

Intergroup Meeting Minutes: November 13, 2019

Meeting Chair: Sandy K., Intergroup Chair

- Three new members attended.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Natalie L., Beacon Hill Group.
- Roll Call from the floor was taken. Groups in attendance: Fellowship Group, B-United, Hull Liberty, Women In Step, Search for Serenity, Carp Fellowship, Pinecrest, Freedom, Queensway/Carleton, Parkwood Hills, Sat AM Big Book, Beacon Hill, Ottawa South, Podium Hill, New Day, Heritage Group, District 62 Liaison, Barrhaven Tuesday Night, Step Sisters, Lunch Bunch, Orleans Hub, Secular Sobriety Group, Stepping Ahead, Serenity Group, Friday Night Chelsea Big Book, West End Group, Hope Group, Westboro Big Book Study, Maitland Group, By the Book.
- 29 voting members present and 8 non-voting members (excluding 5 Executive members) attended.
- The October minutes were approved as amended with the **addition of the Fellowship Group** to the groups in attendance and the correction in **Item 3 of the Webmaster's report to: 7th Tradition instructions for group level contributions are back up on the Ottawa Intergroup AA Website.**
- Agenda approved as distributed with the addition of a report from the PI/CPC committee.

Announcements from the Floor:

1. Dale D., Archives Committee, requested anyone with Archives Luncheon tickets or money please forward to him tonight.
2. Peggy F., Eastern Ontario Conference, requested anyone with tickets or money to please give to her tonight.

REPORTS

CHAIR PERSON: Sandy K. (no report)

1. No one had any questions of the Chair.

VICE CHAIR: Harry B. (absent) (no report)

SECRETARY: Anne D.

1. New Intergroup reps please complete the Intergroup Rep information sheet, which she has copies of.

TREASURER: Sandy C. absent, Sandy K., reported

1. The financial statements were distributed. Sales are up as are the cost of goods sold year to date. Group and individual donations are up. Most of the Eastern Ontario Conference expenses and income has been recorded.
2. The Office Administrator will come to the Intergroup meeting next month to give a breakdown of the statements to help members understand how the information relates to the groups.

TAS and 12 Step COORDINATOR: Al L.

1. Two women have been added to the 12 Step List. Group Reps were asked to ask their group members to sign up for the 12 Step and TAS lists. Two new people are now answering the phones.
2. There were only 16% of unassigned shifts in the month of October. Of the 238 calls in October 74 went to voicemail, eighteen calls were answered remotely and 33 of the calls came between 10 pm and 10 am.

LITERATURE: Doris M.

1. The newest item for sale at the Intergroup office is the Greeting Card created by Yvonne P which was the winner at a conference a couple of years ago. The cost for card and envelope is \$2.00. As the cards are being sold at cost price, there is no bulk discounts at this time.
2. Chips for all months are in stock. The Chair noted there are 150 items available for sale at the Intergroup office. Most items are in stock except for some Grapevine books which have been ordered.
3. The Literature Coordinator (and assistants) will staff a literature table at the Archives Luncheon. Carrie D., Heritage group offered to assist.
4. All the daytime volunteer spaces are presently filled at the Intergroup Office. If anyone would like to train to be a backup, please contact the Literature Coordinator.

WEBMASTER: Carolyn O.

1. The Webmaster will put together a page outlining the 7th Tradition instructions at the group level to be distributed to the Reps.
2. A button for the online 7th Tradition contributions to Intergroup can be found at the top left of the front page of Ottawa Intergroup website.
3. The website is secure, it is padlocked but not visible.

NEWSLETTER COORDINATOR: Jeff F. (absent)

1. The November OPP is on the side table for pickup.

SPRING CONFERENCE: Cindy E-M., Chair

1. Flyers are available tonight. Tickets will be available at the December Intergroup Membership meeting. The flyer has the correct information as to whom the cheques need to be made out.

EASTERN ONTARIO CONFERENCE: Peggy F., Chair

1. The Eastern Ontario Conference (EOC) was very successful. The banquet was sold out with 76 more meals than the original contract. Day ticket sales were up 8-10%. The committee received no complaints. The conference content was almost tripled. So far, the conference ended with \$2700 in the black.
2. Incoming Chair, Richard M, West End Group reported the Eastern Ontario Conference for 2020 will be held October 2 & 3, 2020. The theme will be, 2020 A Vision for You. The Friday night speaker has already been confirmed. The Hellenic Centre requires a \$1500 deposit.

POLICIES AND PROCEDURES COMMITTEE: Clint M.

1. The Committee met on October 27th and made a couple of very little tweaks to the wording and order as suggested by a couple of Beacon Hill group members. The committee is working on the roles and responsibilities section of the Policies and Procedures document.
2. Kelly R., West End Group will join the committee in the new year.
3. A request was made for another Intergroup Representative to join the Policies and Procedures Committee. Committee Meetings are held on the last Sunday from 1 to 3 pm. The next committee meeting is Sunday, November 24th from 1 to 3pm.

PI/CPC Committee: Michel D.

1. The PI/CPC Committee will have a table at the Archives Luncheon. The Committee needs people to take materials to places that request materials or to speak to groups who request information in that format.

ELECTIONS: Chair

1. Ron M and Bruce G, the nominating committee, were not in attendance.
2. Natalie L., Beacon Hill Group, presented herself to the members as standing for the 12 Step Coordinator position. The Chair announced that Willi P., will be standing for the Spring Conference Vice Chair. The

Webmaster announced her willingness to stand for a second term as Webmaster as there are many things she would like to bring to Ottawa AA from her experience at the NAATW. A vice chair for Eastern Ontario Conference, Intergroup Vice Chair and Secretary are positions requiring candidates.

MCNABB MEETING:

1. Nick D., By the Book, reported for October 2019., There were between 15-20 in attendance each Sunday. The 7th tradition was about \$106. Ottawa South for November. **Group needed to host McNabb meetings in December 2019.** West End Group volunteered for January 2020 while Search for Serenity, Orleans volunteered to host the February meetings. B-United 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.

OLD BUSINESS: None

NEW BUSINESS: Chair

1. Office Administrator's Hours – Currently the Office Administrator works 18 hours week. Sixty-four percent of revenue comes through the office, not online. While there is already lots to do, the Office Administrator expressed an interest in taking on additional responsibilities including that of assisting the Literature Coordinator with some of her many duties. Michel D., Secular Sobriety Group, made a motion to allow for the Office Administrator to work an additional two (2) hours a week. Frank K., Hull Liberty seconded the motion. After discussion, the motion was carried with more than a 2/3rd majority.
2. Alkathon – Gene M., Chair of the Alkathon Committee announced the committee is up and running. They are looking for volunteers and food contributions. If groups want to sign up to hold a meeting during the Alkathon, they can email alkathon@ottawaaa.org by November 29th. A Lottery system will be used to choose which group gets which meeting. Anyone wishing to volunteer can visit the website.
3. The Chair asked if any Intergroup Rep would be available to act as the Intergroup Liaison with the Alkathon Committee.

MEMBERSHIP SHARING

1. No discussion this month.

COFFEE VOLUNTEER (October/November)

1. No selection made.

Motion to adjourn Meeting by: Ray N, Ottawa South, seconded by Mark W., Serenity Group.

Meeting closed at 8:05 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, December 11, 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.