

## December 9, 2020 Ottawa Area Intergroup Meeting

### Attendance (Intergroup Board)

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

### Groups in Attendance

Attitude of Gratitude, B-United, Barrhaven Tuesday, Beacon Hill, Beyond Belief, By the Book, Fellowship, Freedom, Heritage Group, HOPE Group, Parkwood Hills, Queensway Carleton, Search for Serenity, Secular Sobriety Group, Serenity at Sunrise, Sisters of Sobriety, Step by Step, 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 7:00pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: 33 voters (26 group reps, 7 executive committee); 10 non-voters

November Minutes and agenda were approved by majority of members

Motion to approve: Fraser M.

Seconded: 12-Step Coordinator

Carried unanimously

### Reports:

**Chair (Harry B.):** [chair@ottawaaa.org](mailto:chair@ottawaaa.org)

- 1) Chair thanks the outgoing members of the Executive Committee, and mentions that they will be briefly joining the January Board meeting to help transfer positions to incoming members.
- 2) Attended a joint American-Canadian meeting of Intergroup Executives.
- 3) Last meeting, a member mentioned that the Bylaws didn't reflect the current transition schedule, so the Chair proposes that they be updated.

**Vice-Chair (Frank O.):** [vicechair@ottawaaa.org](mailto:vicechair@ottawaaa.org) ABSENT

- 1) Nothing to report.

**Secretary (Charlene S.):** [secretary@ottawaaa.org](mailto:secretary@ottawaaa.org)

- 1) Nothing to report

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

- 1) OAIG Finances: Still have \$12k in GICs, cashed out one GIC of \$5k in December. Approximately \$11k in cash currently. YTD deficit is under \$500, which is less than expected thanks to some generous group donations.

- 2) Online banking: Intergroup continues to accept e-transfer, though cheques are still accepted.

**Literature Coordinator (Doris M.): [literature@ottawaaa.org](mailto:literature@ottawaaa.org)**

- 1) Many people have been purchasing large-print Big Books; another order has been made.
- 2) Gross sales since last Intergroup Meeting are ~\$1200.
- 3) Year-End Inventory is scheduled for early January 2021.
- 4) Literature Coordinator role in brief: Keeping an eye on inventory, including online list. Maintaining roster of office volunteers to fill online orders for curbside pickup. In other years, tasks have included organizing literature tables at conferences.

**Webmaster (Carolyn O.): [webmaster@ottawaaa.org](mailto:webmaster@ottawaaa.org)**

- 1) Mobile Website: Webmaster has been updating the mobile website to improve functionality.

**Newsletter Coordinator (Jeff F.): [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org)**

- 1) December newsletter: Final draft is ready; this edition focuses on service and volunteering for Board positions.
- 2) Reminders in this edition include: information about upcoming Intergroup elections and announcement for virtual Alkathon 2020.

**12-Step Coordinator (Natalie L.): [12step@ottawaaa.org](mailto:12step@ottawaaa.org)**

- 1) 12-Step calls look a little different these days, but have evolved and are working fairly well. There have been quite a few calls since the pandemic hit.
- 2) Volunteers: Anyone who is interested in volunteering, please contact the coordinator.

**TAS Coordinator (Al L.): [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org)**

- 1) Volunteers: TAS is always seeking volunteers, and time commitments can be as low as three hours per month. The schedule for shifts is available online so it is simple to see where shifts still need someone to cover them. This is a good opportunity for service, especially for sponsees (minimum one year sobriety total).
- 2) Statistics: 173 calls total, 53 of which went to voicemail; 16 calls came in between 10pm and 10am, 51 were answered remotely. 68% of shifts were assigned.

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

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

**Election of OAIG Executive Committee members for 2021-2023: Treasurer, Literature Coordinator, Newsletter Coordinator, TAS Coordinator (Clint M., Nominating Committee Lead)**

Note: Voting will take place in accordance with the Third-Legacy Procedure (first candidate to receive 2/3 of vote will be elected)

**Treasurer:** Nominating committee lead informs the membership that there were no volunteers in advance of the election and asks the membership if anyone is willing to stand for this position, even if on an interim basis. As there were no volunteers from the membership, the position will remain vacant until next month's meeting.

