

## April 2020 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.
Treasurer	Sandy C.	Spring Conference	Cindy E-M.
TAS Coordinator	Al L.	Eastern Ontario Conference	Richard C. (absent)
12 Step Coordinator	Natalie L.		

### Groups in Attendance

Attitude of Gratitude, B-united, Back to Basics, Barrhaven Tuesday, Beyond Belief Secular, Big Book Study Group Orleans, Fellowship Group, Freedom, Kanata Remember When, Lunch With Bill, New Day, Orleans Search for Serenity, Parkwood Hills, Queensway Carleton, Stittsville 2nd Chance, Step by Step, Step Sisters, Sunday Night Big Book, Uptown, Vanier Early Birds, Venture Group, Westboro Big Book Saturday Morning. West End Group,

District representatives: District 54-Ottawa East, Area 83-Support Chair (Absent), District 62-Ottawa West, Kimberly M. - Panel 69 Alternate Delegate, Eastern Ontario International Area 83.

### Opening and Introductions

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

Roll Call and Voter count: 26 voters; 8 non-voters

March Minutes were approved as written, with 26 votes in support.

### Reports:

#### **Chair (Harry B.):**

- 1) COVID-19 Situation: The chair welcomes everyone to the first online Intergroup Zoom meeting, and expresses gratitude for how everyone has come together over the past few weeks to help overcome recent challenges; special thanks to Intergroup Webmaster.
- 2) Intergroup Office: The office is closed for now. We are still paying rent for the office, but this may be discussed with the Bronson Centre if the situation continues long-term. Chair checked on the office to ensure everything is safe;
- 3) Finance rumours: (see Treasurer report for more details) Some rumours going around regarding financials of Intergroup that are untrue. Requests that Treasurer speak.

#### **Treasurer (Sandy C.):**

- 1) Intergroup Savings: As mentioned at March Intergroup Meeting, one GIC was cashed in to cover ~\$2k operational costs per month, including rent, website fees, phone lines, insurance, etc.;
- 2) Income: Intergroup has little money coming in due to a variety of reasons, including:
  - a) fewer donations (approx \$670 compared to \$3k this time last year);
  - b) Spring Conference cancellation (just under 2k in ticket sales will have to be refunded);
  - c) lack of literature sales (\$4k this time last year), since office has been closed;

- 3) Group donations: Since intergroup has worked diligently to help set up online meeting guides, lists, share information, we ask that groups think about making a donation to Intergroup, especially those not being charged rent this month (e.g. McNabb and other community-centre meetings who have had rent deferred);
- 4) 7<sup>th</sup> Tradition Online - ways to give:
  - Option 1) Button in the top left corner of the website homepage. Groups and individuals can donate to intergroup;
  - Option 2) Webmaster provided a document for how homegroups can get started on their own online donations pages;
  - Option 3) Some groups have provided an email address to send e-transfers to a group's bank account.
- 5) Selling literature online: Group discussed online sales, but dismissed the idea after deliberation, since it would require access to the office, as well as people potentially coming into contact with one another. Despite lower sales, the role of Intergroup is not to make money, but to help the still-suffering alcoholic, and some literature is available online for free.
- 6) Ticket donations from Spring Conference: Some representatives believe their groups would be willing to forego reimbursement from ticket sales for the Spring Conference, and will instead donate the funds to Intergroup.

**District representatives (District 54-Ottawa East, District 83-Support Chair (Absent), District 62-Ottawa West, Kimberley M, Panel 69 Alternate Delegate, Eastern Ontario International Area 83**

- 1) **Kimberley M, Panel 69 Alternate Delegate, Eastern Ontario International Area 83**, and liaison between intergroup and four areas. Been meeting with intergroup reps virtually to share best practices, what has been working for them.
- 2) **District 62-Ottawa West** has been in contact with groups in their district to see if there is any support they can give; will be doing their first district meeting via zoom next week. Majority of contributions they collect are through cheques.
- 3) **District 54-Ottawa East** received Zoom training and are using it for all of their meetings. For their 7th tradition, their treasurer accepts e-transfers or cheques. At the beginning of March, they held a workshop for volunteers, though tasks have been suspended.

**Newsletter Coordinator (Jeff F.):**

- 1) April edition: This month's theme is COVID-19 and members' experiences and methods of dealing with the circumstances; no printed copies this month, but the edition is available online.

**Secretary (Charlene S.):**

- 1) Request that groups submit their 2020 Group Census to [secretary@ottawaaa.org](mailto:secretary@ottawaaa.org)

**Literature Coordinator (Doris M.):**

- 1) Literature: As of March 16th, the Intergroup Office was closed, and the two outstanding orders that were made just prior will be picked up once the office has reopened; a lot of literature is available online in pdf format for free, including GrapeVine editions.
- 2) Volunteers: front desk volunteers have switched to fielding calls from home so shifts are covered.

