

Intergroup Meeting Minutes: February 13, 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.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Paul B., Saturday Morning Big Book.
- Roll Call from the floor was taken. Groups in attendance: Orleans Hub, Step by Step, Freedom Group, Saturday Morning Big Book, Back to Basics, Secular Sobriety Group, Alta Vista Open Door, Search for Serenity Orleans, Awakening, Westboro Big Book Study, Step Sisters, Pinecrest, Sunday Night Big Book Study, Stittsville 2nd Chance, Uptown, Sunday Night Westboro, Heritage, HOPE Group, Lunch Bunch, Beacon Hill.
- 16 voting members present and 6 non-voting members (excluding 9 Executive members) attended on a city-wide snow alert day! A quorum is 15 voting members.
- The January minutes were accepted as distributed.
- Agenda accepted as presented.

REPORTS

CHAIR PERSON: Sandy K.

1. The on-line ordering system is up and running smoothly.
2. The Office Administrator employment contract is set for renewal March 1st. The Executive recommends the contract be extended for 1 year. Discussion will be brought up in old business.
3. A shelving unit for literature display has been purchased and will be put up in the main office area. This will allow the literature room to be locked more regularly (inventory control).
4. A Fall Conference report will be presented later.

VICE CHAIR: Harry B.

1. The Vice Chair has been attending the Spring and Fall Conference Committee meetings as the liaison with Intergroup.
2. A revised copy of the "What is Intergroup Ottawa Anyway" paper is available for pickup. A new section at the top gives each group the opportunity to have an Intergroup Executive member attend their business meeting to talk about what Intergroup does. The purpose for this is to increase the size of the group conscience. Currently there are 96 registered groups listed in the Ottawa meeting list. About 30 groups are represented on a regular basis at the Intergroup meetings. website. Reps were asked to fill in form and return to the Vice Chair if they would like a visit to their home group. Intergroup Executive members will be bringing these forms to groups currently not represented at the Intergroup meetings.

SECRETARY: Anne D.

1. New members were asked to complete the Rep Information sheet and sign in. If reps don't receive the minutes directly to their email address, they can visit the Ottawa AA website and download a copy for themselves. Please notify the Secretary if you do not receive the minutes so corrections can be made.

TREASURER: Sandy C.

1. The January financial statements with comparisons to last year were provided. Group contributions and literature sales were up over last year. The Cash position is slightly lower, but still healthy. The meeting list inventory is still being investigated as the number in QuickBooks (QBO) is lower than the actual count. This will continue to be monitored.

2. The Treasurer will review the prudent reserve amount by reviewing the financial statements for the last 5 years.
3. The new Treasurer has signing authority. The office administrator has been very helpful to the Treasurer.

TAS COORDINATOR: Al L.

1. There were 38 unassigned shifts for the month of January, which is 30% of all shifts, however all daytime shifts are covered.
2. The written report will be included with the minutes. (See attached).
3. The TAS coordinator's intent is to lower the number of unassigned shifts. If you currently take a shift and it isn't showing on the website calendar, please email TAS@ottawaaa.org. If you are interested in taking a shift, feel free to volunteer and email the TAS coordinator.

LITERATURE: Doris M.

1. The Literature coordinator attributes the increased literature sales to the office being open on a regular basis. There are now volunteers for all day time shifts! The office administrator is also there on Thursday evenings and the Literature coordinator is in the office on Saturday afternoons.
2. There have been 17 orders through online sales since its inception. It is a very convenient method of obtaining AA literature.
3. The new meeting lists should be available very soon.
4. The Literature coordinator informed the membership of 3 Grapevine books in the February "Our Primary Purpose". The poster, Anonymity is Fragile, has arrived and is on the side table. A question was asked whether the sales of Grapevine literature had increased sales overall.

WEBMASTER: Carolyn O.

