

Intergroup Meeting Minutes: April 10, 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 Isabel P., Fellowship Group
- Roll Call from the floor was taken. Groups in attendance: Heritage Group, Women In Step, Queensway Carleton, Freedom Group, By the Book, Hand in Hand, Ottawa South, Carp Fellowship, Saturday Morning Big Book, Search for Serenity, HOPE Group, Pinecrest Group, Sunday Morning Big Book Study, Stittsville 2nd Chance, Step by Step, Stepping Ahead, Sunday Night Westboro, New Day, Hull Liberty, Awakening, Fellowship Group, Orleans Hub, Secular Sobriety, Parkwood Hills, Crossroads, Barrhaven Tuesday, Back to Basics, Friday Night Chelsea Big Book, Westboro Big Book Study, District 62 Liaison, District 54 Liaison, CPC Liaison
- 29 voting members present and 4 non-voting members (excluding 8 Executive members, 12 Step Coordinator absent) attended.
- The March minutes stand as approved.
- Agenda accepted with removal of Greeting Card Contest and addition of CPC Committee report.

REPORTS

SPRING CONFERENCE: Duane S., Chair

1. The Spring Conference is being held at the Hellenic Centre April 13th with a 9 am start. A schedule will be given out at the conference. 158 banquet tickets have been sold. The committee is leaving the banquet sales open so people can still purchase banquet tickets (\$55).
2. The Spring Conference Chair went to Montreal to attend the Home Group meeting of Corrine M, the afternoon speaker.
3. Please return all unsold tickets and money collected to the Spring Conference Chair tonight if you have them with you.
4. Food donations (cold food) are still appreciated for the hospitality suite which will remain open until the evening speaker begins.

CHAIR PERSON: Sandy K.

1. Policies and Procedures Committee – Policies and Procedures are being created and documented in part, to help ensure office procedures are effectively and efficiently transitioned and carried out from one board to the next; and to give members, volunteers and employees detailed instructions on how the Intergroup Office functions. Intergroup is paying the Office Administrator for their experience and expertise in office administration and bookkeeping; and to ensure policies and procedures are carried out effectively, efficiently and consistently over the long term. It is therefore vital that the Office Administrator be consulted to ensure good business principles and practices are employed in the development of all policies and procedures related to office operations. Amends were made to the Chair of the Lombardy Roundup for scheduling the Spring Conference the same weekend as the Lombardy Roundup. We will put the date of the Lombardy Roundup in the Conference guidelines.
2. Office Administration and Finance – The Chair has delegated reporting authority of the Office Administrator to the Treasurer. Likewise, all requests from board members to the Office Administrator should go through the Treasurer to promote a consistent line of reporting and to help manage and prioritize work requests.
3. Facilities – Mac Hall has been booked for Intergroup membership meetings until December. The ROH meeting room for the Concepts evening has been booked at a cost of \$100.

4. Concepts Evening - On May 16th at ROH Debbie D., of Concord, CA will do a presentation on the Twelve Concepts for World Service. The event is 7th Tradition and open to all. Flyers are on the side table for pickup.
5. Area 83 Assembly – The Chair attended the Area 83 Assembly in Kingston. The objective was to follow up on an idea for Intergroup to provide groups/members in Area 83 with a service enabling them to order AAWS literature for pickup and delivery at the 2019 Fall Assembly. This program is currently being run out of Area 80. It would provide groups/members that don't have easy access to an Intergroup Office and groups/members not able to afford AAWS Shipping and USD conversion costs, an easy way to order literature online and have it delivered directly to the assembly for pickup. It also provides an interim solution for groups that wait until they have a \$500.00 literature order to avoid shipping costs to obtain supplies sooner than later. To receive widespread approval and acceptance of these ideas it was hoped that it could be added to the Spring Conference agenda under New Business. In the Spirit of cooperation, the Chair reached out to Intergroup Toronto, Durham and Pembroke to see if they were interested in participating or supporting such a program. Toronto showed interest in participating and joined in discussions in Kingston with the Area 83 and Grapevine Chairs. The DCM for Pembroke is also supportive and confirmed there isn't an Intergroup in Pembroke. The Area 83 Chair indicated that the request should come through the Districts and they didn't feel comfortable adding it to the Spring Assembly agenda. They recommended we reach out to DCMs in the area to secure support.

VICE CHAIR: Harry B.

1. Membership engagement: An updated information flyer is being prepared. The Executive will go out to groups who don't currently participate in Intergroup. The Fall Conference committee is doing an outreach to groups and the Executive will work with them.
2. History of Intergroup – The Vice Chair is working on the History of Intergroup for the Policies and Procedures Committee. His research has indicated Intergroup was incorporated in 1992 as a not for profit organization. He requested if any members have information on the early days of Intergroup to please provide it to him.
3. The Spring Conference will be great as the committee has come together very well.
4. Here are some of the updated numbers for the information flyer: 2018 – 1942 telephone calls; 1962 books sold; 2232 pamphlets and newcomer packages sold; 2098 meeting lists sold; 350 email requests responded to; 7,000 to 10,000 website hits per month. Through the insurance program 27 groups saved \$11,000.

SECRETARY: Anne D.

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

TREASURER: Sandy C.

