

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Doris M.
Vice-Chair	Frank O.	Webmaster	Carolyn O. (absent)
Secretary		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.		

Annexes: Annex A: Group Census 2020; Annex B: Amendment to Bylaws; Annex C: Groups in Attendance Annex D: Income & Expenses YTD Comparison (from Treasurer's Report)

Opening and Introductions

Chair opens the meeting with a moment of silence, following by the Serenity Prayer

Group member reads the 12 Traditions

Roll Call and Voter count: 30 voters; 6 non-voters (excluding Executive Members)

January minutes were approved as written

Reports

Chair: Harry B.

1. **Secretary position** needs to be filled: Chair reads the job description and asks for nominees. Two nominees presented: Charlene S. and Sharon P. After brief discussion, Sharon P withdraws her expression of interest. Charlene is acclaimed as new Secretary.
2. **Room Rental:** Intergroup meetings will be held in the Nepean Room for the foreseeable future, as a new tenant has rental priority. Room rentals for Nepean Room are 15\$ rather than the \$50 for Mac Hall.
3. First **Executive meeting** was held Monday, 3rd February.
4. **2020 Group Census Update Form (see Annex A):** All AA groups in Ottawa to provide updated information through the census, which will ensure meeting booklets, website and app are up-to-date; section on form to provide feedback on how Intergroup can better carry the message to the still suffering alcoholic; forms can be returned to Ottawa Area Intergroup Office or to info@ottawaaa.org
5. **Canadathon:** As mentioned last month, still ongoing discussions regarding whether Intergroup should host Canadathon this July; considerations include: resources, time, location (McNabb - hosts other events on Canada Day, though another option is Rideau Curling Club; conflicting and competing timing and resources with International AA Convention in Detroit July 2-5th)

Chair of 2020 Spring Conference: Cindy E-M. Report

1. Planning and promotions have started, and panels and speakers are coming together. Still looking for volunteers and donations. More tickets will be available soon.

TAS Coordinator: Al L.

1. TAS Training: Held 1hr session at Beacon Hill group, if other groups want a session, send email to tas@ottawaaa.org
2. Statistics: 280 calls in January with 101 going to voicemail, 27 received between 10 pm and 10 am, 89 remotely answered calls and 74% of TAS shifts covered
3. TAS service is looking for more volunteers; can work in a group or as individual; can work from home or from Intergroup office.

Primary Purpose Editor: Jeff F.

1. New issue sent out Feb 12th; Intergroup reps can pick up copies at meetings; also available online
2. Goal is to expand scope of newsletter -not just telling stories of "Experience, Strength and Hope", but also what we are doing to help the still suffering alcoholic, newcomers and those coming back
 - What goes on at meetings, what happens before and after meetings
 - What are some best practices - things that are working at some meetings, that can then be implemented in others

Treasurer Report: Sandy C.

1. Not much to report yet for this year. Budget for coming year will be available at next Intergroup meeting. Concerns expressed last year about new part-time office administrator using up too much of the reserve were unfounded.
2. Income & Expenses YTD Comparison is attached. See Annex D.

Literature Coordinator: Doris M.

1. In 2017 - had to write-off 3k in losses to inventory; in 2019 - loss of under \$80 (~\$43 for books, ~\$17 for pamphlets, ~\$17 for chips)
2. Reminder that meeting lists are available in the Intergroup Office

Webmaster: Carolyn O. (Absent)

12 Step Coordinator: Natalie L.

1. Always looking for volunteers to add to contact list
2. May coordinate group training sessions with TAS; same challenges of misconceptions about requirements and responsibilities with being a volunteer. Generally, volunteers will only field 1-2 calls / year, can participate as a group, can work from home or from office, anonymity is maintained, etc.

Vice-Chair: Frank O.

1. Will be visiting underrepresented groups with the Chair
2. Will be responsible for group Insurance

Policies and Procedures Chair: Clint M.

Note: AA Bylaws are broad guidelines on what we do; Policies and Procedures are more detailed and specific

1. Motion from Michel (Secular Sobriety Group) to accept presented amendment to bylaws as agreed upon on October 9, 2019 (See Appendix B). Seconded by Cindy (New Day). Chair called for group vote: Passed unanimously
2. Requests that representatives circulate the current proposed additions to the Policies and Procedures handbook at group meetings and discuss any proposed amendments at next Intergroup
 - Sections in yellow reflect things that may differ from existing practices

Agenda Item for next meeting - subcommittee creation (e.g. Spring Conference)

McNabb Report

Kelly from West End Group (Hosts for January) - Total donations were under \$50; only 10-15 attendees

Upcoming Groups Hosting

February	Search for Serenity	May	TBD
March	B United	June	Parkwood Hills
April	Step by Step	July	Freedom Group

Alkathon 2019 Chair: Gene M.

1. Fewer groups contributed to Alkathon this year; 2020 contract signed with Bronson Centre to hold rooms for rentals; Returned all funds to Intergroup (\$750) and Districts 54 (\$500), 62 (\$500) and 58 (\$300); Just under 1k in prudent reserve, after down-payment and storage costs (\$600 each); Alkathon will use Intergroup office in between Christmas and New Years to temporarily store some items, since storage facility will be closed.

Michel D. - CPC / PI

1. Still filling positions, and looking for volunteers

Coffee Volunteer(s) for March: Sheila and Michel

Meeting closed at 8:30pm with the Responsibility Pledge

Next meeting: WEDNESDAY, March 11, 2020 at 7:00 PM, Nepean Room, Bronson Centre.