**Literature Coordinator:** Al L. offered in advance of the election to let his name stand for this position. With no other volunteers from the membership, Al L. becomes the Literature Coordinator by acclamation.

**Newsletter Coordinator:** Dawn-Marie M. offered in advance of the election to let her name stand for this position. Upon request, she offered her service resume for consideration: 18 years of sobriety, has experience with newsletter and webmaster positions from another fellowship, has experience with fliers, event posters, etc. and is comfortable with desktop publishing software. Homegroup is Women in Step. With no other volunteers from the membership, Dawn Marie M. is confirmed as Newsletter Coordinator by acclamation.

**TAS Coordinator:** Nominating committee lead informs the membership that there were no volunteers in advance of the election and asks the membership if anyone is willing to stand for this position. Carolyn S. offers her name to stand for the position. Upon request, Carolyn S. offered her service resume for consideration: 2 years of sobriety as of January 2021, would like to get more involved with Intergroup. She did service this summer with TAS, and has chaired home group meetings. Carolyn S. becomes the TAS Coordinator by acclamation.

#### **Committee Reports:**

##### **Policies & Procedures Committee (Clint M.): [policies@ottawaaa.org](mailto:policies@ottawaaa.org)**

The committee plans to continue work on the Policies and Procedures guide once the bylaw updates have been completed.

##### **Spring Conference 2021:** (Harry B. Chair, Dick G.)

- 1) With the Spring Conference for 2021 likely being virtual, a member of AA, Dick G. offered his services to help put it together. He has experience with online conferences, which included breakout sessions, panels, speakers, etc. as well as smaller meetings since. Chair from 2020 is not in attendance and discussion for this position is deferred until January.
- 2) The Webmaster has also volunteered her technical expertise to the incoming Conference Organizing Committee, as does the Chair. The membership will likely be asked at a later date to nominate a vice-chair for the Spring Conference.

##### **Alkathon 2020: (Gene M. Alkathon Chair)**

The Alkathon for this year is virtual, and will take place on December 24 and 31 from 2-11pm, with a speaker at 8pm each night. It will consist of five one-hour meetings hosted by various groups that were selected by lottery. Information is available on the website and in the Newsletter.

##### **CPC and Public Information committee:** (Michel D.):

- 1) The committee is reaching out to EAP Programs to offer information and establish contact as well as to OC Transpo and various grocery stores;
- 2) This committee meets on the third Monday of the month at 6:30pm. Please contact the Acting Chair, Jo-Anne at [cpc@ottawaaa.org](mailto:cpc@ottawaaa.org) if you are interested in participating on the committee.

Meeting closed at 8:24pm with the responsibility pledge.

