

November 11, 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.
Treasurer	Sandy C.	Spring Conference	Cindy E-M. (absent)
TAS Coordinator	Al L.	Eastern Ontario Conference	Richard C. (absent)
12 Step Coordinator	Natalie L.		

Opening and Introductions

Chair opens the meeting at 7:02pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: **29 voters (20 group reps, 9 executive committee); 2 non-voters**

September Minutes and agenda were approved by majority of members

Motion to approve: **12-Step Coordinator**

Seconded: **Michel D.**

Carried unanimously

Reports:

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

- 1) Chair met this week with Kimberley M, the Panel 69 Alternate Delegate, and Nina, chair of GTA Intergroup to discuss the workings of Intergroup in both cities.
- 2) Visited the office at the Bronson Centre, and as a result of the decision made at the last Board meeting, we have renewed our lease for one more year, at no increase in monthly cost.
- 3) The Board Meeting was held as usual last week.
- 4) OAIG finances are okay – there is money in the bank and the office rent is paid. More in our Treasurer’s Report later. Chair expressed gratitude for the fact that the Groups are doing a wonderful job of supporting Intergroup through 7th Tradition contributions.
- 5) There is a need for more volunteers, especially to help with the phones. Please consider taking a shift for TAS, or letting your name stand for a position on the Intergroup Board, Nominations will be held tonight.

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

- 1) Nothing to report.

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

- 1) Nothing to report

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

- 1) Volunteers: Anyone who is interested in volunteering, please contact the coordinator.

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

- 1) Website and App updates: Acronyms indicating whether a meeting is online or in-person and a new search field for online meeting types were added to the searchable meeting list page. Minor updates were made to the home page. Similar to the home page, the online app has been updated to facilitate finding either online or in-person meetings.
- 2) Zoom meetings: If groups change their meeting times, type of group, etc. please notify the webmaster, since this information will then be made available publicly on the website;
- 3) Recommends that each group create a generic email address for their group so people can contact them for information regarding their group.

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

- 1) OAIG Finances: Still have \$17k in GICs. Out of \$10k in cash from the beginning of the month, approximately \$3500 will go to the CRA for payroll and GST taxes and about \$1500 to AA World Service for books. The Treasurer will cash out one of the GICs to a maximum value of \$7000; since they are due for renewal, there will be no extra cost to do so. YTD deficit is under \$2k, 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.
- 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.**

TAS Coordinator (Al L.): 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: 184 calls total, 84 of which went to voicemail; 21 calls came in between 10pm and 10am, 51 were answered remotely. 68% of shifts were assigned.
- 3) **TAS 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.**

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

- 1) November edition is available online. Final draft is ready except for the front page illustration; editions continue to focus on how AA and members have adapted and shifted so dramatically during the pandemic.
- 2) **Newsletter 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.**

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

- 1) Gross sales since last Intergroup Meeting are \$871. Treasurer will show this as around \$650-\$700 since his figures are net of HST.
- 2) The main volunteer for curbside pickup is relocating, so Coordinator is seeking new volunteers to work Saturday shifts to help package orders and answer the phone.
- 3) Medallions are selling well, especially one-year medallions. Shows newcomers are getting and staying sober, even in these zoom times. A new order has arrived so we have adequate stock.
- 4) Year-End Inventory will be scheduled for the end of December.
- 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.**

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

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

Committee Reports:

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

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

Nominations for Executive positions: (Clint M.):

- 1) The Chair thanks the four outgoing members of the Executive for their excellent work and service over the past two years, and says that they have all committed to helping their successors transition into the position. He also reminds all potential nominees that they would have to give up their position as Intergroup Rep if they service on the Executive committee.
- 2) Luc C. raises the discrepancy between the scheduled rotation of Executive positions as stated in the Bylaws and the positions that are open for nominations in this meeting. The Webmaster informs the membership that the rotation was discussed and changed, but was somehow missed during the revisions of the Bylaws. Executive to look into the discrepancy to ensure rotation is accurately reflected.
- 3) Clint M. informs the membership that the floor will be open for nominations after the current Executives give a brief overview of the roles and responsibilities of the two-year positions (note that there are Draft position descriptions in the latest draft of the Policies and Procedures document).
 - a) Treasurer: Position requires a commitment of approximately 16hrs month, including: ~5hr/ month to enter all transactions, ~ ½ hour to generate reports in preparation for the meetings, ~ 2hrs of meetings / month, etc. The Treasurer has been able to work almost exclusively from home.
 - b) Newsletter Coordinator: The goal with the newsletter is to give members a sense of connection, provide updates, and to give a voice to the fellowship. Having an ability to write and edit stories would be an asset to the position, as well as being comfortable calling people and conducting interviews. Simple computer skills are required, but there is an existing Microsoft Word template, and the Webmaster provides technical support where needed.
 - c) Literature Coordinator: Position requires ~2 hrs/ week on average. Main tasks include: tracking inventory levels to ensure we have adequate stock; working with the Webmaster to ensure stock is accurately presented online; contacting buyers and tracking orders. When the office reopens and Conferences resume, the Literature Coordinator helps train people to work in the office and organizes people to staff tables at conferences and events. Asset qualifications include: being detail-oriented, working well with others, a basic knowledge of Microsoft Word and physical capacity to occasionally move boxes into the office from the hall.
 - d) TAS Coordinator: Position requires an average of an hour / week. Main tasks include: coordinating volunteer shifts and updating the schedule on the website. The new call-log system has a minimal learning curve. TAS Coordinator works hand-in-hand with the 12-Step Coordinator. This is a good entry-level position for a first board position.
- 4) Clint M. opens the floor for nominations.
 - a) Al L. puts his name forward for the role of Literature Coordinator. His service experience includes being the TAS Coordinator for the past two years, being the Treasurer for home group; having been an Intergroup Rep and a GSR rep; Sobriety for 25 + years. He averages 2-3 meetings/ week, doing service for them.
- 5) After no further nominees, the Nominations Coordinator reminds the membership that he is the

