ideas were: inclusion not exclusion, do list, open to anyone, not the AA police, office volunteers don't do 12-step calls (to keep the phones open), in 75% of groups each board member has a vote.

MCNABB MEETING:

1. No one from Hull Liberty was present to give a report on September McNabb meetings.
2. Tom, West End Group brought in more 7th Tradition from August.
3. McNabb group commitments: Ottawa South is taking October and Stittsville 2nd Chance has volunteered for November. Freedom Group volunteered for December 2018 and Heritage group for January, 2019. By the Book volunteered for February 2019. 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 7th tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.**

OLD BUSINESS:

ELECTIONS

1. The chair called for nominations from the floor for the following Intergroup Executive positions: Telephone Answering Service, Literature Coordinator, Treasurer, 12-Step Coordinator, Newsletter Editor, Fall Conference Chair, Fall Conference Vice Chair and Spring Conference Vice Chair. There were no nominations from the floor.

CENTRAL OFFICE/INTERGROUP AAWA/AAGV SEMINAR

1. The Chair reported the costs for sending the Office Administrator to the conference were: \$40 for conference ticket, \$560 hotel, \$64 meals, \$450 salary for a total of \$1114.52.

ONLINE TRANSACTION FEES

1. Intergroup Executive recommended: That for all purchases made on the Intergroup website, the cost of the online transaction fees charged by the service provider(s) be added to the price of goods sold, and that those fees be shown on the purchaser's sales receipt.
2. Reps will take recommendations back to their groups.

PINECREST GROUP MOTION TO AMEND INTERGROUP BY-LAW – Patrick G

1. The Intergroup Representative for the Pinecrest Group, Patrick G presented the MOTION: "That the wording 'assisting and advising in the formation of new or meetings' found in the 'Responsibilities' section of the Ottawa Area Intergroup Bylaws be changed to 'assisting and advising in the gathering of information on the formation of new groups or meetings'." Pat H., Beacon Hill, seconded.
2. The reps will take this back to their groups and it will be discussed and voted on at the November Intergroup meeting.

NEW BUSINESS:

NOMINATING COMMITTEE FOR DECEMBER ELECTION:

1. Nominations from the membership for nominating committee members were for called for. It was indicated that the role of that committee or member would be to recruit trusted servants to stand for election in December for the board positions being renewed for the next 2-year term; to bear in mind that Leaders in AA are trusted servants of the whole and should bring with them working knowledge of our three legacies together with stability, vision and special skills that make them capable of dealing with their service assignment. We want to have the best possible leaders we can get in AA.
2. As no reps came forward to participate in a nominating committee, Intergroup Executive will appoint a nominating committee to find people to stand for election on December 17th.

INVESTIGATION OF HUMAN RIGHTS ALLEGATION

1. Intergroup Executive has been accused of a very serious human rights violation by email and has tried to meet with the person making it several times, but the person has refused to meet. Because of this response Intergroup has questioned the identity of the person and has started an investigation with the appropriate authorities to confirm the identity.

DRAFT POLICIES

1. The following draft policies (which are also attached) were presented to the Reps to take back to their groups for consideration:
 - Request for Use of Meeting Space to Hold Regular AA Meetings Policy
 - Adding a Motion to the Intergroup Monthly Meeting Agenda Policy
2. After some discussion, Mike B., Westboro Big Book, made a motion that the draft policy regarding meeting space be held back until next month to give time for the groups to vote on the Pinecrest Group Motion. Seconded by Rob G., B-United. Carried. The policy can be taken back to the group for future consideration.
3. The reps expressed a desire to table the policies until the new year.

COFFEE VOLUNTEER FOR October/November

1. The Chair thanked Pat H., Beacon Hill, for coffee for the October Intergroup meeting.
2. Pat H., Beacon Hill, volunteered to make coffee for the November meeting.

Motion to adjourn Meeting by: Rob G., B-United Group, seconded by Andrew B., Freedom Group

Meeting closed at 9:00 pm with the Responsibility Pledge

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

REQUEST FOR USE OF MEETING SPACE TO HOLD REGULAR AA MEETINGS

Intergroup Ottawa provides products and services to the AA membership in Ottawa. These products and services are provided from its office located at 211 Bronson Avenue, Suite 108 in Ottawa and include: a telephone answering service, a web-site, literature sales, 12-step face-to-face calls and/or inquiries and AA planning and committee meetings including the Ottawa Area Archives Committee.

