

Intergroup Meeting Minutes: January 9, 2019

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 Cheryl L., Sunday Big Book Study
- Roll Call from the floor was taken. Groups in attendance: Saturday 11 am Westboro, New Day, Freedom Group, Alta Vista Open Door, Orleans Hub, Happy Nooners, Saturday Morning Big Book,, Sunday Big Book Study, Ottawa South, 12 x 3, Barrhaven Tuesday Night, Attitude of Gratitude, Heritage Group, Search for Serenity, Lunch-Bunch, Secular Sobriety, Maitland Step, Fellowship Group, Women In Step, Step Sisters, Fellowship Group, Awakening, Parkwood Hills, Westboro Big Book Study, Friday Night Chelsea Big Book, Carp Fellowship, Beacon Hill, From the Heart, HOPE Group, Hand in Hand, Share n Care, By the Book.
- 30 voting members present and 6 non-voting members (excluding 8 Executive members)
- The December minutes were accepted as distributed.
- Agenda accepted as presented.

REPORTS

CHAIR PERSON: Sandy K.

1. Policies and Procedures: On Jan 10, 2019, the main office door, meeting room and literature room door codes will be changed. Confidentiality Acknowledgements must be signed if you want the new codes. The codes will be given out on a need to know basis.
2. Policies and Procedures Committee overview was read aloud so the Reps have time to considerate prior to it being brought up in new business later. A handbook template for the Policies and Procedures was handed out so Reps could provide input on format and title.
3. The on-line store has been created which relieves desk volunteers of processing sales in QuickBooks Online (QBO).
4. Alkathon Proposal –Intergroup met with the Alkathon Committee on Jan 6th to consider the invitation to come under the Intergroup umbrella. The Alkathon Committee will meet next Sunday and make a decision.
5. Office Administrator Position: The Office Administrator employment contract comes up for renewal on March 1, 2019. It is the board’s opinion that the Office Administrator position is invaluable and pays for itself through the on-going implementation of inventory tracking and monitoring procedures alone.
6. Facilities: Display shelving for the AA and Grapevine Literature will be purchased for the Intergroup office. People can browse through the literature and the Literature room to be locked more frequently (inventory control).

VICE CHAIR: Harry B.

1. The Vice Chair has been attending the Spring Conference Committee meetings. He also attended the Alkathon Committee with the Chair.
2. The Vice Chair worked with the incoming Newsletter Editor to prepare the January OPP newsletter which is on the table for pickup. There are about 240 downloads of the newsletter from our website. Please distribute the paper copies to any groups you attend.

SECRETARY: Anne D.

1. New members were asked to complete the Rep Information sheet and sign in.

TREASURER: Bill P.

1. A second inventory was taken on Dec 31, 2018 and it revealed a \$3700 inventory shrinkage. Meeting lists had the largest discrepancy as meeting lists were put into Newcomers Packages and no apparent adjustment was made.
2. The December Financial Report was presented with a loss of \$11,875.15, of which \$4900 is Depreciation, a non-cash item, \$3700 inventory shrinkage, \$1000 legal fees which leaves \$2275.15 loss. Cash and equivalents stands at \$29,821.60 at December 31st. Meeting list sales are up 80%.
3. The treasurer recommends hiring a 3rd party QuickBooks Expert to review QBO inventory to ensure it is working correctly.
4. The outgoing treasurer welcomed Sandy C, incoming Treasurer.
5. The reps thanked Bill P for his service.
6. Michel D made a motion to approve the treasurer's report. Joe D-K seconded. Motion carried.

TAS COORDINATOR: Mickey R. (absent) Al L. reported

1. The incoming TAS coordinator reported that 174 phone calls were received and 40 went to the answering machine. There are a number of vacant spots on the TAS schedule.

LITERATURE: Doris M.

1. It was suggested that another inventory be done at March 31st. Part of maintaining controls is to change the door codes.
2. It was suggested group purchases could be made via credit card through the on-line store and then be picked up prior to the Intergroup meeting. Cheques can still be used when purchasing literature and medallions.
3. Volunteers have been found for Monday morning and Thursday afternoons. Volunteers are still needed for Thursday and Friday mornings. If anyone is available during those times, please contact the Literature coordinator or Office Administrator.
4. The Office Administrator is doing all the training of volunteers in order to maintain consistency and controls.
5. Two new pamphlets, The God Word (P-86) and AA for Alcoholics with Mental Health Issues and Their Sponsors (P-87) have been received. The poster Anonymity is Fragile poster should arrive soon. AA has a YouTube channel.

WEBMASTER: Carolyn O.

1. Square Tapper has been purchased. The webmaster will put information on the website. The on-line banquet form for the Spring Conference will be ready shortly. A website for the Spring Conference has been set up.

12-STEP COORDINATOR: Caterina C.

