

Intergroup Meeting Minutes: May 8, 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 Dale D, Parkwood Hills
- Roll Call from the floor was taken. Groups in attendance: By the Book, Orleans Hub, Hull Liberty, Queensway Carleton, Search for Serenity, Fellowship Group, Hand in Hand, New Day, West End Group, Saturday 11 am Westboro, Heritage, Secular Sobriety Group, Awakening, Westboro Big Book Study, Saturday Morning Big Book, Back to Basics, Friday Night Chelsea Big Book, B-United, Beacon Hill, Parkwood Hills, Carp Fellowship, Sunday Night Big Book Study, Stittsville Second Chance, Crossroads, Pinecrest, Venture and Freedom Group.
- 26 voting members present and 6 non-voting members (excluding 9 Executive members) attended.
- The April minutes stand as approved.
- Agenda accepted as presented.

REPORTS

CHAIR PERSON: Sandy K.

1. Office Administration and Finance – There is an immediate opening for Office Administrator and a Job Posting has been printed for reps to please take and insert into the OPP. The posting has been put on the website. Any AA members interested in the position please contact info@ottawaaa.org.
2. Concepts Evening - On May 16th in the Royal Ottawa Hospital auditorium, 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. Coffee and cookies will be provided. Debbie will bring joy and life to the Concepts.

VICE CHAIR: Harry B.

1. Policies and Procedures Committee – a draft is being created and when it is ready to present, it will be brought to the Intergroup Reps for approval. Bylaws provide a framework for Intergroup to function within.
2. Membership engagement: The updated information flyer has been prepared and is available for pickup by the Reps. Intergroup is a service body only providing the sales of GSO and AAWS books, information on AA meetings in the Ottawa area, a Telephone Answering Service and Website. An idea was presented to the Executive to have Intergroup “Champions” go out to the groups that currently don’t attend Intergroup meetings to tell them what Intergroup does rather than the Intergroup Executive. When anyone on the Executive speaks of what “We” are doing the “We” relates to all the members of Intergroup, not the Executive alone. Michel D. expressed his desire to be a “Champion” for Intergroup and invited other Reps to join him in introducing the Intergroup Information Sheet to other groups.
3. One Rep spoke of gossip at the group’s business meeting. The Chair welcomed anyone to bring perceptions to the Intergroup body and executive, so those perceptions can be addressed.

SECRETARY: Anne D.

1. An updated membership list is being worked on. All new members were asked to complete the Rep Information sheet.

TREASURER: Sandy C.

1. The office administrator has resigned which has increased the Treasurer’s workload significantly.
2. There were record sales of literature at the Spring Conference. The Square Tapper made the process very simple.

3. The April financial statements were presented. The Cash position continues to be healthy. Sales are down from last year and group donations are up. In the Treasurer's view if the groups donated enough to cover all the Intergroup expenses then the literature and chips could be sold at cost. The chip price has not been raised yet. New chips were purchased at a lower cost, so the increase may not be much even though using the formula of cost + 20% as approved by the Intergroup membership.
4. A question was asked about the increase in rent. The Treasurer will investigate and report back next month.
5. Prudent Reserve: The Treasurer reported the prudent reserve review has not been completed.

TAS COORDINATOR: Al L.

1. In April there were 117 calls, 21 voicemails (5 being between 10 pm and 10 am), 7 remote calls answered and 25 (21%) unassigned shifts.
2. The training for the TAS volunteers on the new phone system will take place. However, if you have training and you see a blank shift and can take it, do the shift and then email the TAS coordinator, so the stats are accurate as to unassigned shift.
3. Reps please ask group members to consider taking on a TAS shift.

LITERATURE: Doris M.

1. The Literature reported a fun day at the Spring Conference with over \$900 in GSO and AAWS literature sold.
2. Two new publications are coming out: Our Great Responsibility – transcripts of Bill W speeches at AA Conventions and "Take Me to Your Sponsor – cartoons from the Grapevine. Our Great Responsibility has been ordered.
3. For anyone attending the Concepts evening there is a booklet on the Concepts. There will be a literature table at the Concepts Evening and at the Vanier Round Up on June 1st. If anyone would like to assist that day, please contact the Literature Coordinator.
4. A display shelf with booklets is up in the Intergroup Office. A binder filled with samples of all the for-sale pamphlets is also in the office, along with a rack of free for the taking pamphlets.
5. The sales of Literature remain the same after the departure of the Office Administrator. Purchases can be made on-line with a credit card or in person purchasing by cheque.

WEBMASTER: Carolyn O.

1. The Webmaster has sent out a blast of messages to the 135 people on the remote access list. She has received 53 confirmations so far. Remote access instructions have been printed. The Webmaster will have an online demo for handling the new phone system.
2. The Webmaster has posted the new instructions for the Telephone Answering Service on the website for those who are already trained. You can access the video instructions by using the website.
3. The Webmaster can hold an on-line Webinar for brand new people. There are tips on the website for handling 12 Step calls, so please read.
4. The goal is to get the new telephone system changed over as of June 1st. If anyone has access to TAS volunteers email addresses, please pass them on to the Webmaster or ask them to contact her.
5. Currently when making a group donation through the website, you are brought to PayPal. The Square Tapper has not been set up yet for Group donations yet, but will be in the future.

