

April 14, 2021 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Al L.
Vice-Chair	Frank O.	Webmaster	Carolyn O.
Secretary	Charlene S.	Newsletter	Dawn-Marie M.
Treasurer	(Vacant)	<i>Spring Conference</i>	Cindy E-M.
TAS Coordinator	Carolyn S.	<i>Eastern Ontario Conference</i>	
12 Step Coordinator	Natalie L.		

Groups in Attendance

B-United, Barrhaven Tuesday Night, Beacon Hill, Beyond Belief, Fellowship, Freedom, Hand in Hand, Kanata Cofounders, New Day, Ottawa South, Parkwood Hills, Podium Hill, Search for Serenity, Secular Sobriety, Sisters of Sobriety, Stepping Ahead, Step Sisters, Stittsville 2nd Chance, Uptown, Vanier Early Birds, Venture Group, West End Group.

Other: District 54 Alt Rep, Area 83 Delegate, Bylaws Committee

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 (22 group reps, 7 executive committee); 3 non-voters

March Minutes and March's financial statements are tabled for approval:

Motion to approve: Gene M.

Seconded: Natalie L.

Carried unanimously

Reports:

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

- 1) Chair welcomes Intergroup Reps and offers to help guide any new representatives
- 2) Intergroup insurance has been renewed (both for the Office and for the Board of Directors) and rent has been paid at the Bronson Centre.
- 3) Virtual Spring Conference will take place this weekend, with participant capacity at 1000. Polly P. is the main speaker in the evening, while the rest of the day is panels and discussions. Al-Anon will be putting on their own concurrent Conference.

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

- 1) OAIG is in a good place financially, sitting at ~30k in cash total. Prudent reserve is adequate to fulfil our financial obligations for up to a year in case it becomes necessary.
- 2) Curbside pickup for literature is helping with revenue, along with generous Group donations.
- 3) A member has volunteered for the role of Treasurer (to be addressed later in the meeting)

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

Nothing to report.

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

Nothing to report.

TAS Coordinator (Carolyn S.): TAS@ottawaaa.org

- 1) 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 of one year sobriety is recommended). Multiple homegroups participated in training in March.
- 2) March: 304 calls in total; 55 calls went to voicemail; 18 calls between 10pm and 10am; 121 calls were answered remotely; 85 shifts were assigned (69%).

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

- 1) Anyone who is interested in volunteering, please contact the coordinator. (Minimum of one year sobriety is recommended).
- 2) Currently seeking a Hindi-speaking male to volunteer for 12-Step. One representative suggests reaching out to Toronto Area Intergroup to connect with Hindi-speaking members.

Literature Coordinator (Al L.): literature@ottawaaa.org

- 1) Online orders with curbside pickup continues and is available Saturday afternoons between 2-4pm.
- 2) A new book, *History of AA*, which was supposed to be available at the International Conference, is available for purchase.

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

- 1) The new online OAIG store has been launched. Previously, surcharges were added on to purchases at the end but now, all taxes and surcharges are included in the listed price.
- 2) Traffic to the website has increased since the beginning of Covid.
- 3) Webmaster encourages groups to create a generic email account for the group so it can be published on the ottawaaa website. In addition, Zoom meeting passwords should be numeric so that people dialing in are able to join.

Newsletter Coordinator (Dawn-Marie M.): newsletter@ottawaaa.org

- 1) April edition is online and features information on the Spring Conference, as well as how the Lunch With Bill group was started.
- 2) Any member is welcome to submit articles, editorials, creative corner submissions, etc.

Committee Reports:

Nominating Committee Lead (Sandy K. for Clint M.):

- 1) Calls for volunteers for the Treasurer's position
 - a) Tim W. is willing to stand for the position of Treasurer. His service resume includes: being an active member of Uptown group, having 3.5 years of sobriety, being an Intergroup representative for 2 years and volunteering for TAS and literature inventorying. While Tim

W. does not have previous Treasurer experience, he is willing to learn. Previous Treasurer has volunteered to help introduce the role.

- b) Sandy K. calls for any other volunteers. As no one else stands, Tim W. becomes the Treasurer by acclamation.

Bylaws Committee Lead (Sandy K.)