1. The March Profit & Loss statement was presented; the Balance Sheet was inadvertently not attached. The completed inventory of books and pamphlets taken on March 31st revealed a \$150 loss mainly in books. The changes made in the office procedures are helping. Changes continue to be made in how volunteers are filling orders. Group donations are up by \$8367. Literature sales were down in March. Spring Conference sales are recorded in the March statement, but the expenses have not been recorded yet.
2. Prudent Reserve: The Treasurer reported the prudent reserve review has not been completed.
3. Cost of Chips: As approved at the last Intergroup meeting the price of chips will be going up to cost plus 20%. The prices have not increased yet so if any group wants to purchase at the lower cost, now is the time to buy.

TAS COORDINATOR: Al L.

1. In March there were 137 calls, 14 remote calls answered and 38 (31%) unassigned shifts.
2. As Intergroup is in the process of changing the phone system, the TAS coordinator has not been pushing for people to answer the phones. However, if you have training and you see a blank shift and can take it, do the shift and then email the TAS coordinator.
3. When shifts are not filled, the call does go through to where they can leave a message, but there are many hang-ups. The duration of a shift is 3 hours – 10 -1, 1-4, 4-7 and 7-10.

WEBMASTER: Carolyn O.

1. The Webmaster will post new instructions for the Telephone Answering Service on the website for those who are already trained.
2. The webmaster will be able to Video Screen Share to assist the 40-50 regular TAS volunteers. When the new system begins being used the Webmaster and TAS Coordinator will be available to assist.
3. The new telephone system is ready to go. Its use will allow a \$100/month savings in telephone costs for Intergroup.
4. A question was asked if training sessions will be at the office or at a group's business meeting. The training can happen in different places. A question was also asked about the new main door code. It has not been changed yet.

LITERATURE: Doris M.

1. The Literature Coordinator finds the \$150 shortage in the Literature Inventory encouraging as it is a decrease from last year.
2. Literature will be available for sale using Square Tapper at the Spring Conference. The Intergroup office will also be open on April 13th from 1 to 4 pm as usual.
3. There are openings for office volunteers on Monday and Thursday afternoons from 1 – 4 pm.
4. Chapters is selling Big Books at a cost of \$25.99 + tax. Intergroup sells them at \$15 (tax included).
5. A social worker from Brockville telephoned to find out if we had a Vietnamese-speaking member. There's a Vietnamese speaking man in Brockville who wants help but his English is poor. Contact the literature coordinator if you know a person who can help.
6. A question was asked about the increase in the year-to-date cost of sales is \$150 higher than it was. Intergroup gave away the old meeting lists as they were no longer of use.

NEWSLETTER COORDINATOR: Jeff F.

1. The April 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 any ideas they may have to help the alcoholic. Please send any content to newsletter@ottawaaa.org. Members were asked to please share stories that would attract newcomers.
3. Please submit your articles by the 20th of the month by emailing newsletter@ottawaaa.org.
4. Ron M., Awakening Group, mentioned that the online version is in full colour.

12-STEP COORDINATOR: Kerri D. (absent) no report

MCNABB MEETING:

1. Andrew B., Freedom Group reported the 7th Tradition from the December McNabb meetings of \$88.37 was given to the Alkathon.
2. Christine R, New Day, reported the March McNabb 7th tradition was \$136 and that everything went well.
3. A question was asked as to why the McNabb meeting is hosted by different groups. The McNabb meeting is included in the Ottawa AA Intergroup Bylaws and has been going on for about 45 years at least. It gets group members working together. The meeting is from 11 am to noon on Sundays with set up at 10:30.
4. McNabb group commitments: April, Search for Serenity-Orleans volunteered, West End Group for May, Stittsville 2nd Chance will take June and Freedom Group for July, 2019. Step by Step volunteered for April and Ottawa South volunteered for November. Groups are to bring meeting lists, coffee supplies, chips, to print out and take the **McNabb Meeting Format (available at www.ottawaaa.org)**, etc. to the meeting.
5. 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.

CPC COMMITTEE: Michel D. (Cooperation with the Professional Community)

1. The CPC committee liaison with Intergroup reported that the CPC committee meets every 3rd Monday at 6:30 pm. Elections will be held in June. The CPC Committee is a stand-alone committee and gets funding from the districts.
2. The positions up for election are Chair, Treasurer and Secretary.

OLD BUSINESS:

Spring Conference Vice Chair Nominations:

1. Spring Conference Vice Chair Nominations: Nick D., By the Book, nominated Cindy E-M for the position of Spring Conference Vice Chair. Isabel P., Fellowship Group, seconded. Cindy E-M will be in attendance at the Intergroup meeting in May.

NEW BUSINESS: none

MEMBERSHIP SHARING

1. Group Inventory - A thoughtful and informative sharing on group inventories took place. Some recommendations included having a moderator outside of the group handle the inventory, adhere to the traditions, made sure changes agreed on are carried out throughout the year. There are guidelines that can be used for doing the group inventory.

COFFEE VOLUNTEER (April/May)

1. The Chair thanked Michel D, Secular Sobriety, for doing coffee for the April Intergroup meeting.
2. Frank K, Hull Liberty, volunteered to make coffee for the May 2019 meeting.

Motion to adjourn Meeting by: Isabel P, Fellowship Group, seconded by Andrew B, Freedom Group

Meeting closed at 8:18 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, May 8, 2019 at 7:00 PM, Mac Hall, Bronson Centre.

