

## Intergroup Meeting Minutes: June 12, 2019

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### 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 Josée G., Beacon Hill.
- Roll Call from the floor was taken. Groups in attendance: Co-Founders, Lunch Bunch, Hope in Recovery, Orleans Hub, Hull Liberty, Fellowship, Parkwood Hills, Heritage Group, Attitude of Gratitude, Carp Fellowship, Hope Group, By the Book, Ottawa South, Alta Vista Open Door, Westboro Big Book, New Day Group, Search for Serenity, Freedom Group, B-United, Sunday Night Big Book Study, Beacon Hill, Crossroads, Hand in Hand, Uptown, Pinecrest, Stepping Ahead, Friday Night Chelsea Big Book, Ottawa Wednesday Men's Group,
- 28 voting members present and 3 non-voting members (excluding 9 Executive members) attended.
- The May minutes stand as approved.
- Agenda accepted as presented.

### REPORTS

#### CHAIR PERSON: Sandy K.

1. Office Administration and Finance – Applications are still being accepted for the Office Administrator position. June 28<sup>th</sup> is the deadline for resumes to be submitted. Basic qualifications for the position are outlined in the June Our Primary Purpose and on the Ottawa AA website.
2. Concepts Evening – Debbie D gave a terrific overview of using the Concepts at the Conference level, the Area level, the Group level and even the personal level. Approximately 70 people were in attendance.
3. Service Day – Ottawa Intergroup has been invited to speak at the Grateful in Service Day on June 22<sup>nd</sup> at the Canterbury Recreation Complex. Intergroup will also have a table to display and sell literature, information on how to become a Telephone Answering Service volunteer.
4. Intergroup Service Group Inventory – The Chair will reach out to Richard B, Past Eastern Canada Regional Trustee to see if he is available to facilitate a Service Group Inventory for Intergroup. All Intergroup Representatives are welcome to attend. The date will be determined based on Richard B's, availability.
5. Website Policy – An AA member approached Intergroup about the posting of the Vanier Roundup poster which contained the full name of one of the committee members. The committee had submitted the poster to Intergroup for posting on the website. Intergroup's Policies and Procedures Committee will review its Website Policy to ensure everything posted is in accordance with our 12 Traditions.

#### VICE CHAIR: Harry B.

1. Insurance – The form for applying for the Group Insurance can be found on the Ottawa AA website. Currently there are 26 accredited groups that belong to the Master Plan. The Vice Chair requires contact information for the following groups: Willing to Change, Crossroads, As Bill Sees It. Please contact the Vice Chair via email: [vicechair@ottawaaa.org](mailto:vicechair@ottawaaa.org). Some churches require a Certificate of Liability of groups using the church as a way to manage what happens in their church. Some churches provide a rider on their policy to insure the group. Here's the link to the Insurance information and form on the Ottawa AA website:  
<https://interactive.ottawaaa.org/2018-2019-group-liability-insurance-program-for-ottawa-area-aa-groups/>
2. The Eastern Ontario Conference (EOC) will be held in October. The Vice Chair attends both the EOC and the Spring Conference as the liaison with Intergroup.

3. What Does Intergroup Do – The Reps were asked to post the flyer, “What Does Intergroup Do” at their home groups. It seems some people don’t know what Intergroup does. Intergroup is a service body that provides a variety of services to the groups and members of AA in the Ottawa area.
4. Membership Engagement – The EOC committee has been reaching out to connect with groups beyond Ottawa. The connections made will be of assistance in the Membership Engagement effort.

**SECRETARY: Anne D.**

1. Membership List – The 2019 Membership List is on the side table. Reps were asked to check their contact info. If it is inaccurate, please correct. If your group isn’t listed, please add.
2. All new reps, please sign in on the side table. Also please fill out the Intergroup Rep form and return to the Secretary.

