

## Intergroup Meeting Minutes: August 14, 2019

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### Meeting Chair: Sandy K., Intergroup Chair

- There were no new people attending the meeting tonight. The Chair explained the Robert's Rules of Order to those in attendance.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Kelly R., West End Group.
- Roll Call from the floor was taken. Groups in attendance: Hull Liberty, B-United, Fellowship Group, Search for Serenity, New Day, Beacon Hill, Barrhaven Tuesday Night, Westboro Big Book, Saturday Morning Big Book, Ottawa South, Awakening, Attitude of Gratitude, West End Group, Hand in Hand, Stepping Ahead, Stittsville 2<sup>nd</sup> Chance, Women in Step, By the Book, Parkwood Hills, Heritage Group, Freedom Group, Queensway Carleton, Pinecrest, Chelsea Friday Night Big Book.
- 24 voting members present and 2 non-voting members (excluding 7 Executive members, Treasurer absent) attended.
- The July minutes were approved as distributed.
- Agenda approved as distributed.

### REPORTS

#### CHAIR PERSON: Sandy K.

1. Office Administrator – Daniel H. has been hired as the new Office Administrator. He began working on Monday, August 12<sup>th</sup>. The Treasurer and Literature Coordinator are providing training. The office administrator's hours are: **Monday and Wednesday 9:30 am to 4:30 pm, Thursday 9:30 am to 2:30 pm**. The new Office Administrator will attend the next Intergroup Membership meeting.
2. Policies and Procedures Committee – Three Reps attended the July 28<sup>th</sup> Open Policies and Procedures meeting. The membership changes were included and highlighted in the Policies and Procedures document that was emailed out to the Reps last week. The Policies & Procedures Committee Chair will provide more information later in the meeting.
3. Kerri D, the 12 Step Coordinator stepped down due to personal reasons. The TAS Coordinator will handle the 12 Step responsibilities until Elections in November.
4. The Spring Conference will be held at the Hellenic Centre.

#### VICE CHAIR: Harry B.

1. Insurance – Renewal for the insurance program comes up in November. There are no expected increases. 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/>

#### TREASURER: Sandy C. absent, Harry B presented

1. The July Financial Statements were presented. The Cash position is lower than last year due to timing differences in deposits at the end of the month. The average margin on inventory sales is just over 20%.
2. Prudent Reserve level is up to the membership to determine. The GSO guidelines on the Prudent Reserves are that a reserve of 1 month to 12 months be held based on the Intergroup expenses and possible losses at conferences.
3. The Bronson Centre lease has been renewed with a 2% increase. Group contributions are up, and the Profit and Loss bottom line is in a breakeven position.

#### TAS COORDINATOR: AI L.

1. There were 35 empty shifts in July. The TAS coordinator couldn't find any other stats and didn't have time to look elsewhere.
2. Five groups did not show up for their TAS commitments. The TAS Coordinator asked the Reps to ask their group members if their shift had been completed. Groups please ensure the group's commitments are being fulfilled.
3. It takes about 5 minutes to train a person on how to transfer the phones.
4. The TAS Coordinator has trained a few groups in the Ottawa area. Ottawa South will be trained next month.
5. **The TAS Training Video and the documents required to do TAS are all on the website in Service Login section.**

#### SECRETARY: Anne D.

1. Membership List – The 2019 Membership List that was left on the side table last month went missing. If you picked it up by mistake, please return it to the Secretary. Another copy of the Membership List is in front of the Secretary, please update your information.
2. All new reps, please sign in on the side table. If you have filled out the Intergroup Rep form and you haven't received the minutes, please come and see the Secretary so she can get your correct email address.

#### LITERATURE: Doris M.

1. Desire chips and other chips are now available.
2. Big Books in French, Russian, English, Spanish are now available at the Intergroup Office. Members have placed orders for Big Books in their language; one in Italian, one in Portuguese. These have been ordered. The Big Book has been translated into 71 languages. If you know someone whose first language is not English, let them know they can probably order a Big Book in their language. The price for each is \$15.00.
3. Volunteers are now available for all morning and afternoon shifts Monday through Friday. There is also a person who floats, covering any shift. Another person has been asked to be trained on the Front Desk procedures. Two people have been covering on Saturdays between 1 and 4 pm when the Literature Coordinator wants the afternoon off.
4. The Intergroup Front Door Code has been changed recently. A confidentiality agreement must be signed before the Door Code is given to someone.
5. The Intergroup Office is open 1 hour before and 1 hour after the Intergroup Membership Meeting on the 2<sup>nd</sup> Wednesday of the month.

#### WEBMASTER: Carolyn O.

1. The Webmaster has received lots of good feedback on the new TAS system. If anyone has a problem or question, please email [webmaster@ottawaaa.org](mailto:webmaster@ottawaaa.org).

#### NEWSLETTER COORDINATOR: Jeff F.

1. The August newsletter is available on the side table for pick up. The EOC is providing articles for the newsletters. Over the next 12 months coming up to the 2020 Detroit International Conference each issue of the newsletter will have an article on the history of the International Conference.
2. The Newsletter Coordinator is looking for members to submit their ideas for the newsletter. If you attend meetings who don't have copies of Our Primary Purpose, please take some copies with you. Please submit your articles by the 20<sup>th</sup> of the month by emailing [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org).
3. The Newsletter Coordinator thanked the Webmaster for her assistance.