- 1) Bylaws are general guidelines for how we conduct ourselves as a non-profit organization and as an Intergroup. They were originally drafted in 1999, and the need for updates became especially apparent when the Policies and Procedures started being updated a few years ago. The main changes include removing the roles and responsibilities from the Bylaws (as they are available in the P&P), as well as a clarifying Board of Director voting. A lawyer was consulted to ensure that the Bylaws conform to Ontario legislation, including proposed changes to the new Ontario Corporations Act.
- 2) After a brief discussion on the difference between an audit and a financial review, Sandy K. moved that the proposed Bylaws be approved by the group
 - a) *Michel D. seconds the motion*
 - b) *Board opens the floor for voting and the Bylaws pass unanimously*

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

- 1) Committee will begin meeting now that the Bylaws are passed.

Public Information and CP Committee: (Michel D.): cpc@ottawaaa.org

- 1) PICPC will be attending the Spring Conference
- 2) This committee meets on the third Monday of the month at 6:30pm. Please contact the Chair, Jo Anne, at cpc@ottawaaa.org if you are interested in participating on the committee.

District 54 Updates: (Karen A.): district54@ottawaaa.org

- 1) In partnership with District 62, District 54 will be putting on an event titled "*The Hand of AA in Action - Carrying the Message through service*". The event will be held virtually on Saturday, June 12th. Planning is still in process, with details to follow in the April *Our Primary Purpose* newsletter and on the Ottawaaa.org website.

Meeting closed at 8:05pm with the responsibility pledge.

Next meeting: May 12th, 2021

Zoom link for next meeting

<https://us02web.zoom.us/j/82438786359?pwd=a3FoYVI4eXlJYkVraGtjV3VXM2hOdz09>

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of March 31, 2021

	TOTAL		
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)	% CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	17,112.16	5,924.90	188.82 %
10550 GIC -Investments	12,932.01	17,365.51	-25.53 %
12000 Cash on Hand for Deposit	0.00	0.00	
Total Cash and Cash Equivalent	\$30,044.17	\$23,290.41	29.00 %
Accounts Receivable (A/R)			
11000 Accounts Receivable	0.00	0.00	
Total Accounts Receivable (A/R)	\$0.00	\$0.00	0.00%
12030 Advance-Spring Conference	0.00	1,000.00	-100.00 %
12040 Advance - Eastern Ontario Conference	1,000.00	1,000.00	0.00 %
12060 Advance to Canadathon	0.00	0.00	
12100 Inventory Asset	0.00	0.00	
13260 Literature Inventory	10,491.90	9,952.45	5.42 %
13270 Medallions and Other Inventory	2,460.10	2,309.30	6.53 %
13280 Meeting List Inventory	543.06	805.23	-32.56 %
13290 Grapevine Inventory	2,685.62	2,885.46	-6.93 %
Total 12100 Inventory Asset	16,180.68	15,952.44	1.43 %
13200 Prepaid Rent Mac Hall	368.00	414.00	-11.11 %
13210 Prepaid Insurance	-607.51	1,324.49	-145.87 %
13211 Prepaid Web Site for AA	0.00	0.00	
13240 Prpd Mc Nabb Sunday Mtng. Rent	0.00	472.76	-100.00 %
13241 Prepaid Rent Bronson	1,022.18	1,022.18	0.00 %
13250 Prepaid Legal & Accounting Fees	0.00	0.00	
Uncategorized Asset	0.00	0.00	
Total Current Assets	\$48,007.52	\$44,476.28	7.94 %
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,492.87	5,522.87	-0.54 %
13420 Accum Dprctn. Office Furniture	-5,339.62	-5,339.62	0.00 %
13450 Leasehold Improvements	15,157.77	15,157.77	0.00 %
13451 Computer Equipment	2,496.82	2,496.82	0.00 %
13452 Accum Dprctn Computer Equipment	-2,496.82	-2,496.82	0.00 %
13460 Accum Dprctn. Leasehold Imp	-15,157.77	-15,157.77	0.00 %
Total Property, plant and equipment	\$153.25	\$183.25	-16.37 %
Total Non Current Assets	\$153.25	\$183.25	-16.37 %
Total Assets	\$48,160.77	\$44,659.53	7.84 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of March 31, 2021