1. Appreciation for the opportunity to be of service was expressed.

SPRING CONFERENCE: Duane S., Chair

1. The Spring Conference poster is available for pickup on the side table. The webmaster did the design for the poster. Tickets for the event are ready to be picked up tonight. The Conference ticket is \$10, the banquet ticket with conference attendance is \$55. The meal will be buffet style. There will be gluten free and vegetarian sections of the buffet line. Speakers have not been determined yet.
2. The Committee meets at 3 pm on Sundays at the Bronson Centre. People are still needed for positions on the Committee. The Chair is negotiating with the Hellenic Centre to get the Hospitality Room open from morning until after dinner.
3. A question was asked about the cost of purchasing banquet tickets on line (\$.30 per transaction + 2.93% of total cost = convenience fee) The Webmaster will provide the information based on a sale of a full table (8).

MCNABB MEETING:

1. No report from Freedom Group tonight.
2. McNabb group commitments: Heritage group for January, 2019, By the Book volunteered for February 2019, New Day volunteered for March 2019, April, Search for Serenity-Orleans volunteered, West End Group for May and Parkwood Hills for June, 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.**
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:

INTERGROUP POLICIES & PROCEDURES

1. A discussion of the Ottawa Area Intergroup Policies and Procedures Committee Overview took place resulting in a change to the wording of the 4th requirement, "Does not sit on AA board or committee other than Intergroup". It was agreed that the formal drafts of procedures created by the committee will be made available for review. **it was moved, seconded and carried that the Ottawa Area Intergroup Policies and Procedures Committee Overview be approved as amended.** (Isobel P., Fellowship made the motion, 2nd by Al L., By the Book) The approved Policies and Procedures Committee Overview is attached as an appendix herein.

OFFICE ADMINISTRATOR CONTRACT:

1. Office Administrator Contract – the Executive recommended extending the employment contract for 1 year as the position has helped ensure the doors are opened on a consistent basis; that inventory is monitored and controlled; that volunteer training is consistently done; and that the office procedures and operations are done with consistency and continuity through board transition periods. As this is a renewal of the current contract no increase in salary is required at this time. The annual cost would be approximately \$16,000. In the last 6 months the bank balances have remained the same as prior to the Office Administrator. A request was made to provide the Office Administrator Job Description and Responsibilities to the Reps. The Reps were asked to bring the recommendation to their groups – asking if the groups are in favour of extending the contract for one year, with a view to possibly voting on the question at February's membership meeting.

NEW BUSINESS:

FROM THE HEART

1. Lars C, From the Heart group made a motion that that the From the Heart Group donate \$100 over 4 months to Intergroup for the prior use of the Intergroup Office. Joe D-K. seconded. After a short discussion it was determined no motion is necessary, Lars withdrew her motion. Joe D-K withdrew his second.

COFFEE VOLUNTEER FOR November/December

1. The Chair thanked Carrie D., Heritage Group for doing coffee for the January Intergroup meeting.
2. Michel D., Secular Sobriety Group volunteered to make coffee for the February 2019 meeting.

Motion to adjourn Meeting by: Joe D-K, Search for Serenity, seconded by Andrew B., Freedom Group

Meeting closed at 8:40 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, February 13, 2019 at 7:00 PM, Mac Hall, Bronson Centre.

Ottawa Area Intergroup Policies and Procedures Committee Overview

Policies and Procedures Committee Mandate:

To plan and make recommendations to the Intergroup Executive Board on the development and implementation of guidelines including but not limited to policies, procedures and by-law amendments for the Ottawa Area Intergroup Office of Alcoholics Anonymous.

Final Authority:

Ongoing review and final approval for the implementation of all guidelines prepared under this mandate rests with the members of Ottawa Area Intergroup.

Committee Selection:

Candidates will be asked to make their interest known to the Intergroup Board.

The Intergroup Board will select committee members from those who have expressed an interest in volunteering as part of the committee and may include members approached directly by the board.

Start of Term:

Committee members will step into their positions the first day after the January Membership meeting.

Length of Term:

One to Two years.

Requirements:

- 2 years' sobriety
- Working knowledge of 12 Steps, 12 Traditions and 12 Concepts.
- Previous Intergroup experience.
- Does not sit on an AA board or committee other than Intergroup.

Policies and Procedures Committee Structure:

The committee will seat from 6 – 11 committee members at any time, including the Policies and Procedures Committee Chair, who is responsible for the smooth running and direction of the meeting in accordance with the committee's mandate.

Six positions are to be filled throughout the term and 5 positions are optionally available, to be filled by the Chair, as required.

Start-up Year 2019:	2020 Forward:
Policy Committee Chair	Policy Committee Chair
Intergroup Chair	Past Intergroup Chair
Intergroup Vice Chair	Intergroup Chair
Intergroup Member from District 54	Intergroup Member from District 54
Intergroup Member from District 58	Intergroup Member from District 58
Intergroup Member from District 62	Intergroup Member from District 62

Optional Position1	Optional Position1
Optional Position2	Optional Position2
Optional Position3	Optional Position3
Optional Position4	Optional Position4
Optional Position5	Optional Position5

Ottawa Area Intergroup of Alcoholics Anonymous
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:

Ottawa Area Intergroup of Alcoholics Anonymous
Office Administrator Job Description

- 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.

Ottawa Area Intergroup of Alcoholics Anonymous

Office Administrator Job Description

- 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.

Ottawa Area Intergroup of Alcoholics Anonymous

Office Administrator Job Description

- 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.