#### 12-STEP COORDINATOR: AI L.

1. The TAS coordinator has taken on the 12 Step Coordinator role.
2. The 12 Step list is short of people in the Orleans and South Keys areas of Ottawa.
3. The 12 Step Coordinator explained that a TAS volunteer receives a call for assistance. He/She takes the person's number and then calls a volunteer on the 12 Step List. The 12 Step volunteer will call the person back, talk with them and if possible arrange a time to meet and go to a meeting. **Never do a 12 Step call alone, especially at**

*someone's home.* The TAS person **never** gives out the phone number of the 12 Step volunteer as we must always maintain anonymity.

4. There is a document on the Ottawa AA website that explains and assists in handling TAS and 12 Step calls.
5. **Never do a 12 Step call alone!**

#### **SPRING CONFERENCE: Chair**

1. A date has been booked at the Hellenic Centre. Once the contract has been signed, the date will be shared.

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

1. The Eastern Ontario Conference (EOC) will be held October 18-19, 2019 at the Hellenic Centre with doors opening at 2 pm and goes until Saturday night at about 10 after the Banquet Speaker and Sobriety Countdown.
2. Ticket Sales are ongoing. The program outline is being worked on. Panels and workshops will be happening at the same time. Some of the titles for the panels are Change I Must, Turning Point and Daily Decision. Panels will be 50 minutes in length with a 10-minute break in between. The Hospitality Suite will be happening all day. but requires contributions from individuals if you expect to eat. Workshops will include Steps 1-6, Steps 7-12, Tour of the Big Book and Sponsorship.
3. Groups can contribute by way of donations, purchasing tickets for those who may not be able to afford it, bringing food for the Hospitality Suite and participating in the panels.
4. The tentative program will be printed in the September Our Primary Purpose with the full program being printed in the October Our Primary Purpose.

#### **ELECTIONS: Chair**

1. The positions of Webmaster, 12 Step Coordinator, Secretary, Intergroup Vice Chair, Spring and Fall Conference vice chairs will be coming up for election in November. Please consider and ask for volunteers who may be willing to stand for these positions.

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

1. The Chair of the Policies and Procedures Committee reiterated that with the participation of the Reps attending the Open meeting on July 28<sup>th</sup> changes were made to the Policies and Procedures document. The document was emailed to the Intergroup Reps with the changes highlighted.
2. A question and answer session followed. If there is no quorum, no vote can be taken. The process will proceed with the reps being asked if they are ready to vote. Different perspectives were expressed about group conscience as it relates to the Executive voting. It was suggested that if this document is approved that it not be implemented until January, so the new executive knows they will be voting, and the reps do as well. Reps were asked to take this document back to their groups and get their opinion. The Policies and Procedures Committee Chair explained that at the level of the General Service Conference, the Area level and the District level the chair has the right to vote, but they may or may not exercise their right to participate in the vote. Currently there are no formal policies and procedures in effect at the Intergroup level. Thoughts were expressed about transparency, working together and allowing those who know the most about a subject to have a vote.
3. The Policies and Procedures committee will review the role of the chair in the matter of voting.
4. The discussion will continue for the next month or two, with the aim to vote in October if there is substantial unanimity. The Policies and Procedures Chair believes the document is pretty much ready to go to the groups except for the little bit on the chair voting.

#### **PI/CPC Committee: Michel D.**

1. CPC elections will be held on September 15<sup>th</sup> at 6:30 pm in the Intergroup Office.

## MCNABB MEETING:

1. Andrew B., Freedom Group reported for July 2019 there was attendance of between 15-20 people each week of July. The 7<sup>th</sup> Tradition of \$79.40 was given to the Treasurer. 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 2019, January and February 2020. B-United has volunteered to host the McNabb meetings for March 2020.
2. 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 7<sup>th</sup> tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

## NEW BUSINESS:

### Chelsea Round Up:

1. The Chelsea Round Up will be held on November 2, 2019 at 537 Route 105 beginning at 9 am. It is a 7<sup>th</sup> Tradition event.

### MEMBERSHIP SHARING

1. No discussion this month.
- 2.

### COFFEE VOLUNTEER (August/September)

1. Frank K., Hull Liberty, was thanked for making coffee for the August meeting. Frank K., Hull Liberty will make the coffee for September also.

**Motion to adjourn Meeting by:** Isabel P, Fellowship Group, seconded by Ray N., Ottawa South.

Meeting closed at 8:20 pm with the Responsibility Pledge

**Next meeting: WEDNESDAY, September 11, 2019 at 7:00 PM, Mac Hall, Bronson Centre.**

**Ottawa Area Intergroup of  
Alcoholics Anonymous®**

**Policies and Procedures**

July 28, 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<sup>1</sup>

A quorum for the transaction of business at any meeting of members will consist of not less than twenty-two (22) intergroup representatives and (4) officers.

The intention of the above quorum is that the number of voting intergroup representatives will always be at least 2/3 of the total vote.

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

## 3. Eligibility to vote<sup>2</sup>

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 and are eligible to vote, or present a motion.*

All officers, as elected trusted servants, each with their own relevant service experience, are individually responsible for acting in the best interests of Ottawa Area Intergroup as a whole and are expected to exercise their right of participation accordingly.

## 4. Motions

### Background

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<sup>1</sup> By-Law Article 21:00

<sup>2</sup> Concept #4, Right of Participation

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 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.

In situations where it may not be obvious, the chair may wish to ask the intergroup body if the issue is important enough to require substantial unanimity (e.g., simple majority by show of hands).

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

The person making the motion will present the motion and background information to the intergroup body.

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 facilitating 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 relatively brief and to the point (e.g., 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, 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 vote. **For example, if the general consensus of the intergroup body (e.g., simple majority by show of hands) indicates that the motion being discussed is contentious then a written vote shall be held.**

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 (51%) 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 the chair could ask the intergroup body if they wish to have the matter 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 put aside their 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 seconder) 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.