

Intergroup Meeting Minutes: September 11, 2019

Meeting Chair: Sandy K., Intergroup Chair

- There were no new people attending the meeting tonight.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Ron M., Awakening Group.
- Roll Call from the floor was taken. Groups in attendance: Hull Liberty, Westboro Big Book, B-United, Saturday morning Big Book, Awakening Group, New Day, Search for Serenity, Hand in Hand, Beacon Hill, Serenity Group, Sunday Night Big Book Study, Venture Group, By the Book, Queensway-Carleton, Parkwood Hills, Ottawa South, Pinecrest, Freedom Group, Barrhaven Tuesday, Uptown, First Avenue to Recovery, Crossroads, Stittsville 2nd Chance, Sunday Night 12 Step, Stepping Ahead, Lunch Bunch, Co-Founders, Stittsville Serenity at Sunrise, Orleans Hub, Maitland Group, Share and Care, Secular Sobriety.
- 31 voting members present and 4 non-voting members (excluding 8 Executive members) attended.
- The August minutes need to be amended as it was reported and recorded that elections will be held in November which is inaccurate. The minutes are to be amended to read: **Nominations will be held in November and elections will be held in December.** Minutes approved as amended.
- Agenda approved as distributed with correction to PI/CPC election date, Monday, September 16th.

REPORTS

CHAIR PERSON: Sandy K.

1. Office Administrator –The office administrator’s hours are: **Tuesday and Wednesday 8:30 am to 2 pm, Friday 8:30 am to 1 pm.**
2. Intergroup Elections to be held in December. Reps to choose a nominating committee to find people to stand for the following positions Vice Chair, Secretary, 12 Step Coordinator, Eastern Ontario Conference Vice Chair, Spring Conference Vice Chair and Webmaster. The current Webmaster will stand for the position again. It would be helpful to have 2 nominees for each position. Anyone can put a name forward, not just the nominating committee.

VICE CHAIR: Harry B.

1. Insurance – Renewal forms are out for the insurance program. There is no rate increase. Most groups have valid contacts, but if not, the Vice Chair will be notified. The cheque is to be made out to “The Cooperators”. Here is 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/>

SECRETARY: Anne D.

1. Nothing to report.

TREASURER: Sandy C.

1. The new office administrator is helping out a lot and very approachable.
2. The financial statements were presented. Group donations are doing well.
3. Now that the office administrator is assisting, the Treasurer will have time to review the prudent reserve.

TAS COORDINATOR: Al L.

1. In August there were 245 calls (8 per day), 62 voicemails and 23 calls answered remotely. There were 29 unassigned shifts.
2. Quite a few people are training on the new remote answering system.
3. **The TAS Training Video and the documents required to do TAS are all on the website in Service Login section.**

12-STEP COORDINATOR: Al L.

1. There is one new name on the 12 Step list. Reps please ask your groups if anyone would like to be added to the 12 Step list. One person answering calls had to call 6 people to get someone to call the person looking for help.
2. 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. The 12 Step volunteer has to guard their own sobriety. **Never do a 12 Step call alone!**
3. AA.org has written guidelines on how to handle 12 Step Calls. You can download and print them for yourself.
4. If you want to be added to the 12 Step List, please email tas@ottawaaa.org.

LITERATURE: Doris M.

1. GSO has been doing a computer upgrade which has caused some difficulties. Orders are now in and the stock is full.
2. Big Books in French, Russian, English, Spanish are now available at the Intergroup Office. The Big Book has been translated into 71 languages. The 12 Steps and 12 Traditions is printed in Mongolian, but not Italian.
3. If you need a large order of chips, please contact Doris before ordering to make sure she has stock available. If you want chips in the non-standard months (1, 2, 3, 6 & 9), please contact Doris.
4. A literature table will be at the Eastern Ontario Conference. If anyone wants to volunteer to assist at the table, please speak with Doris. Doris needs a vehicle and assistance in getting the books from the office to the EOC.
5. The Intergroup office hours are 10 am – 4 pm, Monday through Friday and 1-4 on Saturdays.
6. Donated books are available to be taken on the table at the side.

WEBMASTER: Carolyn O.

1. The online sales are happening on the website for the EOC.
2. The Webmaster will be attending the AA National Technology Convention Sept 19-22. She is very excited about attending the conference as she would like to bring "Chat" and "Text" to the Ottawa Area website.

NEWSLETTER COORDINATOR: Jeff F.

1. The September newsletter headline is "Absolute Anonymity" which is available on the side table for pick up. The EOC is providing great promotional articles for the newsletter. Thanks to Ron M for his many illustrations. The youth volunteers are holding a Masquerade dance.
2. Detroit 2020 International Conference – Mike B is providing articles on the history of the International Conference.
3. 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 20th of the month by emailing newsletter@ottawaaa.org.

