

Intergroup Meeting Minutes: March 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 7:07 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Bruce G., Stittsville Second Chance
- Roll Call from the floor was taken. Groups in attendance: Hand in Hand, Ottawa South, Saturday Morning Westboro, Freedom Group, Queensway Carleton, Heritage Group, Carp Fellowship, HOPE Group, Westend Group, Step by Step, Wednesday Men's Group, Stepping Ahead, By the Book, Beacon Hill, Stittsville Second Chance, Attitude of Gratitude, Fellowship Group, Parkwood Hills, B-United, Secular Sobriety.
- 19 voting members present and 3 non-voting members (excluding 8 Executive members, Webmaster absent) attended.
- The February minutes stand as approved.
- Agenda accepted as presented.

REPORTS

CHAIR PERSON: Sandy K.

1. Policies and Procedures Committee – The committee met February 24th at 1 pm in the Intergroup Office. They agreed on an outline and content development is underway. The committee currently consists of Clint M, Harry B, Sandy K, Cindy P, Mike M and Joe D-K (both from District 54). The committee would like to have representatives from District 62 and 58.
2. The Office Administrator signed a 12-month contract good to February 28, 2020. The Office Administrator asked for a change in hours on Thursdays from 4 to 7 pm to 9 am to noon as only a few people have come in on Thursday evenings. Isabel P., Fellowship Group made a motion to change the hours of the Office Administrator from 4 to 7 pm to 9 am to 12 noon on Thursdays. Robert G., B-United seconded. Motion carried.
3. A used filing cabinet has been donated and the new shelving unit has been assembled in the main room of the Intergroup office and is ready for stocking. This will allow the literature room to be locked more regularly (inventory control).
4. It was mentioned someone had been smoking in the meeting room of the Intergroup office.
5. Concepts Presentation: Last year a Traditions presentation was put on at the ROH by Debbie D, from Concord, CA. The cost was about \$280 which was covered by the 7th tradition. Debbie D will be in Ottawa in May and is willing to put on a Concepts Presentation on May 16th at ROH. A flyer will be created and published in the OPP to let the membership know if the Reps approve of the event during Old Business.
6. Chips pricing: The monthly chips (not the 24-hour chips) cost \$1.04 and are currently selling for \$.80. The Reps will be asked to approve raising the price to a suggested price of \$1.10 under New Business. A suggestion was to put the chips together in a packet for the full year.

VICE CHAIR: Harry B.

1. Membership engagement: The Executive will be making short presentations to groups that currently aren't attending Intergroup to make them aware of what Intergroup does in the Ottawa area.
2. Insurance policies: The master policy for the groups has saved the combined groups \$11,000 in insurance premiums. Robert G., B-United inquired about the insurance plan. The cost is \$100/year and forms are available if your group requires insurance.
3. The contract with the Hellenic Centre for the Fall Conference has been signed. The price is less due to the conference only being for Friday and Saturday, October 18th and 19th, 2019.

SECRETARY: Anne D.

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

TREASURER: Sandy C.

1. The February financial statements with comparisons to last year were provided. Literature sales were up over last year. The Cash position is on an even keel. The Treasurer is learning his job.
2. The updated meeting lists were received. Approximately 500 out of date lists were given away.
3. Another literature inventory will be done at the end of March to verify if the checks and balances are helping inventory control. A question was asked about the need for a QuickBooks Expert which was mentioned previously. The Treasurer responded that many changes have been put into place in the office which may have solved the problem.
4. Prudent Reserve: The Treasurer will look at the average costs and average income over 5 years to determine appropriate prudent reserve. The GSO guidelines are to cover the operating costs for 12 months. The main source of revenue for Intergroup is through Group Donations. There is about a 20% profit on books overall.

TAS COORDINATOR: Al L.

1. The telephone system will be upgraded in the next couple of weeks.
2. In February there were 126 calls, 22 remote calls answered and 30 unassigned shifts.
3. Training on how to do remote calls will be offered along with training on how to handle 12-Step calls.
4. A suggestion was made that the TAS coordinator bring the April TAS Schedule to the Intergroup meeting, so people can sign up to take a shift.
5. It was emphasized that EVERYONE needs to be retrained on answering the phones due to the upcoming telephone upgrade. Those who take shifts will be notified by email to arrange a time to schedule the retraining.
6. A question was asked if social media will be used to receive and respond to AA inquiries. This question was deferred for the Webmaster to answer.

LITERATURE: Doris M.