NEWSLETTER COORDINATOR: Jeff F.

1. The May 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. The Newsletter Coordinator is looking for members to share their experience, strength and hope. Please submit your articles by the 20th of the month by emailing newsletter@ottawaaa.org.
3. John D., Queensway Carleton said his group expressed compliments on the newsletter. Ron M., Awakening Group, suggested distribution of the OPP on the Stepping Stones or AA Friends websites. The Chair will investigate.

12-STEP COORDINATOR: Kerri D.

1. One new volunteer has been added to the list and one has been removed. The updated and confirmed list has been uploaded on the website.
2. There were four 12 step calls in April. The TAS coordinator and the 12-Step Coordinator have agreed that all 12 step calls will be filtered to the 12-Step Coordinator who will ensure they are responded to.
3. A small “attraction piece” provided by a member who answered a 12-step call is in the April newsletter.
4. The 12-Step Coordinator and TAS Coordinator are still planning a night of tips and tricks for TAS and answering a 12-Step call. They would like to meet on a quarterly basis.

SPRING CONFERENCE: Duane S., Chair

1. The Spring Conference sold 170 banquet tickets and 475 – 500 regular tickets. Attendance was great throughout the day even though the Smiths’ Falls roundup was the same day.
2. The Spring Conference Chair thanked Intergroup for all their assistance and support; the Districts and reps all were helpful.
3. Please return all unsold tickets and money collected to the Spring Conference Chair.
4. The Lombardi Round Up yearly date (2nd weekend in April) will be put in the Ottawa Conference guidelines so we don’t overlap in the future.

EASTERN ONTARIO FALL CONFERENCE: Peggy F., Chair

1. The Eastern Ontario Fall Conference was launched at the Spring Conference with ticket sales. The conference will be held October 18-19th, 2019 Friday and Saturday, only.
2. The Chair is sending info on the Conference to Box 459 because it is a 2-day conference, Area 83 and Districts 54, 58 and 62. If anyone is going to Belleville, North Bay or Pembroke, please contact Ron M for more info. A poster is in the OPP.
3. The Committee will be working on the panels, meetings and workshops through the Spring. There will be no committee meetings during the summer.

ELECTION for SPRING CONFERENCE VICE CHAIR

1. Cindy E-M., By the Book, stood for the position of vice chair. There were no disapprovals.
2. The Spring Conference Vice Chair will be elected in December.

SERVICE DAY: Anna P., Alternate DCM, District 54

1. Service Day will be June 22, 2019 at the Canterbury Recreation Complex, Hall B, 2185 Arch Street (off St. Laurent) from 9:30 am to 3 pm. The cost of \$5 includes lunch.
2. Reports will be presented by the Area 83 Delegate, Self-Support, TAS and 12-Step Committees. The Chair of Intergroup will also do a presentation.

MCNABB MEETING:

1. Fraser Mac., Search for Serenity group reported the April McNabb meeting hosted about 10-15 people per meeting and the 7th Tradition of approximately \$79 was given to the Treasurer earlier. Everything went well.
2. McNabb group commitments: West End Group for May, Stittsville 2nd Chance will take June and Freedom Group for July, 2019. Step by Step volunteered for August and Ottawa South volunteered for November. ***It was inaccurately reported in the April Minutes that Step by Step volunteered for April when it should have been August.*** Groups are to bring meeting lists, coffee supplies, chips, to print out and take the **McNabb Meeting Format (available at <https://www.ottawaaa.org/intergroup/mcnabb.php>), 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:

Greeting Card Pricing:

1. Of the many winners of the Greeting Card contest, the Happy Birthday card was chosen as the first one to offer for sale at the Intergroup office. Yvonne P., creator of the birthday cards has provided a quote of \$175.00 + HST for the printing of 100 cards and envelopes. There were no objections from the Reps to purchasing the 100 cards and envelopes.

NEW BUSINESS:

Office Administrator:

1. A job posting has been printed and the Reps were asked to put it in the Our Primary Purpose newsletters that they took for their groups. The notice has been posted on the website.
2. Concern was expressed regarding the wording "AA service" when the job is a paid position and the person taking the job will not be doing AA service. Concern was also expressed that any information regarding the office administrator must remain private.

MEMBERSHIP SHARING

1. How to handle when someone doesn't declare as an alcoholic – A discussion was held with various perspectives being offered. Experience showed that confrontation or shaming in front of others didn't end well and that a private conversation was usually the wisest course, but each group has autonomy in this area.

COFFEE VOLUNTEER (May/June)

1. Frank K, Hull Liberty, made coffee for the May meeting and volunteered to make coffee for the June 2019 meeting.

Motion to adjourn Meeting by: Frank K., Hull Liberty, seconded by John D., Queensway Carleton

Meeting closed at 8:40 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, June 12, 2019 at 7:00 PM, Mac Hall, Bronson Centre.