Intergroup will consider offering space to small start-up meetings of Alcoholics Anonymous under the following conditions:

That the group or meeting agrees:

- To adhere to the 12 Traditions of Alcoholics Anonymous.
- To elect an Intergroup Representative from the group to regularly attend monthly Intergroup Meetings and a delegate to fill in when the Intergroup Representative cannot.
- That profanity, or any form of abuse is not permitted in the Intergroup Office.
- Not to interfere with any form of 12 step work that is being carried out in the office during the meeting by an office employee or Intergroup Volunteer.
- To appoint one person each month to be responsible for opening and closing the office.
- To leave the Bronson Center by 9:30 pm. before the alarm at the Bronson Center is set.
- To inform all members at the beginning of the meeting that if a 12-step call comes in that voices must be lowered to make-way for Intergroup's primary activities.
- To reimburse Intergroup any expenses incurred as a result of the meeting.
- Take the office clean, and free of any waste that may have resulted from the meeting.
- To vacate the space at the end of the 6 month term, or if asked to leave in writing by the Intergroup Board of Directors.
- To provide literature, coffee and any and all other supplies required to run the meeting.
- Not to store meeting materials at the Intergroup Office without the express written consent of Intergroup.
- That Intergroup does not endorse the group in anyway.

If a group is interested in using the Intergroup Office Space under the terms and conditions above. They make a request to use the space as follows:

REQUEST FOR USE OF MEETING SPACE TO HOLD REGULAR AA MEETINGS FORM

NAME OF GROUP AND FOUNDING MEMBERS:

TYPE OF MEETING:

REASON FOR STARTING THE MEETING:

EXPTECTED NUMBER OF MEMBERS TO ATTEND THE MEETING:

FOR FURTHER CONSIDERATION: Such as, why is this meeting needed? Will AA be impacted as a whole? What negative impacts could the meeting have, if any?

In Ottawa, Ontario on this day of _____, 20____, I _____ on behalf of the _____ group/meeting, hereby agree to the terms and conditions set forth in the Intergroup Policies, Procedures and Guidelines manual regarding a request for the use of meeting space at the Ottawa Area Intergroup Office of Alcoholics Anonymous should it be granted permission from the Intergroup Board to use the space.

(Name of Group Representative)

(Signature of Group Representative)

(Name of Witness)

(Signature of Witness)

(Name of Intergroup Chair)

(Signature of Intergroup Chair)

Add attachments or use the back of the form if more space is required. Please ensure that this REQUEST FOR INTERGROUP OFFICE SPACE is submitted to the Intergroup office via e-mail (admin@ottawaaa.org) or in written form, at least one (1) week prior to the Intergroup Board Meeting at which the submitter(s) desires to see the request considered.

ADDING A MOTION TO THE INTERGROUP MONTHLY MEETING AGENDA

The following explains the procedure to have a motion added to the Intergroup Agenda to amend significant items, such as Intergroup Policies, Operating Procedures or Bylaws. As per A.A. practice, in all important matters, motions should be given enough time for the membership to consider and enable a fully informed group conscience to be made. Motions that do not significantly affect Policies, Operating Procedures, or Bylaws, can be added to the agenda under “New Business” should the Intergroup Chair be given permission to do so through a simple majority from the membership attending the membership meeting. If not, the motion will be tabled to the next membership meeting.

ALL NOTICES OF MOTION:

1. will require a copy (written or electronic) for the Intergroup Secretary to include in records of the meeting, for presentation to an Intergroup meeting and/or for subsequent circulation to the groups-at-large for their consideration.
2. should be clearly stated, using plain language, and be able to be answered as a “yes” or “no” and should, to the extent possible, be able to be understood without reference to any other material, including the background information.
3. must be vetted to ensure that it does not conflict with A.A. Traditions or Concepts.

HISTORY OR CURRENT PRACTICES

This section in the attached NOTICE OF MOTION FORM is intended to help the reader understand the context in which the Notice of Motion is being made as to, amongst other things:

1. what we are doing now;
2. with reference to previous motions, see if similar changes have been suggested before;
3. show where current practise is inconsistent with A.A. past practise at other service levels.

IF PASSED

This section in the attached NOTICE OF MOTION FORM is intended to help the reader understand the implications the Notice of Motion will have as regards to questions, amongst other things, about:

1. why the motion is needed?
2. how will A.A. be impacted?
3. what negative impacts there are, if any?
4. what will change?

IF NOT PASSED

This section in the attached NOTICE OF MOTION FORM is intended to help the reader understand the implications on how the Notice of Motion will impact A.A. if it is not passed.

FOR FURTHER CONSIDERATION

This section in the attached NOTICE OF MOTION FORM is intended to guide the reader through other attached useful information, which can be highlighted, if necessary for greater clarity.