1. A new order has arrived. The new display shelves are in place.
2. There are openings for office volunteers on Monday and Thursday afternoons from 1 – 4 pm. As the Office Administrator is in the office on Mondays from 9 to 4 and Thursday mornings 9 to noon, there is a definite need for a volunteer for Thursday afternoons.
3. Monday, April 1st is the date for the next literature inventory. (Following the Intergroup meeting the date for inventory was changed to Sunday, March 31st to allow for greater volunteer availability.)
4. The Alano Meeting has closed. The group donated some 12 and 12 books, a set of slogans and chips if any groups would like them they are available for the taking.
5. The Literature Coordinator will investigate other suppliers for chips to see if costs can be reduced.
6. Since June 2016 Intergroup has grossed \$6410.39 in Grapevine book sales.

WEBMASTER: Carolyn O.(absent) no report

NEWSLETTER COORDINATOR: Jeff F.

1. The March 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 asks Reps to talk to their group members about providing articles for inclusion in future editions. The theme for the year is the 12 steps (March is Step 3). April's theme is "Looking in the Mirror" (Step 4).
3. Please submit your articles by the 20th of the month by emailing newsletter@ottawaaa.org.

12-STEP COORDINATOR: Kerri D.

1. The 12-Step coordinator reviewed the 12-Step spreadsheet created by the Webmaster. She has begun to cleanse the data, so it is up to date. The 12-Step coordinator is looking to add people to the list, especially in Bytown and Sandy Hill. Only 3 people wanted off the list and some have been added.
2. For those who might be unsure how to talk to people that call in, a few training sessions will be held to assist in taking a 12-Step call.
3. If anyone has a great 12-Step story to relate it could be published in the OPP.

MCNABB MEETING:

1. Nick D., By the Book reported for February McNabb meetings there was an average of 20 people in attendance with \$134 collected in 7th tradition. The coffee pot is not working.
2. Andrew B, Freedom Group, will bring a report on the December McNabb meetings next month.
3. McNabb group commitments: New Day volunteered for March 2019; April, Search for Serenity-Orleans volunteered, West End Group for May, Stittsville 2nd Chance will take 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.**

SPRING CONFERENCE: Duane S., Chair

1. The Spring Conference is being held at the Hellenic Centre April 13th. Tickets are \$10 in advance, \$15 at the door. To attend the banquet and the conference the price is \$55.
2. Corrine M, Montreal, QC is the afternoon speaker. Garnet W. from Saskatoon, SK is the evening speaker. The panelists have all been chosen. Event and banquet tickets are selling.
3. The committee has gone to all the District meetings in the last month. The committee is still looking for volunteers, food and financial contributions.

OLD BUSINESS:

Greeting Card Contest:

1. The Birthday card, winner of the Greeting Card contest from a year ago, will be brought to the Intergroup meeting next month to request approval as the 1st choice for printing to be sold at the Intergroup office.

Concepts Evening:

2. Mary K, Hand in Hand, made a motion to support the Concepts Evening on May 16, 2019 at ROH. Isabel P, Fellowship Group seconded. Motion carried.

NEW BUSINESS:

Spring Conference Vice-Chair Nominations:

1. Due to a resignation of the 2019 Spring Conference Vice-Chair an election for a 2019 Vice-Chair who will then become the 2020 Spring Conference Chair must be held. Reps were asked to take this back to their groups with the thought that an election may be held at the April Intergroup meeting.

Chip Prices:

2. Robert G., B-United made a motion for Intergroup to see chips at cost. Isabel P, Fellowship Group seconded. 14 for, 7 opposed. After voice of minority, 2nd vote came up 9 for and 9 against. Motion defeated.
3. Michel D, Secular Sobriety, made a motion that Intergroup will sell chips at 20% above cost. Carrie D, Heritage Group seconded. 16 for, 4 opposed 1 abstention. Voice of minority – no one wished to speak to it. Motion carried.

MEMBERSHIP SHARING

1. Group Inventory – this will be carried forward to next month, time permitting.

COFFEE VOLUNTEER (March/April)

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

KIM B, DISTRICT 62:

1. The Cooperation with the Professionals committee has been started up again. She is requesting a volunteer to be the Intergroup Liaison for the committee. If anyone is interested, please contact cpc@ottawaaa.org.

Motion to adjourn Meeting by: Ray N., Ottawa South, seconded by Andrew B, Freedom Group

Meeting closed at 8:35 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, APRIL 19, 2019 at 7:00 PM, Mac Hall, Bronson Centre.