**TREASURER: Sandy C.**

1. The office administrator position is still open. Please announce the open position at your meetings. June 28<sup>th</sup> is the final day for resumes to be submitted for consideration.
2. May Financial Statements were available for pickup. Group donations are up as are literature sales. The Spring Conference made a small profit.
3. The discrepancy between the Bronson Office Rent & Parking that was asked about last month was due to the dates when the cheques were cashed.
4. Prudent Reserve Review: The Treasurer reported the prudent reserve review has not been completed due to the increased workload without the Office Administrator.
5. Spring Conference Group Donations – The Spring Conference Group donations were allocated to the Spring Conference this year, but were included in the Group/Individual Contributions last year.

**TAS COORDINATOR: Al L.**

1. In May there were 121 calls, 20 voicemails (average 4 a day), 16 remote calls answered and 44 unassigned shifts.
2. The new phone system is ready to go. The training is easy with a video on AA website which can easily be followed. The phones themselves are not changing.
3. There is a need for volunteers to answer the phones. If people have called the TAS before they got sober, please consider answering the phone. There is also a booklet on the website that gives people pointers on answering the TAS phonenumber. If you want to get involved, please email [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org).

**LITERATURE: Doris M.**

1. The webmaster staffed a literature table at the Concepts evening which brought in \$79 in literature sales.
2. \$229 in literature sales were made at the Vanier Roundup!
3. Intergroup will have a literature table at the Grateful In Service Day. They are coordinating with the District 54 Grapevine Rep.
4. Grapevine items and Chips are on order.
5. Another literature inventory will be taken on June 30<sup>th</sup>. If you are interested in assisting, please contact [literature@ottawaaa.org](mailto:literature@ottawaaa.org).
6. Office volunteers are required for Monday and Tuesday afternoons from 1 – 4 pm.
7. The Literature coordinator announced that a Valerie C. put in an online order in March which they paid for. It remains at the Intergroup Office. If anyone knows Valerie, please remind her.
8. Appreciation by the membership was expressed for the Literature coordinator’s efforts.

**WEBMASTER: Carolyn O.**

1. The TAS service login and password are at the bottom of each page on the website.
2. There is a booklet for 12 Step Calls and TAS available on the website after the TAS service login has been entered.

3. The phone company has not changed. The phone has upgraded their system and we are forced to upgrade ours. The new system is simpler than the old one. **JUNE 19<sup>TH</sup> IS PHONE CHANGE OVER DATE.**
4. If you have any questions regarding the changes, please email [webmaster@ottawaaa.org](mailto:webmaster@ottawaaa.org).

#### NEWSLETTER COORDINATOR: Jeff F.

1. The June newsletter is available on the side table for pick up. The theme is Step 6, “Were Entirely Ready.” Please, take as many copies as you wish and drop off at other meetings. There is an informative article about the Concepts Evening.
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 20<sup>th</sup> of the month by emailing [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org).

#### 12-STEP COORDINATOR: Kerri D.

1. A poster asking for 12 Step Volunteers has been distributed and printed in the OPP.
2. The 12-Step coordinator would like to bolster the 12 Step List so it is a representation of the fellowship as a whole. There is a requirement of 2 years of sobriety in order to be on the list.
3. The 12-Step coordinator is looking for volunteers who are willing to speak to other alcoholics. A 12-Step call saved her life.

#### SPRING CONFERENCE: no report

#### EASTERN ONTARIO CONFERENCE: Peggy F., Chair

1. The Eastern Ontario Conference (EOC) had their last meeting of the full committee. The smaller committees are still working throughout the summer. If any Rep is going to another location in Eastern Ontario, please contact the EOC and they will be happy to send information with you.
2. A Square Tapper has been purchased for the use of the conferences.
3. The Chair has tickets to distribute to the Reps tonight.