**Next meeting: January 13th, 2021**

# Ottawa Area Intergroup of Alcoholics Anonymous

## INCOME AND EXPENSES YTD COMPARISON

January 1 - December 4, 2020

	TOTAL		
	JAN 1 - DEC 4, 2020	JAN 1 - DEC 4, 2019 (PY)	% CHANGE
<b>INCOME</b>			
42000 Literature Sales	6,989.31	25,269.19	-72.34 %
42050 Meeting List Sales	256.57	862.63	-70.26 %
42150 Medallions & Other Sales	1,805.89	4,311.18	-58.11 %
42200 Grapevine Sales	369.93	2,664.99	-86.12 %
Sales of Product Income		0.00	
Sales of Product Income-1		0.00	
Uncategorized Income		0.00	
<b>Total Income</b>	<b>\$9,421.70</b>	<b>\$33,107.99</b>	<b>-71.54 %</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			
51210 Literature	5,631.67	21,583.05	-73.91 %
51220 Meeting Lists	246.98	853.68	-71.07 %
51240 Medallions & Other	1,161.40	3,112.69	-62.69 %
51250 Grapevine	313.41	2,072.92	-84.88 %
<b>Total 50000 Cost of Goods Sold</b>	<b>7,353.46</b>	<b>27,622.34</b>	<b>-73.38 %</b>
Inventory Shrinkage		634.44	-100.00 %
Inventory Shrinkage-1		244.59	-100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$7,353.46</b>	<b>\$28,501.37</b>	<b>-74.20 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$2,068.24</b>	<b>\$4,606.62</b>	<b>-55.10 %</b>
<b>EXPENSES</b>			
50001 Inventory Adjustment Account	81.51	-35.14	331.96 %
50340 Depreciation	27.50	3,239.29	-99.15 %
51000 Office Expenses		93.27	-100.00 %
51035 Postage and Courier	18.30	27.31	-32.99 %
51050 AA Web Site	953.90	319.99	198.10 %
51070 Internet	544.03	2,041.10	-73.35 %
51090 Office Supplies	440.77	1,090.09	-59.57 %
51091 Water Cooler - Water	30.00	154.50	-80.58 %
51092 Water Cooler - Rent & Supplies	149.49	36.00	315.25 %
51095 Repair & Maintenance		25.00	-100.00 %
51140 Photocopying		368.36	-100.00 %
<b>Total 51000 Office Expenses</b>	<b>2,136.49</b>	<b>4,155.62</b>	<b>-48.59 %</b>
51010 Rent Mc Nabb Community Centre	254.06	1,287.39	-80.27 %
51020 Rent Mac Hall- Intergroup	184.00	470.00	-60.85 %
51030 Bronson Office Rent & Parking	12,464.64	12,247.80	1.77 %
51036 ROH Auditorium Rental		100.00	-100.00 %
51040 Telephone	962.72	2,394.88	-59.80 %
51060 Travel		1,676.89	-100.00 %
51080 Insurance	1,720.80		
51096 Office Cleaning & Supplies	300.00	268.15	11.88 %
51100 Accounting Remote Access Fee		302.54	-100.00 %
51110 Audit and Legal Fees		12.00	-100.00 %

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## INCOME AND EXPENSES YTD COMPARISON

January 1 - December 4, 2020

	TOTAL		
	JAN 1 - DEC 4, 2020	JAN 1 - DEC 4, 2019 (PY)	% CHANGE
51112 Salaries and Wages	5,728.32	9,673.56	-40.78 %
51114 Employers Payroll Tax Expenses			
51116 CPP Expense	215.42	364.48	-40.90 %
51117 EI Expense	146.91	231.53	-36.55 %
<b>Total 51114 Employers Payroll Tax Expenses</b>	<b>362.33</b>	<b>596.01</b>	<b>-39.21 %</b>
51120 Bank Charges	307.15	302.86	1.42 %
51121 QuickBooks Payments Fees	600.00	122.35	390.40 %
51230 Newsletters Printing Costs	375.00	1,485.00	-74.75 %
Ministry of Finance (ON) Expense	146.40	177.35	-17.45 %
Uncategorized Expense		0.00	
<b>Total Expenses</b>	<b>\$25,650.92</b>	<b>\$38,476.55</b>	<b>-33.33 %</b>
<b>OTHER INCOME</b>			
42220 McNabb Meeting 7th Tradition	122.50	670.35	-81.73 %
42250 Group /Individual Contributions	22,932.64	21,422.60	7.05 %
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	400.00	2,683.60	-85.09 %
51160 Spring Conference Expenses	-453.60	-13,098.35	96.54 %
<b>Total 42300 Net Spring Conference Income</b>	<b>46.39</b>	<b>2,967.06</b>	<b>-98.44 %</b>
42305 Net Eastern Ontario Conference Income			
42312 Banquet Sales Eastern Ontario Conf.		16,242.44	-100.00 %
42314 Eastern Ontario Conference Donations		9,806.54	-100.00 %
42316 Donations Groups- East. Ont. Conf		3,798.25	-100.00 %
51170 Eastern Ontario Conference-Expenses		-26,905.19	100.00 %
<b>Total 42305 Net Eastern Ontario Conference Income</b>		<b>2,942.04</b>	<b>-100.00 %</b>
<b>Total Other Income</b>	<b>\$23,101.53</b>	<b>\$28,002.05</b>	<b>-17.50 %</b>
<b>OTHER EXPENSES</b>			
Reconciliation Discrepancies		-1,091.70	100.00 %
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$ -1,091.70</b>	<b>100.00 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$ -481.15</b>	<b>\$ -4,776.18</b>	<b>89.93 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## PROFIT AND LOSS BY MONTH

