

Intergroup Meeting Minutes: July 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 Paul B, Saturday Morning Big Book.
- Roll Call from the floor was taken. Groups in attendance: Hull Liberty, B-United, Orleans Hub, Beacon Hill, Search for Serenity, Fellowship Group, Freedom Group, Secular Sobriety, Pinecrest, Awakening Group, Serenity at Sunrise, Stittsville 2nd Chance, Hand in Hand, Kanata Co-Founders, Queensway-Carleton, Crossroads, Stepping Ahead, Attitude of Gratitude, West End Group, Back to Basics, Maitland Group, From the Heart, Heritage Group, Ottawa South, Saturday Morning Big Book, Lunch Bunch, By the Book, Sunday Night Big Book Study, Chelsea Big Book.
- 31 voting members present and 6 non-voting members (excluding 8 Executive members) attended.
- The June minutes were approved with a change to #4 of Policies and Procedures report from “An invitation to attend the July 28th (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” to “**An invitation to attend the July 28th (last Sunday in July) open Policy and Procedures Committee meeting was extended to all Reps to give an additional opportunity for members to ask questions and discuss the proposed business procedures with the committee members.**” A member requested that the words of the members be represented accurately in the minutes.
- Agenda accepted with the addition of a PI/CPC Committee report to be given by Michel D., Secular Sobriety, under Other Reports.

REPORTS

CHAIR PERSON: Sandy K.

1. Grateful In Service Day – A report was presented by the TAS Coordinator on the Telephone answering service and 12 Step List. He also had a table with information on how to become a TAS volunteer. The Chair presented a report on “What Intergroup Is”. The Literature chair was present selling literature.
2. Intergroup Service Group Inventory – The Chair has reached 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. No date for the Service Group Inventory has been set yet.

VICE CHAIR: Harry B.

1. Insurance –Twenty-eight groups are participating in the Group Insurance policy. There is no cost to Intergroup and the individual groups pay \$100 a year. 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. Nominating Committee – A number of the Intergroup executive members will be rotating off at the end of the year. In September or October, a nominating committee will be formed to find candidates to take those positions. The Vice Chair asked the Reps to begin looking for candidates.

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. We have received 10 applications for the office administrator position. Three applications came in after the deadline and we will be asking the Reps under new business if they can be included in the interview consideration.
2. June Financial Statements were available for pickup. Group donations are 17% higher than last year. The average margin over all goods sold is 21%.
3. The question about the \$1.03 was a book inventory adjustment between a hardcover and softcover book.
4. Prudent Reserve Review: The review still needs to be done but will have to wait until new Office Administrator is hired.
5. The Treasurer will be on holiday in August and will miss the August membership meeting.
6. Mary K, Hand in Hand made a motion to approve the Treasurer's report. Seconded by Andrew B., Freedom Group. Carried.

TAS COORDINATOR: Al L.

1. The TAS Coordinator trained District 54 and 6 individuals on the new Telephone Answering Service instructions.
2. Due to the new system the following are estimated stats: 139 calls, 17 voice mails, 12 remotely answered calls and 46 unassigned shifts.
3. Two new people are picking up TAS shifts. There is still a big need for volunteers to answer the phones. Currently in July there are 33 empty shifts.
4. There are about 150 groups in Ottawa with only 28 groups taking shifts to answer the phone. A group can take a shift once a month with different members answering. Only one phone number can be in the system at a time. A question was asked if specific shifts have larger needs? A member can check the calendar on the Intergroup website under Service Opportunities. One year of sobriety is recommended. Newer people can do TAS with their sponsor. The TAS schedule can be printed and brought to the group business meeting to have members take on open shifts. A computer is necessary to forward the phone. The 12 step list is also on the website.
5. Please contact the TAS coordinator to get training on the new system. It doesn't take very long to go through the procedure. The documents required to do TAS are all on the website in Service Login section.

LITERATURE: Doris M.