Annex A

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

Group Name							GSO Number:
Date Established							
Current Facility							
Physical Address							
Meeting Time(s)							
Type of Meeting (Check all that apply)	Open	Closed	Speaker	Discussion	Meditation	Wheelchair Accessible	
Language	English	French	Spanish		Russian		
Intergroup Rep				Email			
Alternate Intergroup Rep							
GSR				Email			
Alternate GSR				Email			
Other Info							

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, 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. Either bring it to the Monthly Intergroup Meeting (the second Wednesday of each month at the Bronson Centre) or send it to:

By Mail: Ottawa Area Intergroup, 211 Bronson Avenue, Suite 108, Ottawa, Ontario K1R 6H5

By Email: info@ottawaaa.org

Annex B

Amendment to Bylaws

1. Suggested Addition to the Amendments section:

At the October 9, 2019 monthly Intergroup meeting, the August 25th draft of the Policies and Procedures: Business Procedures document was approved by the membership, including a decision to enable **officer** members of the Intergroup board to vote at membership meetings. An amendment has been made to Article 3:01 of Intergroup's Bylaws to reflect that decision.

2. Article 3:00 Amendment prior to October 9, 2019:

ARTICLE 3:00

3:01 The membership of Intergroup will consist of one representative elected by and from each group of Alcoholics Anonymous in the Ottawa Area which chooses to participate in the operations of Intergroup and of director members who may vote at meetings of directors but not at regular meetings of members of Intergroup.

3. Article 3:00 Amendment after October 9, 2019

ARTICLE 3:00

3:01 The membership of Intergroup will consist of one representative elected by and from each group of Alcoholics Anonymous in the Ottawa Area which chooses to participate in the operations of Intergroups **and who may vote at regular membership meetings, and officer members who may vote at regular membership meetings.**

Annex C

Groups in Attendance

11am Westboro; Awakening; B-United; Back to Basics; Beacon Hill; Beyond Belief; By the Book; East End; Fellowship Group; Freedom Group; Heritage Group; Lunch Bunch; Lunch with Bill; Maitland; New Day; Orleans Hub; Ottawa South; Parkwood Hills; Podium Hill; Queensway; Carleton; Search for Serenity; Second Chance; Secular Sobriety; Sisters of Serenity; Step Sisters; Stepping Ahead; Uptown; Vanier Early Birds; West End; Westboro Big Book

Annex D

Ottawa Area Intergroup of Alcoholics Anonymous
INCOME AND EXPENSES YTD COMPARISON
 January 2020

	TOTAL		
	JAN 2020	JAN 2019 (PY)	% CHANGE
INCOME			
42000 Literature Sales	1,259.51	1,996.35	-36.91 %
42050 Meeting List Sales	11.49	95.12	-87.92 %
42150 Medallions & Other Sales	424.69	312.05	36.10 %
42200 Grapevine Sales	120.95	363.80	-66.75 %
Total Income	\$1,816.64	\$2,767.32	-34.35 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	977.49	1,583.31	-38.26 %
51220 Meeting Lists	11.08	109.40	-89.87 %
51240 Medallions & Other	332.26	250.04	32.88 %
51250 Grapevine	105.93	293.49	-63.91 %
Total 50000 Cost of Goods Sold	1,426.76	2,236.24	-36.20 %
Total Cost of Goods Sold	\$1,426.76	\$2,236.24	-36.20 %
GROSS PROFIT	\$389.88	\$531.08	-26.59 %
EXPENSES			
50001 Inventory Adjustment Account	-54.38	1.03	-5,379.61 %
50340 Depreciation	2.50		
51000 Office Expenses			
51050 AA Web Site	50.00		
51070 Internet		136.56	-100.00 %
51090 Office Supplies	47.83		
51091 Water Cooler - Water		30.00	-100.00 %
51092 Water Cooler - Rent & Supplies		36.00	-100.00 %
51140 Photocopying		27.24	-100.00 %
Total 51000 Office Expenses	97.83	229.80	-57.43 %
51010 Rent Mc Nabb Community Centre	80.00		
51020 Rent Mac Hall- Intergroup	46.00		
51030 Bronson Office Rent & Parking	1,038.72	1,022.18	1.62 %
51040 Telephone	60.40	227.11	-73.40 %
51080 Insurance	90.60		
51096 Office Cleaning & Supplies	60.00		
51100 Accounting Remote Access Fee		40.00	-100.00 %
51110 Audit and Legal Fees		12.00	-100.00 %
51112 Salaries and Wages	2,021.76	1,797.12	12.50 %
51114 Employers Payroll Tax Expenses			
51116 CPP Expense	45.87	71.07	-35.46 %
51117 EI Expense	82.50	40.74	102.50 %
Total 51114 Employers Payroll Tax Expenses	128.37	111.81	14.81 %
51120 Bank Charges	36.25	14.15	156.18 %
51121 QuickBooks Payments Fees		5.25	-100.00 %
51230 Newsletters Printing Costs	125.00	150.00	-16.67 %
Total Expenses	\$3,733.05	\$3,610.45	3.40 %
OTHER INCOME			
42250 Group /Individual Contributions	1,861.69	1,970.86	-5.54 %

	TOTAL		
	JAN 2020	JAN 2019 (PY)	% CHANGE
42300 Net Spring Conference Income			
42311 Sales Spring Conf. Banquet	48.67	194.70	-75.00 %
42313 Spring Conf Day Tickets & 7th		20.00	-100.00 %
51160 Spring Conference Expenses	-132.50	-387.00	65.76 %
Total 42300 Net Spring Conference Income	-83.83	-172.30	51.35 %
Total Other Income	\$1,777.86	\$1,798.56	-1.15 %
PROFIT	\$ -1,565.31	\$ -1,280.81	-22.21 %