#### POLICIES AND PROCEDURES Committee: Clint M., Chair

1. The first portion of the Policies and Procedures Guide, Business Procedures, was distributed. The Chair told the Reps that the committee decided it best to roll out the document in smaller pieces for their review. He asks the Reps to take it back to their groups for feedback. The grey “highlighted” sentences are changes to current procedures and are itemized below:
  - In #3, Eligibility to Vote, the partial sentence “and officers, and committee chairs are eligible to vote, or present a motion.” would also require a bylaw change. Currently the officers of the board and committee chairs cannot vote; this is an anomaly in the AA world as is contrary to Concept 4 and Tradition 1 and 2.
  - In #4, Motions, Motions, “presented in writing and presented to the secretary before discussion”. This does not require a bylaw change but does allow for clarity.
  - In #4, Motions, Discussions, “It is important that the individual who made the motion be available to answer any questions that might arise during the discussion.”; “floor microphone”; “Comments should be restricted to less than two minutes.”; “may request that the chair grant them a specified time prior to proceeding with their comments.”
  - In #4, Motions, Voting, “Elections are **always** by written ballot following the Third Legacy Procedure.”
  - Interpreting the Vote – substantial unanimity, at least two thirds of vote cast, means the course of action should be followed; if less than one third in favor, then action not to be followed; vote between one and two thirds indicates a “maybe”. This might mean a committee could address the motion to provide more information for reconsideration for voting at a future date.
2. There were many useful suggestions including: add a legend that would provide definitions for specific terms such as directors or when a motion can be brought back for reconsideration. It was suggested if the directors are allowed to vote, then the quorum may need to change. The matter of directors/officers having a voice and a

vote brought up a variety of opinions both for and against. As it stands now, Intergroup is an anomaly in the entire AA structure. At Assembly, for example, officers, DCMs, everyone gets a vote. Officers have valuable information to contribute to any discussion. At many home groups everyone has a vote. At the GSO Conference level everyone from Trustees, employees and Delegates have a voice and a vote. The Literature Coordinator indicated that when Intergroup was set up the thought was that the officers provided a service to the groups, and the group representatives were given the vote since they, unlike the directors or committee chairs, were the carriers of their group's conscience.

3. The Intergroup Chair acknowledged that this document will require significant discussions at the group level. A special business meeting may be required where the group can fully discuss the Policy and Procedures changes.
4. An invitation to attend the July 28<sup>th</sup> (last Sunday in July) Policy and Procedures Committee meeting was extended to all Reps where they can bring comments and concerns to the committee. After that meeting, we can head to a vote in August or September.

#### **GRATEFUL IN 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, Chair of the Cooperation with the Professional Community Committee, Self-Support and Intergroup will make presentations.

#### **MCNABB MEETING:**

1. No one from the West End Group was present to report for May. Stittsville 2<sup>nd</sup> Chance will take June and Freedom Group for July 2019. Step by Step volunteered for August and Ottawa South volunteered for November. We need groups to host McNabb meetings in September and October. 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.
2. Reminder: During the Intergroup meeting in the month after a group's commitment, the Intergroup Rep is asked to report on the McNabb 7<sup>th</sup> tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

#### **NEW BUSINESS:**

##### **National AA Technology Workshop (NAATW):**

1. Frank K, Hull Liberty made a motion to send the Webmaster, Carolyn O, to the NAATW being held in Bowling Green, Kentucky, September 20-22, 2019 with a cost of approximately \$1500 US. Seconded by Ray N., Ottawa South. Carried.

##### **Elections held in December:**

1. A question was raised as to why there wasn't an election for the position Spring Conference Vice Chair last month at the same time as the Chair position. It was explained that all Intergroup elections take place in December. The election for Chair was due to the Vice Chair resigning. The Vice Chair position is a shadowing of the Chair. A person wanting to take on the Vice Chair position can become a committee member when the Spring Conference committee becomes active.

##### **MEMBERSHIP SHARING**

1. No discussion this month.

##### **COFFEE VOLUNTEER (June/July)**

1. Frank K, Hull Liberty, was thanked for making coffee for the June meeting. He volunteered to make coffee for the July 2019 meeting.