**TAS Coordinator (Al. L.):**

- 1) Challenges: four or five groups haven't shown up for their commitment, so coordinator has had to cover shifts and has been contacting them to see why this is; some voicemails being answered aren't being removed from call list, leading to repeated call returns;
- 2) March statistics: 209 calls, 92 voicemails, 22 calls after 10pm, 87 remotely-answered calls, 81% assigned shifts; calls being logged online in lieu of hard copy telephone log in office;

- 3) Training: Still looking for volunteers, especially during Covid-19. TAS training is available online, and takes a very short amount of time. Contact [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org)

**12-Step Coordinator (Nathalie L.):**

- 1) March: few calls came in; five new people were added to the 12-step volunteer list.
- 2) Concerns: How do we reach the still-suffering alcoholic and the newcomer when we cannot conduct 12-Step calls and take people to meetings?

**Vice-Chair (Frank O.):**

- 1) Nothing to report.

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

- 1) Hellenic Centre: we are still waiting for the deposit cheque from the Hellenic Centre to be returned
- 2) Ticket sales: Working on returning the money and cheques received for ticket sales. ; Spring Conference Chair thanks everyone for the opportunity

**Eastern Ontario Conference Chair (Richard C.): (absent)**

- 1) Eastern Ontario Conference (EOC) is not cancelled at this point

**McNabb cancelled until further notice**

- 1) B-United hosted three meetings in March, with just under \$50 in 7th tradition donations.

**Policies & Procedures Committee (Clint):**

- 1) Committee: group met via Zoom on March 29th to review comments and suggestions on roles and responsibilities for directors; made minimal changes. Changes are highlighted in yellow (3 main areas).
- 2) Vote: After some discussion, the group decided that it might be best to wait on a vote to approve changes until representatives have a chance to bring final draft to their group.

**Webmaster (Carolyn O.):**

- 1) Online Contribution link: three groups have created online contribution links using the instructions from the Intergroup page at: <https://interactive.ottawaaa.org/home-group-contribution-links/>
- 2) Zoom meetings: Links for meetings that were created before Zoom sent out updates to security may not have been told to update their passwords; If your group meeting and password isn't published online, Intergroup can serve as contact for password.
- 3) **Online** refunds from the Spring Conference: should be available after Easter weekend.
- 4) News: Subscribe for Intergroup news and announcements online to stay up-to-date on all news.

**Other business:**

- 1) International Conference has been cancelled
- 2) Canadathon would have had to be cancelled anyway, no further discussions needed for this year.

Meeting closed at 8:52pm with the responsibility pledge.

**Next meeting: May 13, 2020**



## Ottawa Area Intergroup of Alcoholics Anonymous

### Treasurer Report

April 8, 2020

1. Cash in the Bank \$3686.75, value of GICs \$17363.51
2. Literature sales cannot be completed.
3. Spring conference refunds due \$2780.
4. Group donations have dried up, only \$670 since March 1.
5. MacNabb 7th tradition no longer collected

#### To Do

1. Draw down against the prudent reserve.
2. Strive to improve the data.
3. Wash your hands.
4. Stay the blazes home.

# Ottawa Area Intergroup of Alcoholics Anonymous

## INCOME AND EXPENSES YTD COMPARISON

January - March, 2020

	TOTAL		
	JAN - MAR, 2020	JAN - MAR, 2019 (PY)	% CHANGE
<b>INCOME</b>			
42000 Literature Sales	3,547.35	6,200.42	-42.79 %
42050 Meeting List Sales	256.57	251.25	2.12 %
42150 Medallions & Other Sales	921.06	687.70	33.93 %
42200 Grapevine Sales	241.36	606.65	-60.21 %
<b>Total Income</b>	<b>\$4,966.34</b>	<b>\$7,746.02</b>	<b>-35.89 %</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			
51210 Literature	2,734.04	4,845.64	-43.58 %
51220 Meeting Lists	246.98	265.03	-6.81 %
51240 Medallions & Other	647.96	527.24	22.90 %
51250 Grapevine	207.18	472.47	-56.15 %
<b>Total 50000 Cost of Goods Sold</b>	<b>3,836.16</b>	<b>6,110.38</b>	<b>-37.22 %</b>
Inventory Shrinkage		443.10	-100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$3,836.16</b>	<b>\$6,553.48</b>	<b>-41.46 %</b>
<b>GROSS PROFIT</b>	<b>\$1,130.18</b>	<b>\$1,192.54</b>	<b>-5.23 %</b>
<b>EXPENSES</b>			
50001 Inventory Adjustment Account	81.51	1.03	7,813.59 %
50340 Depreciation	7.50	1,412.51	-99.47 %
51000 Office Expenses			
51035 Postage and Courier	18.30		
51050 AA Web Site	222.30		
51070 Internet		409.71	-100.00 %
51090 Office Supplies	199.19	113.46	75.56 %
51091 Water Cooler - Water	26.55	30.00	-11.50 %
51092 Water Cooler - Rent & Supplies		36.00	-100.00 %
51140 Photocopying		37.75	-100.00 %
<b>Total 51000 Office Expenses</b>	<b>466.34</b>	<b>626.92</b>	<b>-25.61 %</b>
51010 Rent Mc Nabb Community Centre	759.03	179.16	323.66 %
51020 Rent Mac Hall- Intergroup	46.00		
51030 Bronson Office Rent & Parking	3,116.16	3,066.54	1.62 %
51040 Telephone	419.12	754.31	-44.44 %
51080 Insurance	271.80		
51096 Office Cleaning & Supplies	720.00	13.96	5,057.59 %
51100 Accounting Remote Access Fee		139.00	-100.00 %
51110 Audit and Legal Fees		12.00	-100.00 %
51112 Salaries and Wages	3,331.18	3,907.80	-14.76 %
51114 Employers Payroll Tax Expenses			
51116 CPP Expense	61.16	151.26	-59.57 %
51117 EI Expense	110.00	88.60	24.15 %
<b>Total 51114 Employers Payroll Tax Expenses</b>	<b>171.16</b>	<b>239.86</b>	<b>-28.64 %</b>
51120 Bank Charges	95.00	56.35	68.59 %
51121 QuickBooks Payments Fees		45.89	-100.00 %

