

August 12, 2020 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Doris M.
Vice-Chair	Frank O.	Webmaster	Carolyn O.
Secretary	Charlene S.	Newsletter	Jeff F. (absent)
Treasurer	Sandy C.	Spring Conference	Cindy E-M. (absent)
TAS Coordinator	Al L. (absent)	Eastern Ontario Conference	Richard C. (absent)
12 Step Coordinator	Natalie L.		

Groups in Attendance

Attitude of Gratitude, B-United, Beacon Hill, Beyond Belief, Fellowship, Freedom, Friday Night Chelsea, Hand in Hand, Kanata Co-founders, New Day, Orleans Search for Serenity, Parkwood Hills, Podium Hill, Step Sisters, Stittsville 2nd Chance, Uptown, Vanier Early Birds, Venture Group, Westboro Big Book Study, Westboro Saturday 11am, West End Group, Women in Step

Opening and Introductions

Chair opens the meeting at 7:03pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: 29 voters (21 group reps, 8 executive committee); 2 non-voters

July Minutes and agenda were approved by majority of members

Motion to approve: Uptown Intergroup Rep

Seconded: Step Sisters Intergroup Rep

Carried unanimously

Reports:

Chair (Harry B.): chair@ottawaaa.org

- 1) Curbside Pickup: Trial run of online sales and curbside pickup was successful for the first two Saturdays it was available. Both days there were around 10 orders picked up. Curbside pickup will now be available weekly on Saturdays.
- 2) Bronson Centre: The centre is slowly re-opening, though the front door remains locked and entry is not being encouraged.
- 3) Intergroup Office: There are currently no plans currently to reopen the Intergroup Office. The Office Administrator will remain on leave but has indicated his willingness to return as soon as necessary.

Treasurer (Sandy C.): treasurer@ottawaaa.org (see attached Treasurer Reports for details)

- 1) OAIG Finances: Finances have changed slightly since the curbside pickup started; our expenses continue to sit around \$1,500/ month; around 50% of our revenue comes from Group donations, which are still down from last year
- 2) Online banking: Intergroup continues to accept e-transfers.
- 3) **Treasurer's position is up at the end of this year. If you are willing to volunteer for this position, please contact chair@ottawaaa.org.**

Literature Coordinator (Doris M.): literature@ottawaaa.org

- 1) Online sales and curbside pickup: As mentioned in Chair's report, online sales and curbside pickup started off well, partly due to no sales being available for the past few months due to Covid-19 closure. Sales have declined slightly, though they will likely remain fairly steady now that curbside pickup has been established and since some groups are beginning to meet. Continued success depends on having volunteers, and orders.
- 2) Other sales: Chips have been restocked.
- 3) Office Shifts: Still seeking volunteers for the following shifts to answer the office phone lines (from home): Monday mornings, Thursday mornings and afternoons
- 4) In-person Meetings: The Literature Coordinator request that if there are any in-person meetings happening, to let her know since there are still people who cannot access meetings online or via phone.
- 5) **Literature Coordinator's position is up at the end of this year. If you are willing to volunteer for this position, please contact chair@ottawaaa.org.**

Vice-Chair (Frank O.): vicechair@ottawaaa.org

- Nothing to report

Webmaster (Carolyn O.): webmaster@ottawaaa.org

- 1) Zoom meetings: some meetings need to be updated both online and in the meeting setup itself;
- 2) National AA Technology Workshop will be held online the week of September 12th, 2020;
- 3) Mobile website: currently being updated.

Secretary (Charlene S.): secretary@ottawaaa.org

- 1) Requests that groups continue to submit their 2020 Group Census forms via email.

TAS Coordinator (Al. L.): TAS@ottawaaa.org (Absent)

- 1) Volunteers: TAS is always seeking volunteers, and time commitments can be as low as one three-hour shift per week. The schedule for shifts is available online so it is simple to see where shifts still need someone to cover them.
- 2) Training: TAS training is available online, and takes a very short amount of time.

12-Step Coordinator (Nathalie L.): 12step@ottawaaa.org

- 1) Volunteers: Anyone who is interested in volunteering, please contact the coordinator.
- 2) July was a relatively quiet month, but volunteers were still able to reach out to a few newcomers.

Newsletter Coordinator (Jeff F.): (Absent) newsletter@ottawaaa.org (Absent)

- 1) August edition is available online. This edition touches on the challenges of reopening physical meetings,
- 2) Insurance: Current policy does not exclude COVID-19 coverage; information available online.
- 3) September edition: Newsletter Coordinator is seeking input and articles from groups who have begun to meet in person, to share best practices, lessons learned.

Spring Conference Chair (Cindy E-M.) : (Absent)

Eastern Ontario Conference Chair (Richard C.): (Absent)

Committee Reports:

Policies & Procedures Committee (Clint M.): policies@ottawaaa.org

- 1) Met July 26, mostly discussed the concerns about wording in the Guidelines vs. Bylaws
- 2) The P&P Committee recommended to the Ottawa Area Intergroup Chair a proposal to set up a now Bylaws Committee to do a more formal review of our Bylaws (email the Chair if you are interested in participating in this committee);
- 3) The Chair states that he was hopeful that a Bylaw Committee could have a draft ready for membership review by the end of fall; changes will be shown side-by-side with the old bylaws;
- 4) The Chair stated that he looked into estimates of costs for a lawyer to review the bylaws, but was unable to get a full answer;
- 5) The Chair stated that the timing for a legal review may be opportune considering the need to comply with the current Ontario Corporations Act; and the new Not-For-Profit Corporations Act that will come into effect Fall 2020.