SPRING CONFERENCE: Chair (absent)

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. Thanks to Ron M and Jeff F. for highlighting the conference. Tentative schedule and panels are planned. The final program will be ready for October.
3. There will be a Masquerade Party on Friday night. 37 days left before EOC.
4. Ticket Sales are ongoing. Day tickets make EOC financially viable.
5. Andrew B, Freedom Group, is running the Hospitality Suite. Bring food if you want to eat.

6. Panels and workshops will be happening at the same time. There will be a West Coast shotgun style meeting.
7. Cheques must be made out to "Ottawa Area Intergroup". Please indicate they are for the Eastern Ontario Conference on the cheque.

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 on December 11th. Please consider and ask for volunteers who may be willing to stand for these positions.

OFFICE ADMINISTRATOR: Dan H.

1. Dan was introduced to the members in attendance. He is a member of Vanier Early Birds and Discovering the Big Book. Sandy K. read Dan's report. He is getting updated with QuickBooks Online working with Sandy C., the Treasurer. Dan is working with the Literature Coordinator to put systems in place to monitor inventory.

ARCHIVES COMMITTEE CHAIR: Sue B.

1. Archives Luncheon will be held Saturday, November 16th from 11 am to 2 pm at the Overbrook Community Centre. The Longtimers panel will begin at 11:30 am with 4 Longtimers that have between 40-55 years of sobriety. The cost is \$10 cash and includes lunch.
2. The Archives display panels are being updated. Tickets to the luncheon were distributed to the Reps. The tickets or money must be returned by the November 11th Intergroup meeting.

POLICIES AND PROCEDURES Committee: Clint M., Chair (absent) Sandy K

1. The updated Policies and Procedures draft document dated August 25th was distributed to the Reps. The additions were in Point #1, Robert's Rules of Order was added. In Point #3, duties of the Chair and voting rights were added. The Reps will vote on the recommendations put forth by Policies and Procedures Committee. The vote will take place in October, tentatively.
2. The formula for the quorum was questioned as to whether the Reps actually have a 2/3 majority as the policy is written currently. The Group conscience on issues, not the opinion of Intergroup is what is of value to one Rep. Others expressed their respect for the Intergroup Executive and value their opinions. Effective safeguards are in place, so it doesn't seem right not to have vote. No was the first reaction of one Rep, but with Clint M., former delegate in Manitoba as chair, the decision has changed to yes. Concerns that the Executive would vote as a block was addressed by one of the Executive, who said they can't imagine that ever happening. There is a tendency to mistrust, but one Rep's group will vote for the recommendation.
3. The Policies and Procedures committee will review quorum calculation.

PI/CPC Committee: Michel D.

1. CPC elections will be held on Monday, September 16th at 6:30 pm in the Intergroup Office. The positions open are Treasurer, Chair, Secretary and Volunteer Coordinator. They meet 4 times a year.

MCNABB MEETING:

1. Step by Step reported for August 2019 there was attendance of 48 people over 2 weeks in August. The 7th Tradition of \$60.70 was given to the Treasurer. 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 7th tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

NEW BUSINESS:

NOMINATING COMMITTEE:

1. Ron M., Awakening Group and Bruce G., Stittsville 2nd Chance volunteered for the Nominating Committee. Reps were asked to bring names of people willing to stand for the open positions.

MEMBERSHIP SHARING

1. No discussion this month.

COFFEE VOLUNTEER (September/October)

1. Frank K., Hull Liberty, was thanked for making coffee for the September meeting. Michel D., Secular Sobriety will make the coffee for the October meeting.

Motion to adjourn Meeting by: Peggy F., Pinecrest Group, seconded by Jason S., Cofounders.

Meeting closed at 8:20 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, October 9, 2019 at 7:00 PM, Mac Hall, Bronson Centre.

**Ottawa Area Intergroup of
Alcoholics Anonymous®**

Policies and Procedures

August 25, 2019

DRAFT

Business Procedures

1. Rules of Order

All meetings are conducted according to the Policies and Procedures adopted by Ottawa Area Intergroup. **The business procedures generally follow Robert's Rules of Order.**

2. Quorum¹

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 vote²

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.

Duties of the Chair

The Chair has the same right as other members of Intergroup, but to maintain impartiality, exercises discretion with respect to their level of participation.

¹ By-Law Article 21:00

² Concept #4, Right of Participation

For example, the chair will not normally participate in the discussion, nor be expected to participate in a 'show of hands' vote especially those of a divisive nature.

In circumstances where, the chair is absent from a meeting, or in the rare occasion, the chair wishes to participate in the discussion, the duties of the chair will temporarily be performed by the next officer in the order indicated on the agenda.

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 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

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.