	TOTAL		
	JAN - MAR, 2020	JAN - MAR, 2019 (PY)	% CHANGE
51230 Newsletters Printing Costs	375.00	465.00	-19.35 %
<b>Total Expenses</b>	<b>\$9,859.80</b>	<b>\$10,920.33</b>	<b>-9.71 %</b>
OTHER INCOME			
42220 McNabb Meeting 7th Tradition	73.65	158.15	-53.43 %
42250 Group /Individual Contributions	4,075.20	8,367.11	-51.30 %
42300 Net Spring Conference Income			
42311 Sales Spring Conf. Banquet	1,557.51	6,814.18	-77.14 %
42313 Spring Conf Day Tickets & 7th	220.00	1,090.00	-79.82 %
42315 Group Donations Spring Conf	800.00	1,675.00	-52.24 %
51160 Spring Conference Expenses	-453.60	-693.44	34.59 %
<b>Total 42300 Net Spring Conference Income</b>	<b>2,123.91</b>	<b>8,885.74</b>	<b>-76.10 %</b>
42305 Net Eastern Ontario Conference Income			
51170 Eastern Ontario Conference-Expenses		-200.00	100.00 %
<b>Total 42305 Net Eastern Ontario Conference Income</b>		<b>-200.00</b>	<b>100.00 %</b>
<b>Total Other Income</b>	<b>\$6,272.76</b>	<b>\$17,211.00</b>	<b>-63.55 %</b>
<b>PROFIT</b>	<b>\$ -2,456.86</b>	<b>\$7,483.21</b>	<b>-132.83 %</b>

OTTAWA AREA INTERGROUP

# 2020 GROUP CENSUS

Ottawa Area Intergroup is conducting a census of all AA Groups in the Ottawa Area. We hope that your group participates, as we are trying to update our Meeting List. This is also your chance to give us direct input on what more we can do to carry the message to the still suffering alcoholic.

**GROUP INFORMATION**

<b>Group Name</b>						
<b>Date Established</b>						
<b>Current Facility</b>						
<b>Physical Address</b>						
<b>Meeting Time(s)</b>						
<b>ONLINE MEETING INFO</b>	<b>Type:</b>		<b>Meeting ID</b>		<b>Want Listed?</b>	
<b>Type of Meeting (Check all that apply)</b>	Open	Closed	Speaker	Discussion	Meditation	Accessible
<b>Language</b>	English		French	Spanish		Russian
<b>Intergroup Rep</b>					Email	
<b>Alternate Intergroup Rep</b>					Email	
<b>GSR</b>					Email	
<b>Alternate GSR</b>					Email	
<b>Other Info (website, etc.)</b>						

**(NOTE ABOUT ONLINE MEETINGS: IT IS UP TO EACH HOME GROUP TO DECIDE IF THEY WANT TO HAVE THEIR ONLINE MEETING LISTED. PLEASE FILL IN ABOVE THE TYPE (ZOOM, BLUEJEANS, OR OTHER, THE MEETING ID AND PASSWORD IF ANY, AND WHETHER OR NOT YOU WANT IT INCLUDED ON OUR ONLINE MEETING LIST).**

**FEEDBACK**

*Ottawa Area Intergroup is a non-profit organization established under the Ontario Business Corporations Act, on behalf of the AA Groups in the Ottawa area. Intergroup is your local AA Service Center. We maintain an office at the Bronson Centre, where dozens of volunteers provide Literature Sales and our Telephone Answering Service. We also run the Ottawa website at [www.ottawaaa.org](http://www.ottawaaa.org), we publish a Newsletter called Our Primary Purpose, and we run the Annual Spring Conference, the Eastern Ontario Conference, and Workshops as required. We sponsor a meeting at McNabb Community Centre every Sunday morning. We also have a Group Liability Insurance Plan. We cooperate with all Districts, Area Committees, and the General Services Office in NY.*

**WHAT ELSE CAN WE DO FOR YOUR GROUP TO HELP YOU CARRY THE MESSAGE?**

*Please return this form as soon as possible.*

**By Email:** [info@ottawaaa.org](mailto:info@ottawaaa.org)