

## Intergroup Meeting Minutes: December 17, 2018

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### 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 shared with those in attendance.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Paul B, Step by Step.
- Roll Call from the floor was taken. Groups in attendance: Alta Vista Open Door, Attitude of Gratitude, Lunch Bunch, Search for Serenity, Share and Care, Freedom, Step Sisters, New Day, Labyrinth, Beacon Hill, Happy Nooners, Heritage Group, West End Group, Pinecrest, Carp Fellowship, Venture, Fellowship, HOPE Group, Awakening, Hull Liberty, By the Book, Hand in Hand, Maitland, Uptown, Stittsville 2<sup>nd</sup> Chance, Back to Basics, Secular Sobriety, Friday Night Chelsea BB, B-United, Step by Step.
- 29 voting members present and 12 non-voting members (excluding 8 Executive members)
- The November minutes were accepted as distributed.
- Agenda accepted as presented.

### REPORTS

#### CHAIR PERSON: Sandy K.

1. Elections: Mike B will facilitate the election. There is at least one person standing for each position.
2. The Literature Inventory was taken, and discrepancies turned up which the Treasurer will address in his report.
3. Alkathon Proposal –the Alkathon Proposal is available for pick up on the side table.
4. Clint M., past delegate Area 80 will present later.
5. The webmaster has developed an on-line form for sales.

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

1. The OPP newsletter is on the table for pickup. Harry expressed appreciation for someone standing for Newsletter Editor.
2. Harry asked the Reps if they were ok with Kingston groups being included in the Cooperators Group Insurance program.

#### SECRETARY: Anne D.

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

#### TREASURER: Bill P.

1. The completed inventory revealed an inventory shrinkage of \$3657. The treasurer and office administrator are currently addressing the discrepancies and creating new policies and procedures for the office volunteers.
2. Volunteers will not use QuickBooks Online (QBO) when processing sales of literature. They will do hand-written receipts and accept cheques only. Credit card purchases can be done online
3. A second inventory will be done December 31<sup>st</sup>.
4. Passcode for the literature room will be changed. The main door passcode will be changed in the new year.
5. The 4-week cost for having the Office Administrator is \$1271.90 which includes CPP and vacation pay.
6. The cash and equivalents total \$30,052 as of November 30, 2018.
7. The Profit/Loss Statement shows a loss of \$10,642.51, but \$4,498.67 is depreciation which is a non-cash item the loss is reduced to \$6143.84.

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

1. The TAS coordinator acknowledged he had distributed the incorrect report. The corrected report will be sent with the minutes.
2. The reps were reminded that with Christmas coming there will be lots of shifts to be covered for the still suffering alcoholic and he encouraged everyone to take shifts.
3. Please support TAS.

#### **LITERATURE: Doris M.**

1. The volunteers who helped with the inventory were thanked.
2. All the AA books are in the office and lots of Grapevine titles.
3. You can still purchase literature as long as volunteers and/or office administrator are in the office. Always call the office first before coming down to make sure someone is there.
4. The office administrator's hours are Monday and Wednesday 9:30 to 3 pm, Thursday 4 to 8 pm. Someone is in the office on Saturdays from 1 to 4 pm.

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

1. The Webmaster has created an on-line form for literature sales which is ready to go. All the merchandise available at Intergroup is on the form. All credit card purchases are to be done on-line. Once an order is placed, a receipt email will be sent to the purchaser. Once the purchase is ready for pick-up an email will be sent. A refund can be processed to the credit card if the book isn't available. The next step is to have the inventory connected to the on-line form. The convenience fee for using a credit card shows separately on the invoice.
2. If someone comes to the Intergroup office and wants to purchase using a credit card they can use one of the office computers to complete their transaction.
3. Only Cindy will be using QuickBooks Online. Credit card numbers are never remembered or available for viewing by anyone.

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

1. A member from Barrhaven has added their name to the 12-Step list.

#### **SPRING CONFERENCE: Duane, Chair**

1. The Spring Conference Committee has had 3 short meetings. They will begin full meetings on Jan 6 at 3 pm in the Intergroup office. If you are interested in a position, please contact Duane.
2. April 13, 2019 is the firm date for the Spring Conference which will be held at the Hellenic Centre. There are no conflicts with other AA events on that day.

#### **FALL CONFERENCE: no report**

#### **ALKATHON REPORT: Travis (no report)**

1. The Chair reported that Travis has asked to use the Intergroup Office during the Alkathon to count money and store books. The inventory will be being taken on Dec 31<sup>st</sup> so that has to be considered. The Reps are agreeable to the use of the Intergroup Office by the Alkathon if it doesn't interfere with the inventory taking.
2. Please contact Travis H. at [Alkathon@ottawaaa.org](mailto:Alkathon@ottawaaa.org) or 613-501-4988 if you are interested in being on the committee. Some coordinator positions require 1 to 2 years of sobriety.
3. Those wanting to volunteer can go on the Intergroup website and fill out the volunteer form. Once completed, hit submit.