**Motion to adjourn Meeting by:** Ray N., Ottawa South, seconded by Peggy F., Pinecrest

Meeting closed at 8:45 pm with the Responsibility Pledge

**Next meeting: WEDNESDAY, July 10, 2019 at 7:00 PM, Mac Hall, Bronson Centre.**

**Ottawa Area Intergroup of  
Alcoholics Anonymous®**

**Policies and Procedures Guide**

May 27, 2019

DRAFT

## **Business Procedures**

### **1. Rules of Order**

All meetings are conducted according to the Policies and Procedures adopted by Ottawa Area Intergroup.

### **2. Quorum**

A quorum for the transaction of business at any meeting of members will consist of not less than fifteen (15) members present.

For the transaction of business at director meetings, four (4) directors will form a quorum,

### **3. Eligibility to vote**

Intergroup representatives; (or in his/her absence, the alternate intergroup representative; or in the absence of both, a member from the group) **and officers, and committee chairs are eligible to vote, or present a motion.**

### **4. Motions**

#### **Background**

It is essential the group conscience be informed, and that all relevant information is presented before an item is discussed. Experience has taught us that it is best to have thoroughly researched and discussed an idea before a vote is taken.

Issues that are or have the potential to become contentious are best not forced to an immediate conclusion. Matters of this type are best introduced, discussed, then returned to the groups for further discussion before being brought to the floor of the next meeting.

Matters of a simple nature may be dealt with by obtaining a sense of the Intergroup body.

No decision is ever final. There is always the minority opinion and the right of appeal to force reconsideration of the voting outcome.

### **How Items Get to the Floor**

Each intergroup representative, alternate representative (or group member acting as a representative), committee chair or intergroup officer, has an equal opportunity to raise items either through a committee or from the floor.

If information is not clear or more background information is required, it is better to defer the vote on an item rather than reach a hasty conclusion.

The following are methods of bringing business to the floor:

- a) Committee recommendation - a special service or ad hoc committee has researched the item, along with all background material and the committee chair presents a recommendation to Intergroup.
- b) Each intergroup representative, alternate representative (or group member acting as a representative) committee chair or intergroup officer can bring up or present an idea for discussion, or make a motion for discussion. Again, it is essential that all voting members have background material and be allowed the time necessary for a group conscience to develop.

### **Substantial Unanimity**

In voting on important matters, Intergroup seeks to obtain "substantial unanimity." This means that at least two thirds of the voting members have voted in favor of the motion and, if applicable, any amendment to the motion.

Other, less important items (e.g., if or when to take a break from business) can be decided by simple majority (more than 50%).

### **Motions**

Motions should be simple and clear. If more than one idea or issue is included, it should be broken down into two or more separate motions.

A motion should initiate a positive action. Negative motions should be avoided.

Where practical, motions should be presented in writing and presented to the secretary before discussion.

Once a motion is made, a second is required before any discussion occurs. If the motion is not seconded, it dies and discussion does not take place.

## **Discussion**

The chairperson is responsible for leading discussion on a motion. It is important that the individual who made the motion be available to answer any questions that might arise during the discussion.

Individuals wishing to comment or ask questions about the motion should do so preferably using a floor microphone.

Members should not address the motion a second time until all persons have had a first opportunity.

Comments should be restricted to less than two minutes. Under special circumstances, where it is necessary to clarify an issue or provide additional background information, an individual may request that the chair grant them a specified time prior to proceeding with their comments.

If someone has already made your point it is appropriate to remain silent rather than reiterate the same point.

During the discussion, comments should be restricted to the motion on the floor.

## **Amending a Motion**

During the discussion, someone may believe that the motion requires rewording or other modification. Anyone (including the person who originally made the motion), can make a motion for an amendment. If no one seconds the motion to amend however, it dies, and discussion on the original motion continues.

If a motion to amend is seconded, discussion and voting will proceed on the amended motion.

There are two possible outcomes:

1. The amended motion is carried by the vote and the original motion dies.
2. The amended motion is defeated, and discussion resumes on the original motion.