point of contact for members interested in one of the positions. Ideally, in the form nomination process in December, there would be 2-3 people standing for each position; however, if no one volunteers, the position remains vacant.

Spring Conference 2021: (Harry B. Chair)

- 1) After some informal discussion, the membership agrees that OAIG should preemptively assume that the Spring Conference in 2021 will be virtual. The Webmaster volunteered technical help to the Conference Organizing Committee. The Chair also offers to support the Committee. The membership will not be asked to nominate a vice-chair for the Spring Conference until a decision has been made on whether the Conference will occur or not has been made.

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

- 1) The CPC & PI Committee decided to not have elections this year; everyone decided to extend their presence by one year.
- 2) A Professor from Ottawa University requested a presentation about Addiction and a second one on Aging and Addiction. The latter will take place in November and the former will be on 21 October. One took place in October, with another two this fall at Ottawa U and La Cite Collegiale. (All are in French) This will be the second year in a row that P.I./CPC has presented in her class.
- 3) This committee meets on the third Monday of the month at 6:30pm. Please contact the Acting Chair, Jo-Anne at cpc@ottawaaa.org if you are interested in participating on the committee.

Alkathon 2020 Committee: (Gene M.) Genmichael1234@gmail.com

- 1) Background: The Alkathon will be virtual this year. Andrew B. who was supposed to be chair is unable to be chair this year so he asked Gene M., who was the Chair for Alkathon 2019 to reprise his role this year. The virtual meetings will occur between 2pm-11pm on the 24th and 31st of December, with 5 one-hr speakers, as well as a main speaker. The theme for this year is Love and Tolerance.
- 2) Meeting Chairs: Gene M asks the membership to speak to their groups about volunteering to chair a meeting for one-hour. There will also be half an hour between meetings to allow for fellowship. Groups who would like to host a meeting are requested to contact him before December 5th.
- 3) Group Donations: Gene M. is requesting donations from groups because the prudent reserve for the Alkathon is lower than usual (1,025\$), although this includes payment for this year's storage and a downpayment to the Bronson Centre that will carry over to next year's in-person Alkathon. In the past, the prudent reserve ranges from \$1700-2k, in order to cover storage costs and up-front costs. If groups would like to make a donation, they can write a cheque to Alkathon 2020 and drop it off at the Intergroup Office, or wait until John P., as Treasurer again for the Committee this year, to set up the e-transfer.
- 4) Promoting Alkathon 2020: The lack of in-person meetings means that some newcomers may not be aware of the upcoming Alkathon. The Webmaster offered to assist in creating and posting flyers for the website, and to make it searchable using keywords. There will also be announcements on the website and in the OPP newsletter. Public Information Committee may be able to reach out to different organizations around Ottawa.

Going Forward Committee: On hiatus due to current COVID circumstances.

McNabb Meeting: Meetings continue to be cancelled until further notice.

Meeting closed at 8:54pm with the responsibility pledge.

Next meeting: December 9th, 2020



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

October 14, 2020

1. Cash in the Bank \$9043, value of GICs \$17365.
2. Year to date deficit of \$3762.
3. Group donations on par with last year.
4. Interac Etransfer to treasurer@ottawaaa.org

To Do

1. Cycle every day until Nov 7.
2. Bake a birthday cake.
3. Search for a replacement.
4. Continue with zoom and practice social distancing.