1. A mid-year inventory was taken on June 30th of the books only as they make up 80-85% of the total inventory value. There was a difference of about \$100 due to the incorrect Big Book being chosen as the one purchased. Mary K., Hand in Hand and Carrie D, Heritage helped take the inventory which took 2.5 hours.
2. Currently there are no 25-year medallions available.
3. Volunteers have stepped up for the Friday morning shift (10-1) and the Monday afternoon shift (1-4). A volunteer is still needed for Tuesday afternoons 1-4 pm.
4. Slogan Sets are being purchased from Grapevine at a reduced cost which allows the price to be reduced to \$8.00 for a set of 5 from \$23.00. A new supplier for Desire chips allows reduction of the purchase price to \$.50 each. All other chips will continue to sell for \$.80.
5. A question was asked as to where orders can be placed? The Literature Coordinator explained people can come into the Intergroup office during business hours, choose their items, pay with cheque and pick up an order. At the office, they can place an online order on the office computer, pay with credit card and maybe pickup that day. An online order can be made and paid by credit card from your location. Once the order is compiled, you will be notified by email. Pickup is at the Intergroup office during business hours when a volunteer is available.

WEBMASTER: Carolyn O.

1. The Webmaster has received lots of good feedback on the new TAS system. If anyone has a problem, please email webmaster@ottawaaa.org.
2. One phone line will be disconnected on Thursday at a savings of \$100/month.

NEWSLETTER COORDINATOR: Jeff F.

1. The July newsletter is available on the side table for pick up. It has a slightly new look. Please pass your feedback on to the newsletter coordinator. Please distribute to other groups you attend.
2. 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.

12-STEP COORDINATOR: Al L read Kerri D's report.

1. Three more people have asked to be added to the 12 Step List.
2. Two people who contacted the 12 Step Coordinator by email were provided a referral to 12 Step List volunteer.
3. Volunteers for the 12 Step list are needed in the Ottawa West and Orleans areas of the city.
4. The TAS coordinator said it would be great to have people from Carleton Place, Perth and other areas outside of Ottawa on our 12 step list as people do call from these areas.
5. The District 62 liaison asked when the training on handling 12 Step calls will be held.

SPRING CONFERENCE: no report

EASTERN ONTARIO CONFERENCE: Richard C., Vice Chair

1. The Eastern Ontario Conference (EOC) will be held October 18-19, 2019 at the Hellenic Centre with doors opening at 2 pm until the Friday night speaker ends at 9 pm. After that a dance will be held by the younger members. On the Saturday the conference will end once the countdown has been completed after the Banquet Speaker.
2. Three-hour Big Book workshops will be held in private conference rooms during the Conference.
3. The Vice Chair suggested to groups that instead of donating \$100 to the EOC to buy a number of day tickets and give them to people.

POLICIES AND PROCEDURES Committee: Clint M., Chair

1. The Chair of the Policies and Procedures Committee extended an invitation to all the Intergroup Reps to attend the July 28th at 1 pm open Policy and Procedures Committee meeting. It will be another opportunity to discuss what has been proposed and to make changes. If you have any questions, please contact the committee chair via email, policies@ottawaaa.org.

PI/CPC Committee: Michel D.

1. Elections were deferred as no one stood to allow for an election.
2. Meetings are held the 3rd Monday of the month at 6:30 in the Intergroup Office.
3. Elections will be held in July or August.

MCNABB MEETING:

1. Stittsville 2nd Chance reported the 7th tradition for June was \$87.95. Attendance was 9 people each week. The West End Group reported in May the 7th tradition was \$119.05 for the weeks with attendance being 19, 19, 25 and 26. Freedom Group for July 2019. Step by Step volunteered for August, Friday Night Chelsea BB will host September, By the Book volunteered for October and Ottawa South for November. We need a group to host McNabb meetings in December. 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 7th tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

OLD BUSINESS:

Policies and Procedures – Business Procedures Discussion – Clint M

1. There was a lengthy discussion both pro and con, on whether the board should be allowed to vote. Consideration was given to AA Traditions, Concepts, Right of Participation, District, Area and GSO Policies and Procedures with respect to voting: Unanimity, Quorum, Conflict of Interest and the need for Unity between the membership and the board.

NEW BUSINESS:

Office Administrator – Resume Deadline Lenience:

1. The membership expressed full support, by a show of hands, for accepting the late resumes.

MEMBERSHIP SHARING

1. No discussion this month.

COFFEE VOLUNTEER (July/August)

1. Frank K., Hull Liberty, was thanked for making coffee for the July meeting. Michel D., Secular Sobriety, volunteered to make coffee for the August 2019 meeting.

Motion to adjourn Meeting by: Rob G., B-United, seconded by Fraser M., Search for Serenity

Meeting closed at 8:40 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, August 14, 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.