#### **The Chair relinquished the chair to Mike B to chair the elections' portion of the meeting.**

#### **ELECTIONS:**

1. Mike B asked Josée G and Deanna P to assist in the distribution and collection of ballots if needed.
2. Mike B explained how the Third Legacy works.

3. Candidates were called for each position and the outcome is as follows:
  - Literature Coordinator – Doris Mc, Discovering the Big Book, Acclaimed
  - Newsletter Editor -- Jeff F., Maitland Group, Acclaimed
  - Fall Conference Vice Chair – Richard C. West End Group, from the Hat
  - Spring Conference Vice Chair – Roxanne G., Freedom Group, Acclaimed
  - Fall Conference Chair – Peggy F., Westboro Big Book, Acclaimed
  - 12-Step Coordinator -- Kerri D, Share and Care, Acclaimed
  - Treasurer – Sandy C., Fellowship Group, Acclaimed
  - TAS Coordinator – Al L., By the Book, Acclaimed
4. A motion to destroy the ballots was made by Clint M, seconded by Joe D-K. Carried.
5. Mike B. turned the chair back to the Intergroup Chair who reminded all those who were Intergroup Reps and now are on the Executive must resign their positions as Rep. Appreciation was extended to Mike B for the handling of the elections. Congratulations to the new executive members.

#### MCNABB MEETING:

1. Tom S. from Stittsville Second Chance reported \$156.85 was collected in 7<sup>th</sup> tradition and there were 20-25 people in attendance every week. Their group found hosting McNabb an inspiring opportunity to do group service.
2. McNabb group commitments: Freedom Group volunteered for December 2018, Heritage group for January, 2019, By the Book volunteered for February 2019, New Day volunteered for March 2019, April, Search for Serenity-Orleans volunteered, and West End Group volunteered for May. 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:

##### INTERGROUP POLICIES & PROCEDURES

1. Through the development of policies and procedures which the Reps vote on allows for the consistent operation of Intergroup over the years.
2. The chair introduced Clint M, Back to Basics, former delegate Area 80, Manitoba who presented his experience on a committee which put together a handbook for the area. Policies and procedures can provide a reference point, background and history, a statement of purpose of the Intergroup body, roles, responsibilities and guidelines for Reps all of which is brought to the membership to vote on prior to implementation. Clint M. recommends using policies and procedures. If you search for Intergroup Guidelines on Google you can find a few documents that have been created by other AA Intergroups or Central Offices.
3. After a suggestion to keep things simple and Clint's offer to head up the committee, Nigel L, Labyrinth, made a motion that the Intergroup Executive start up a committee to develop policies and procedures. Rob G., B-United seconded. Motion carried.

#### ALKATHON PROPOSAL:

1. Intergroup Executive reps & the Alkathon Committee will meet on January 6<sup>th</sup> to discuss the proposal presented.
2. Nigel L, Labyrinth Group, questioned the changes from the original proposal that are in the current document.
3. The chair pointed out that this was a proposal only and that if the Alkathon wanted to negotiate the terms under which it would operate that this was the starting place.
4. The webmaster shared how the proposal came to be in its' current state at the last Executive meeting.

#### NEW BUSINESS:

##### NEW PASSCODE FOR LITERATURE ROOM/CONFIDENTIALITY ACKNOWLEDGEMENT

1. The Literature room passcode will be changed, and all volunteers will be notified. A confidentiality acknowledgment has been created that all volunteers will be asked to sign.

2. The main door passcode will be changed in the new year. A confidentiality acknowledgment will be presented for each person with the new door code to sign.

#### **COFFEE VOLUNTEER FOR November/December**

1. The Chair thanked Nigel L & Frank K, for coffee for the December Intergroup meeting.
2. Carrie D., Heritage Group volunteered to make coffee for the January 2019 meeting.

**Motion to adjourn Meeting by:** Joe D-K, Search for Serenity, seconded by Tim W., Uptown

Meeting closed at 9:00 pm with the Responsibility Pledge

**Next meeting: WEDNESDAY, January 9, 2019 at 7:00 PM, Mac Hall, Bronson Centre.**

### **December 2018 TAS Intergroup Report – Mickey R**

1. We still have a large number of unassigned shifts (38) 30% of total shifts
2. 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](mailto:tas@ottawaaa.org). You find the link for open shifts at: <https://interactive.ottawaaa.org/tas/>
3. Please encourage your group to take any empty shifts over the Christmas/New Years period.
4. Hopefully the TAS service continues to provide contact's for a newcomers, travelers and members.

I am hoping that doing TAS Service will be seen as a crucial part of our triangle **Recovery, Unity, and Service**