	TOTAL		
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)	% CHANGE
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
20000 Accounts Payable	0.00	1,691.28	-100.00 %
Total Accounts Payable (A/P)	\$0.00	\$1,691.28	-100.00 %
20100 Accrued Liabilities	0.00	0.00	
23000 Payroll Taxes Payable	0.45	0.00	
23100 Payroll Federal Tax Payable	0.00	218.26	-100.00 %
23110 CPP Payable	-5.29	945.86	-100.56 %
23120 EI Payable	28.70	307.08	-90.65 %
Total 23000 Payroll Taxes Payable	23.86	1,471.20	-98.38 %
23130 Salaries and Wages Payable	0.00	0.00	
25500 GST/HST Payable Intrgrp Oprtns.	-441.89	153.55	-387.78 %
25550 GST/HST Payable Spring Conf.	-5.71	-5.71	0.00 %
25560 GST/HST Payable Fall Conf	0.00	0.00	
Total 25500 GST/HST Payable Intrgrp Oprtns.	-447.60	147.84	-402.76 %
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	1,775.97	-105.91 %
Total Current Liabilities	\$ -528.62	\$5,086.29	-110.39 %
Total Liabilities	\$ -528.62	\$5,086.29	-110.39 %
Equity			
30000 Opening Balance Equity	405.50	222.30	82.41 %
Retained Earnings	42,992.68	42,995.96	-0.01 %
Surplus/Deficit for Year	5,291.21	-3,645.02	245.16 %
Total Equity	\$48,689.39	\$39,573.24	23.04 %
Total Liabilities and Equity	\$48,160.77	\$44,659.53	7.84 %

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January - March, 2021

	TOTAL		
	JAN - MAR, 2021	JAN - MAR, 2020 (PY)	% CHANGE
INCOME			
42000 Literature Sales	1,263.35	3,547.35	-64.39 %
42050 Meeting List Sales	1.33	256.57	-99.48 %
42150 Medallions & Other Sales	253.62	921.06	-72.46 %
42200 Grapevine Sales	72.38	241.36	-70.01 %
Total Income	\$1,590.68	\$4,966.34	-67.97 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	873.60	2,734.04	-68.05 %
51220 Meeting Lists	1.31	246.98	-99.47 %
51240 Medallions & Other	155.71	650.50	-76.06 %
51250 Grapevine	56.66	207.18	-72.65 %
Total 50000 Cost of Goods Sold	1,087.28	3,838.70	-71.68 %
Inventory Shrinkage-1	-1,713.03		
Total Cost of Goods Sold	\$ -625.75	\$3,838.70	-116.30 %
SURPLUS/DEFICIT	\$2,216.43	\$1,127.64	96.55 %
EXPENSES			
50001 Inventory Adjustment Account		81.51	-100.00 %
50340 Depreciation	7.50	7.50	0.00 %
51000 Office Expenses			
51035 Postage and Courier		18.30	-100.00 %
51050 AA Web Site	217.44	216.99	0.21 %
51070 Internet	87.88	131.85	-33.35 %
51090 Office Supplies		199.19	-100.00 %
51091 Water Cooler - Water		0.00	
Total 51000 Office Expenses	305.32	566.33	-46.09 %
51010 Rent Mc Nabb Community Centre		240.00	-100.00 %
51020 Rent Mac Hall- Intergroup		138.00	-100.00 %
51030 Bronson Office Rent & Parking	3,116.16	3,116.16	0.00 %
51040 Telephone	181.20	419.12	-56.77 %
51080 Insurance	483.00	432.80	11.60 %
51096 Office Cleaning & Supplies		300.00	-100.00 %
51112 Salaries and Wages		4,717.44	-100.00 %
51114 Employers Payroll Tax Expenses			
51116 CPP Expense		107.03	-100.00 %
51117 EI Expense		192.50	-100.00 %
Total 51114 Employers Payroll Tax Expenses		299.53	-100.00 %
51120 Bank Charges	60.00	125.00	-52.00 %
51121 QuickBooks Payments Fees	150.00	150.00	0.00 %
51230 Newsletters Printing Costs		375.00	-100.00 %
Ministry of Finance (ON) Expense	7.04	125.28	-94.38 %
Total Expenses	\$4,310.22	\$11,093.67	-61.15 %

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Income and Expenses YTD Comparison

January - March, 2021

	TOTAL		
	JAN - MAR, 2021	JAN - MAR, 2020 (PY)	% CHANGE
OTHER INCOME			
42220 McNabb Meeting 7th Tradition		73.65	-100.00 %
42250 Group /Individual Contributions	7,385.00	4,673.45	58.02 %
42300 Net Spring Conference Income			
42311 Sales Spring Conf. Banquet		1,557.51	-100.00 %
42313 Spring Conf Day Tickets & 7th		120.00	-100.00 %
42315 Group Donations Spring Conf		350.00	-100.00 %
51160 Spring Conference Expenses		-453.60	100.00 %
Total 42300 Net Spring Conference Income		1,573.91	-100.00 %
Total Other Income	\$7,385.00	\$6,321.01	16.83 %
SURPLUS/DEFICIT	\$5,291.21	\$ -3,645.02	245.16 %