### **Tabling a Motion**

During the discussion it may become apparent that more information is required to arrive at an informed group conscience. Anyone can make a motion that the motion being discussed be tabled (deferred for a specified time period or until a certain date).

If the motion to table is seconded, discussion ceases on the motion being discussed. If the motion to table is carried by a simple majority vote (more than 50%), the motion being discussed will be deferred and brought up as a standing motion under old business at the specified time.

### **Withdrawing a Motion**

The person making a motion or amendment may withdraw it at any time and, if agreed to by the person who seconded the motion, it is withdrawn and discussion ceases.

### **Terminating the Discussion**

Discussion ceases under the following two conditions:

- There are no more people at the microphone to speak to the issue. At this point the Chairperson will conduct the vote.
- Someone from the floor wishes to terminate the discussion and proceed with voting. That person will take their turn at the microphone and say "I'd like to call the question." The chairperson will then ask the Intergroup if they are ready to vote. If they are in favor by two thirds majority then the chairperson will conduct the vote. If not, then discussion will resume.

### **Voting**

The chairperson will conduct the vote, usually by a show of hands by eligible voters. Votes will be either for or against the motion. Voters may abstain but by choosing so they will not be recognized as part of the minority opinion after the vote.

Contentious issues or those likely to generate resentments should be conducted by a written ballot. Elections are *always* by written ballot following the Third Legacy Procedure.

### **Minority Opinion**

After a vote the chairperson will invite any minority (defeated side) to speak to the issue, following the guidance outlined in the above Discussion section.

Only the minority can initially address the Intergroup. Once someone from the minority has spoken, any one person from the majority can address the Intergroup for the purpose of advising that they wish to change their vote.

### **Reconsideration**

After notification by an individual who voted with the majority that they wish to change their vote, the chairperson will ask the Intergroup if they want to re-open the motion for discussion.

If a simple majority (more than 50%) is in favor, then the chairperson will reopen the discussion and proceed to a re-vote in the same format as before. If not, then the remaining minority can continue to address the Intergroup. Again, a majority member can ask for a re-vote with the above procedure being followed.

All voters in the minority should be allowed the opportunity to speak to the issue.

### **Interpreting the Vote**

Once voting is complete, the results must be interpreted. They can generally be interpreted as follows:

1. Substantial unanimity, at least two thirds of the votes cast, means the course of action should be followed.
2. If less than one third is in favor, then we should not follow the action of the motion.
3. A vote between one and two thirds indicates a "maybe." This might indicate that not enough information was available at the time of the vote. **If that is the case then it could be readdressed by a committee for reconsideration at a future date.**

### **Repeat Motions**

Repeat motions (those with substantially the same intent) are generally not allowed. However, Intergroup may want to reconsider a motion if new information becomes available later. In this situation it would be appropriate to obtain the sense of the Intergroup and, if a simple majority favors reconsideration, the motion will be reintroduced.

### **Supporting Group Conscience**

Once the group conscience has spoken, it is important as individual members that we put aside our own preferences and cooperate as part of the group. It is important to realize that we do not have to change our opinion but simply to appreciate that our common welfare must come first. This means putting our egos behind us to preserve our unity.

## **5. Elections**

Each candidate will present their service resume to Intergroup at an election meeting.

Voting for qualified officers and directors will be conducted by written ballot in accordance with the "Third Legacy" procedure outlined in the current A.A. Service Manual for the election of "trusted servants."

## **6. Minutes**

The Minutes of Meetings of Ottawa Area Intergroup (OAG) will include each motion (including the name and group of the member making the motion and

second) presented at the meeting along with the disposition of the motion (carried, defeated, tabled, withdrawn, or other). The minutes will also include a list of groups represented at the meeting and summary information from each of the reports presented.

The Secretary shall distribute the minutes of meetings to: registered Intergroup Representatives and Alternate Intergroup Representatives; registered group members; and all officers of the Ottawa Area Intergroup. Minutes are available on the Intergroup website and can be made available to any member of A.A. on request.