1. On-line Store: The webmaster is devising a system that would have the Square Tapper take debit cards.
2. New meeting lists will be here shortly. An announcement will be put on the website when they arrive.
3. Some aspects of the phone system will be changed due to an upgrade. The webmaster will roll out an instruction manual and there will be simulated advanced training. The upgrade will save almost \$100 a month in phone costs.
4. Cash, exact change, will only be taken before and after the Intergroup meetings. We discourage the use of cash due to previous thefts. Visa Debit works now.

NEWSLETTER COORDINATOR: Jeff F.

1. The February newsletter is available on the side table for pick up. Please take as many copies as you wish and drop off at other meetings.
2. The newsletter coordinator is looking for ideas and feedback with regards to what is going on in AA in Ottawa working within the Traditions for the newsletter to better use it to help others in as dynamic a way as possible.
3. Please submit your articles. The theme for the March newsletter will be the Spring Conference. One suggestion was articles on how a conference has helped you stay sober.

12-STEP COORDINATOR: Kerri D.

1. The 12-Step coordinator expressed her intention to review the 12-Step list for the value it can bring and vet it in the next 30 days. If anyone wants to be added to or removed from the 12-Step list, please contact the coordinator at 12step@ottawaaa.org.
2. The 12-Step coordinator will identify gaps in service areas by gender, etc. She wants to print flyers and have training sessions on how to handle 12-step calls. As well, her intention is to go to the areas where participation is low and hear what people in the area have to say.

SPRING CONFERENCE: Yolande C., Ticket coordinator reported on behalf of Duane S., Chair

1. The Ticket coordinator has 11 envelopes with 10 tickets for the Spring Conference, being held at the Hellenic Centre April 13th, to be given to reps. Tickets are \$10 in advance, \$15 at the door. To attend the banquet and the

conference the price is \$55. The Spring Conference committee has visited the 3 district meetings. Registration forms are in the OPP newsletter and online.

2. Garnet W. from Saskatoon, SK is the keynote speaker. The Committee meets at 3 pm on Sundays in the Intergroup office at the Bronson Centre. If you are interested in assisting, please attend.

FALL CONFERENCE: Peggy F., Chair

1. The committee began working in November to make changes as the numbers have been dwindling. They met with past Intergroup and Fall Conference chairs and other AA elders to discuss how to bring numbers up and get the youth engaged as initially the Fall Conference was probably handled by those in their 30s. The committee is launching the return to the original name for the conference, Ottawa's Eastern Ontario Conference (OEOC).
2. The theme for this year will be, "We Stood at the Turning Point". Ron M. has created artwork for the conference theme. The conference will begin on Friday, October 18th at 2pm and run until Saturday, October 19th at 10 pm. The dance, with live music, will move to Friday night. The committee has chosen the keynote speakers, Deb H, Akron, OH and Adam T., Culver City, CA The cost for travel and accommodation for the 2 speakers will be \$4000, which is mostly offset by not using the Hellenic Centre on Sunday.
3. The ticket cost will be \$15 for the conference and \$68 (a \$3 increase) with the banquet included. There will be workshops on a variety of topics (Sponsorship, 12 Steps, Big Book, TAS, etc) happening concurrently with the panel presentations. There will be no empty space in the schedule. The webmaster has been working on a flyer based on a mock-up with Ron's artwork for distribution at the Assembly and publicised in the magazine BOX 459 (from GSO). The OEOC will have a table at the Spring Conference.

ALKATHON: Travis H., Chair

1. The Chair thanked all the groups for their contributions. Thirty-five groups hosted 40 meetings midnight to noon during the Alkathon. Attendance was good at the meetings.
2. The 7th Tradition received was \$7,450 from 42 groups and individuals. A \$600 down payment has been given to the Bronson Centre for the 2019 Alkathon and \$2700 remains in the prudent reserve. Of the remaining \$4895, 1/3 will go to Intergroup and 2/3 to the Districts. A motion had been made at the committee meeting to raise the prudent reserve in order to be more autonomous, but it didn't pass.
3. The Intergroup proposal to Alkathon for it to come under the Intergroup umbrella was declined for now. The main reason was that the Alkathon has been working well the way it is, so it was felt no need to change at this time. The committee did leave the door open for the idea to be considered again in the future.
4. The reps congratulated Travis for his contribution to a successful Alkathon.