Going Forward Committee: Area 83 had some good discussion and preempts the Going Forward Committee.

McNabb Meeting: Meetings continue to be cancelled for the foreseeable future, and we will revisit the idea of the meeting remaining permanently online.

Moment of silence for a few of Ottawa's long-time AA members, as well as anyone who has been lost in the past few months.

Meeting closed at 8:01pm with the responsibility pledge.

Next meeting: September 9th, 2020



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

August 12, 2020

1. Cash in the Bank \$5064, value of GICs \$17365
2. Interac Etransfer to treasurer@ottawaaa.org
3. Year to date deficit of \$5505
4. Group donations down by \$2192 as compared to last year.

To Do

1. Continue to serve as treasurer as best I can.
2. No scheduled medical tests or procedures.
3. Continue with zoom and practice social distancing.

Ottawa Area Intergroup of Alcoholics Anonymous

INCOME AND EXPENSES YTD COMPARISON

January 1 - August 9, 2020

	TOTAL		
	JAN 1 - AUG 9, 2020	JAN 1 - AUG 9, 2019 (PY)	% CHANGE
INCOME			
42000 Literature Sales	4,678.68	16,264.94	-71.23 %
42050 Meeting List Sales	256.57	615.34	-58.30 %
42150 Medallions & Other Sales	1,119.85	2,095.60	-46.56 %
42200 Grapevine Sales	305.17	1,818.34	-83.22 %
Total Income	\$6,360.27	\$20,794.22	-69.41 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	3,687.87	12,909.84	-71.43 %
51220 Meeting Lists	246.98	615.75	-59.89 %
51240 Medallions & Other	790.63	1,468.25	-46.15 %
51250 Grapevine	260.12	1,406.57	-81.51 %
Total 50000 Cost of Goods Sold	4,985.60	16,400.41	-69.60 %
Inventory Shrinkage		625.24	-100.00 %
Inventory Shrinkage-1		135.06	-100.00 %
Total Cost of Goods Sold	\$4,985.60	\$17,160.71	-70.95 %
SURPLUS/DEFICIT	\$1,374.67	\$3,633.51	-62.17 %
EXPENSES			
50001 Inventory Adjustment Account	81.51	1.03	7,813.59 %
50340 Depreciation	17.50	1,412.51	-98.76 %
51000 Office Expenses		80.00	-100.00 %
51035 Postage and Courier	18.30	6.11	199.51 %
51050 AA Web Site	688.97	219.99	213.18 %
51070 Internet	263.69	965.93	-72.70 %
51090 Office Supplies	199.19	474.60	-58.03 %
51091 Water Cooler - Water	30.00	101.40	-70.41 %
51092 Water Cooler - Rent & Supplies	149.49	36.00	315.25 %
51095 Repair & Maintenance		25.00	-100.00 %
51140 Photocopying		328.34	-100.00 %
Total 51000 Office Expenses	1,349.64	2,237.37	-39.68 %
51010 Rent Mc Nabb Community Centre	254.06	716.77	-64.55 %
51020 Rent Mac Hall- Intergroup	276.00	470.00	-41.28 %
51030 Bronson Office Rent & Parking	8,309.76	8,092.92	2.68 %
51036 ROH Auditorium Rental		100.00	-100.00 %
51040 Telephone	721.12	1,394.21	-48.28 %
51060 Travel		1,676.89	-100.00 %
51080 Insurance	593.80		
51096 Office Cleaning & Supplies	300.00	13.96	2,049.00 %
51100 Accounting Remote Access Fee		262.54	-100.00 %
51110 Audit and Legal Fees		12.00	-100.00 %
51112 Salaries and Wages	6,363.82	5,405.40	17.73 %

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51114 Employers Payroll Tax Expenses			
51116 CPP Expense	215.42	207.05	4.04 %
51117 EI Expense	146.91	122.55	19.88 %
Total 51114 Employers Payroll Tax Expenses	362.33	329.60	9.93 %
51120 Bank Charges	215.90	148.43	45.46 %
51121 QuickBooks Payments Fees	400.00	122.35	226.93 %
51230 Newsletters Printing Costs	375.00	1,085.00	-65.44 %
Ministry of Finance (ON) Expense	128.80	107.78	19.50 %
Total Expenses	\$19,749.24	\$23,588.76	-16.28 %
OTHER INCOME			
42220 McNabb Meeting 7th Tradition	122.50	440.05	-72.16 %
42250 Group /Individual Contributions	12,750.38	14,942.26	-14.67 %
42300 Net Spring Conference Income			
42311 Sales Spring Conf. Banquet	-0.01	7,836.31	-100.00 %
42313 Spring Conf Day Tickets & 7th	100.00	5,545.50	-98.20 %
42315 Group Donations Spring Conf	350.00	2,683.60	-86.96 %
51160 Spring Conference Expenses	-453.60	-13,098.35	96.54 %
Total 42300 Net Spring Conference Income	-3.61	2,967.06	-100.12 %
42305 Net Eastern Ontario Conference Income			
42312 Banquet Sales Eastern Ontario Conf.		962.85	-100.00 %
42314 Eastern Ontario Conference Donations		90.00	-100.00 %
42316 Donations Groups- East. Ont. Conf		575.00	-100.00 %
51170 Eastern Ontario Conference-Expenses		-1,155.98	100.00 %
Total 42305 Net Eastern Ontario Conference Income		471.87	-100.00 %
Total Other Income	\$12,869.27	\$18,821.24	-31.62 %
SURPLUS/DEFICIT	\$ -5,505.30	\$ -1,134.01	-385.47 %