October - November, 2020

	OCT 2020	NOV 2020	TOTAL
<b>INCOME</b>			
42000 Literature Sales	623.93	834.24	\$1,458.17
42150 Medallions & Other Sales	338.86	158.87	\$497.73
42200 Grapevine Sales		32.38	\$32.38
<b>Total Income</b>	<b>\$962.79</b>	<b>\$1,025.49</b>	<b>\$1,988.28</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			\$0.00
51210 Literature	541.19	674.04	\$1,215.23
51240 Medallions & Other	180.21	83.80	\$264.01
51250 Grapevine		27.50	\$27.50
<b>Total 50000 Cost of Goods Sold</b>	<b>721.40</b>	<b>785.34</b>	<b>\$1,506.74</b>
<b>Total Cost of Goods Sold</b>	<b>\$721.40</b>	<b>\$785.34</b>	<b>\$1,506.74</b>
<b>SURPLUS/DEFICIT</b>	<b>\$241.39</b>	<b>\$240.15</b>	<b>\$481.54</b>
<b>EXPENSES</b>			
50340 Depreciation	2.50	2.50	\$5.00
51000 Office Expenses			\$0.00
51050 AA Web Site	72.48	47.49	\$119.97
51070 Internet	104.58	43.94	\$148.52
51090 Office Supplies	241.58		\$241.58
<b>Total 51000 Office Expenses</b>	<b>418.64</b>	<b>91.43</b>	<b>\$510.07</b>
51010 Rent Mc Nabb Community Centre	0.00	0.00	\$0.00
51020 Rent Mac Hall- Intergroup	0.00	0.00	\$0.00
51030 Bronson Office Rent & Parking	1,038.72	1,038.72	\$2,077.44
51040 Telephone	60.40	60.40	\$120.80
51080 Insurance	161.00	161.00	\$322.00
51120 Bank Charges	22.50	22.50	\$45.00
51121 QuickBooks Payments Fees	50.00	50.00	\$100.00
Ministry of Finance (ON) Expense	3.52	3.52	\$7.04
<b>Total Expenses</b>	<b>\$1,757.28</b>	<b>\$1,430.07</b>	<b>\$3,187.35</b>
<b>OTHER INCOME</b>			
42250 Group /Individual Contributions	4,043.26	3,568.00	\$7,611.26
42300 Net Spring Conference Income			\$0.00
42315 Group Donations Spring Conf	50.00		\$50.00
<b>Total 42300 Net Spring Conference Income</b>	<b>50.00</b>		<b>\$50.00</b>
<b>Total Other Income</b>	<b>\$4,093.26</b>	<b>\$3,568.00</b>	<b>\$7,661.26</b>
<b>SURPLUS/DEFICIT</b>	<b>\$2,577.37</b>	<b>\$2,378.08</b>	<b>\$4,955.45</b>



## Ottawa Area Intergroup of Alcoholics Anonymous

### Treasurer Report

December 9 , 2020

1. Cash in the Bank \$6679.86, value of GICs \$17365.
  - a. we did not cash in a GIC.
2. Year to date deficit of \$481.15.
3. Revenue Canada cashed our cheques and is reviewing our file.
4. Group donations ahead of last year. October and November were exceptional.

#### To Do

1. Figure out indoor cycling.
2. Hand over this job to one lucky person.
3. Continue with zoom and practice social distancing.