Ottawa Area Intergroup of Alcoholics Anonymous

INCOME AND EXPENSES YTD COMPARISON

January 1 - October 12, 2020

	TOTAL		
	JAN 1 - OCT 12, 2020	JAN 1 - OCT 12, 2019 (PY)	% CHANGE
INCOME			
42000 Literature Sales	5,734.78	20,958.44	-72.64 %
42050 Meeting List Sales	256.57	737.44	-65.21 %
42150 Medallions & Other Sales	1,482.86	3,289.67	-54.92 %
42200 Grapevine Sales	337.55	2,157.38	-84.35 %
Uncategorized Income		0.00	
Total Income	\$7,811.76	\$27,142.93	-71.22 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	4,594.73	16,520.28	-72.19 %
51220 Meeting Lists	246.98	733.22	-66.32 %
51240 Medallions & Other	991.64	2,218.09	-55.29 %
51250 Grapevine	285.91	1,660.39	-82.78 %
Total 50000 Cost of Goods Sold	6,119.26	21,131.98	-71.04 %
Inventory Shrinkage		625.24	-100.00 %
Inventory Shrinkage-1		190.89	-100.00 %
Total Cost of Goods Sold	\$6,119.26	\$21,948.11	-72.12 %
SURPLUS/DEFICIT	\$1,692.50	\$5,194.82	-67.42 %
EXPENSES			
50001 Inventory Adjustment Account	81.51	-59.40	237.22 %
50340 Depreciation	22.50	1,412.51	-98.41 %
51000 Office Expenses		93.27	-100.00 %
51035 Postage and Courier	18.30	25.58	-28.46 %
51050 AA Web Site	833.93	219.99	279.08 %
51070 Internet	439.45	1,924.67	-77.17 %
51090 Office Supplies	440.77	596.85	-26.15 %
51091 Water Cooler - Water	30.00	127.95	-76.55 %
51092 Water Cooler - Rent & Supplies	149.49	36.00	315.25 %
51095 Repair & Maintenance		25.00	-100.00 %
51140 Photocopying		344.36	-100.00 %
Total 51000 Office Expenses	1,911.94	3,393.67	-43.66 %
51010 Rent Mc Nabb Community Centre	414.06	1,287.39	-67.84 %
51020 Rent Mac Hall- Intergroup	368.00	470.00	-21.70 %
51030 Bronson Office Rent & Parking	10,387.20	10,170.36	2.13 %
51036 ROH Auditorium Rental		100.00	-100.00 %
51040 Telephone	841.92	2,009.24	-58.10 %
51060 Travel		1,676.89	-100.00 %
51080 Insurance	1,559.80		
51096 Office Cleaning & Supplies	300.00	148.15	102.50 %
51100 Accounting Remote Access Fee		302.54	-100.00 %
51110 Audit and Legal Fees		12.00	-100.00 %
51112 Salaries and Wages	6,363.82	7,202.52	-11.64 %

Ottawa Area Intergroup of Alcoholics Anonymous

INCOME AND EXPENSES YTD COMPARISON

January 1 - October 12, 2020

	TOTAL		
	JAN 1 - OCT 12, 2020	JAN 1 - OCT 12, 2019 (PY)	% CHANGE
51114 Employers Payroll Tax Expenses			
51116 CPP Expense	215.42	278.12	-22.54 %
51117 EI Expense	146.91	163.29	-10.03 %
Total 51114 Employers Payroll Tax Expenses	362.33	441.41	-17.92 %
51120 Bank Charges	282.15	194.68	44.93 %
51121 QuickBooks Payments Fees	500.00	122.35	308.66 %
51230 Newsletters Printing Costs	375.00	1,360.00	-72.43 %
Ministry of Finance (ON) Expense	142.88	171.55	-16.71 %
Uncategorized Expense		0.00	
Total Expenses	\$23,913.11	\$30,415.86	-21.38 %
OTHER INCOME			
42220 McNabb Meeting 7th Tradition	122.50	519.45	-76.42 %
42250 Group /Individual Contributions	18,289.64	18,722.16	-2.31 %
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 %
Total 42300 Net Spring Conference Income	46.39	2,967.06	-98.44 %
42305 Net Eastern Ontario Conference Income			
42312 Banquet Sales Eastern Ontario Conf.		15,224.85	-100.00 %
42314 Eastern Ontario Conference Donations		2,246.54	-100.00 %
42316 Donations Groups- East. Ont. Conf		2,920.00	-100.00 %
51170 Eastern Ontario Conference-Expenses		-3,279.90	100.00 %
Total 42305 Net Eastern Ontario Conference Income		17,111.49	-100.00 %
Total Other Income	\$18,458.53	\$39,320.16	-53.06 %
SURPLUS/DEFICIT	\$ -3,762.08	\$14,099.12	-126.68 %