

## 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 Connection with the Professional Community, 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.**