POLICIES & PROCEDURES COMMITTEE: Clint M., Chair

1. The Chair asked if anyone in the room is interested in sitting on the newly approved Policies & Procedures Committee. He would like to have 3 Intergroup Reps from the 3 different Districts be a part of the Policies & Procedures Committee. If anyone is interested in being on the committee, please speak with the Chair or anyone on the Intergroup Executive.
2. The Chair of the Policies and Procedures Committee addressed the membership giving a brief overview of the committee focus inviting members to become committee members.

MCNABB MEETING:

1. Andrew B, Freedom Group, reported he was not given a report from his group and does not know if any meetings were held at McNabb in December.
2. Carrie D, Heritage Group, reported that poor communication within the group led Heritage to miss one Sunday meeting at McNabb in January. The 7th tradition was \$23 due to one member going out and purchasing Tim Horton coffees for the group. 14-20 people were in attendance.
3. McNabb group commitments: By the Book volunteered for February 2019, New Day volunteered for March 2019, April, Search for Serenity-Orleans volunteered, West End Group for May, Parkwood Hills for June and

Freedom Group for July, 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:

OFFICE ADMINISTRATOR CONTRACT:

1. Office Administrator Contract – It was therefore, **MOVED, SECONDED AND RESOLVED THAT THE OFFICE ADMINISTRATOR EMPLOYMENT CONTRACT BE EXTENDED FOR ONE YEAR.** Michel D made the motion, Joe D-K seconded. The chair confirmed with the lawyer that the contract could be extended by 1 year.

NEW BUSINESS:

MEMBERSHIP SHARING

1. A thoughtful and respectful sharing on the topics of promotion/attraction and Atheist, Agnostic and the God Word completed the evening.
2. If time permits, next month's topic will be the Group Inventory.

COFFEE VOLUNTEER FOR November/December

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

Motion to adjourn Meeting by: Joe D-K, Search for Serenity, seconded by Yvonne P., Westboro Big Book Study

Meeting closed at 8:45 pm with the Responsibility Pledge

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

TELEPHONE
ANSWERING SERVICE



Get Involved!

February, 2019

	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019
Calls total	166	145	151	179	143	207	162	157	151	167	174	
Avg. # per day	5.5	4.8	4.9	6	4.7	6.7	5.4	5	5	5.6	5.6	
Voicemails	23	36	22	47	36	36	36	29	36	38	38	
Voicemails between 10pm-10am	5 (21% of voicemails 3% of total calls)	2 (5% of voicemails 1% of total calls)	5 (22% of voicemails 3% of total calls)	11 (23% of voicemails 6% of total calls)	7 (21% of voicemails 5% of total calls)	16 (44% of voicemails 8% of total calls)	11 (30% of voicemails 6% of total calls)	3 (10% of voicemails <1% of total calls)	6 (16% of voicemails 4% of total calls)	5 (13% of voicemails 3% of total calls)	3 (8% of voicemails 2% of total calls)	
Calls remote answered	26	18	21	27	33	30	24	30	37	39	25	
Unassigned shifts	27 (21%)	28 (23%)	24 (19%)	33 (27%)	29 (27%)	29 (23%)	26 (22%)	34 (27%)	38 (30%)	31 (25%)	38 (30%)	

French calls forwarded to Quebec Calls to Executive

Visit www.ottawaAA.org and click on telephone to view the most current availability.

Email tas@ottawaaa.org to book or cancel shifts

Email tas@ottawaaa.org to schedule TAS presentation or training