Ottawa Area Intergroup
www.ottawaaa.org
108-211 Bronson Ave, Ottawa, ON K1R 6H5
Tel: (613) 234-6000

NOTICE OF MOTION FORM

MOTION:

HISTORY OR CURRENT PRACTICE:

IF PASSED:

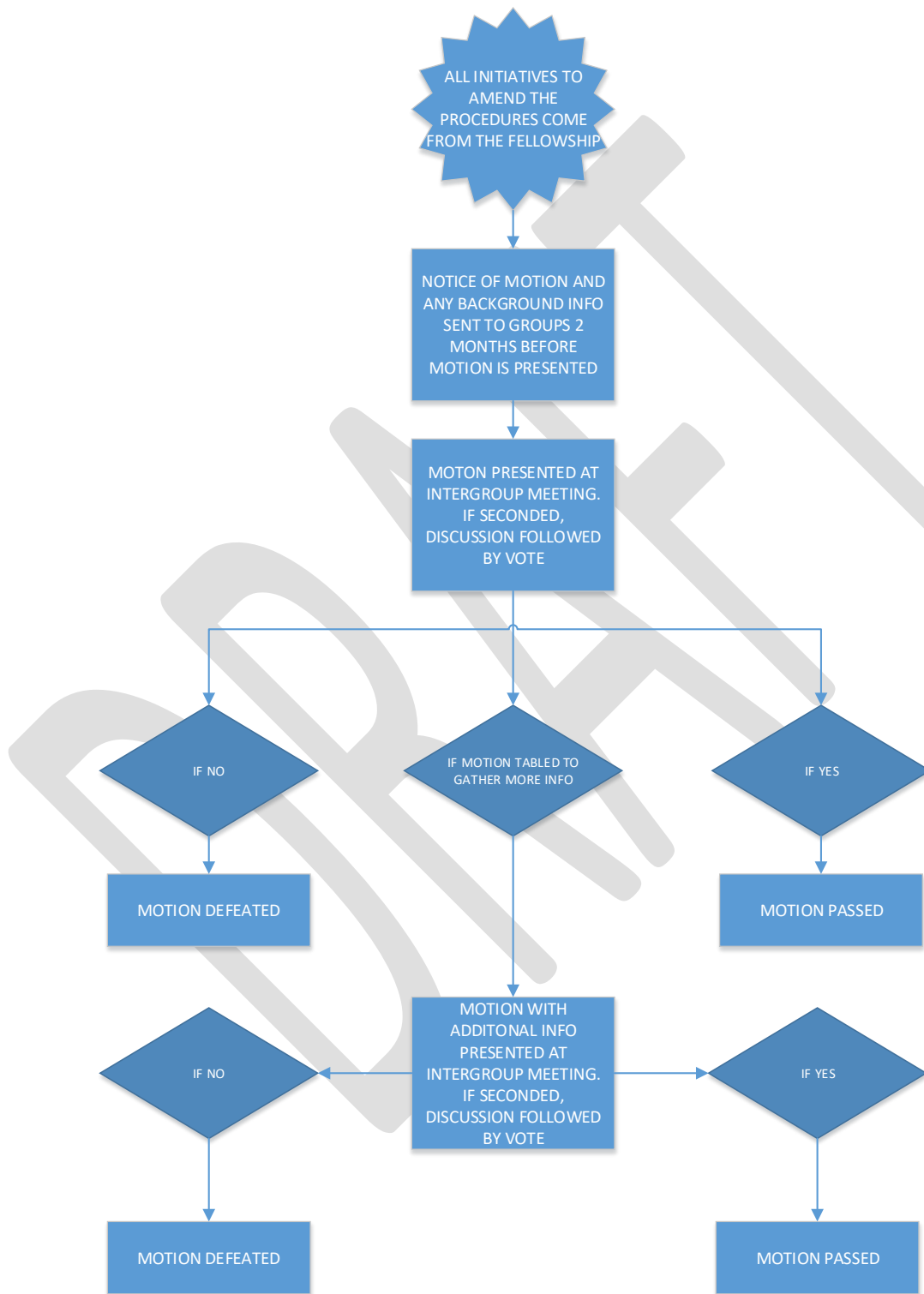
IF NOT PASSED:

FOR FURTHER CONSIDERATION:

MOTION SUBMITTED BY:

Add attachments or use the back of the form if more space is required. Please ensure that this NOTICE OF MOTION is submitted to the Intergroup office via e-mail (admin@ottawaaa.org) or in written form, prior to the meeting for administrative changes at which the submitter(s) desires to see the NOTICE OF MOTION considered. Motions that relate Intergroups Operating procedures or By-Laws must be submitted 2 months prior to the date at which the submitter(s) desire to see the NOTICE of MOTION considered. Motions that do not relate to Intergroups Operating procedures or By-Laws must be submitted 1 week prior to the date at which the submitter(s) desire to see the NOTICE of MOTION considered.

FLOW CHART: FOR ADDING A MOTION TO THE INTERGROUP AGENDA



*Procedure: Request to Add a Motion to the Intergroup Agenda
For the Ottawa Area Intergroup Office of Alcoholics Anonymous*