

## August 11, 2021 Ottawa Area Intergroup Meeting

### Attendance (Intergroup Board)

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

### Groups in Attendance

Attitude of Gratitude, B-United, Back to Basics, Beacon Hill, Big Book Study Group, By the Book, Fellowship, Live and Let Live, Queensway Carleton, Oasis, Parkwood Hills, Podium Hill, Saturday Morning Westboro, Search for Serenity, Sisters of Sobriety, Spirit of Hope, Step Sisters, Stepping Ahead, Stittsville Serenity at Sunrise, Stittsville 2nd Chance, Venture Group, West End Group.

**\*Some groups will not be able to return to their previous facilities, so the chair recommends that groups begin looking for new venues ASAP. There will be many challenges when groups begin to meet in person, including heightened safety protocols and increased space.**

### 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: 28 voters (22 group reps, 6 executive committee); 3 non-voters  
Area 83 Delegate James

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

*Motion to approve minutes and financial statements: Natalie L.*

*Seconded: Fraser M.*

*Motion passed by the membership.*

### Reports:

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

- 1) Frank O'D. had to resign as Vice-Chair effective immediately, which not only means that this position is open, but that they will not be rotating into the Chair position for the next two years.
  - a) Option 1: A current Board member steps into this position, and have someone else take over theirs;
  - b) Option 2: Ask if the candidate who stood for the position last time step into the role;
  - c) Option 3: Ask a former Chair to take over the role;
  - d) Option 4: Open the position up to anyone in the membership who meets the qualifications outlined in the Policies and Procedures.

- 2) Addressing emails, one of which addressed insurance for groups that are meeting in person, and whether it covers someone contracting COVID and suing a group; however, most insurance will not cover contracting a contagious disease. Homegroups should expect Cooperators to contact them for renewal in November.
- 3) Request from the Food Bank to see if we would give up our office space and move into something smaller; however, the rent and space fits our needs, we have invested some money into it, and our members are familiar with the space, so we are deciding against moving at this time.
- 4) Bookkeeper that the Chair had lined up has retired, so he is searching for alternatives.

**Vice-Chair (Vacant):** [vicechair@ottawaaa.org](mailto:vicechair@ottawaaa.org)

*Nothing to report.*

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

Nothing to report.

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

- 1) OAIG finances are very similar to those presented at July meeting. The group remains comfortable financially. Prudent reserve is adequate to fulfil our financial obligations for up to a year in case it becomes necessary. Total equity of the group is up from last year. Group donations are much appreciated.
- 2) Treasurer continues to learn Quickbooks and is waiting on the bank to give signing authority.

**Newsletter Coordinator (Dawn-Marie M.):** [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org)

- 1) August edition is available online and highlights various ways technology helps us reach out to one another.
- 2) Any member is welcome to submit articles, editorials, creative corner submissions, etc. by the 21st of the month.

**TAS Coordinator (Carolyn S.):** [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org) **Absent**

- 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).*

**Literature Coordinator (Al L.):** [literature@ottawaaa.org](mailto:literature@ottawaaa.org) **Absent**

- 1) Online orders with curbside pickup continues and is available Saturday afternoons between 2-4pm.
- 2) Received another shipment of books and chips.

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

- 1) Anyone who is interested in volunteering, please contact the coordinator. (Minimum of one year of sobriety is recommended). Multilingual volunteers are especially in demand.
- 2) July was fairly quiet for 12-Step calls.

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

- 1) Webmaster continues to optimize and automate payments, inventory lists, sales, etc. with fewer manual inputs needed. Website traffic remains fairly steady.
- 2) Webmaster is optimizing and streamlining the process for TAS volunteers to log in and sign up for shifts. Volunteers are reminded to double check the instructions that are available online.
- 3) Meetings: 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. Groups that have both an online and in-person meeting will have two listings.

**Committee Reports:**

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

- 1) The Committee will not be meeting for July and August.
- 2) The updated version will be circulated to group members, as well as be posted on the website.

**Eastern Ontario Conference:**

- 1) Eastern Ontario Conference: Previous Chair from cancelled 2020 resigned, and the Vice-Chair will be unavailable. One group member volunteered to step up as Chair for the Fall conference, but does not have much prior experience, and will face many challenges, including the short timeframe. Chair will meet this member to discuss options.

**Public Information and CP Committee: (Michel D.): [cpc@ottawaaa.org](mailto:cpc@ottawaaa.org)**

- 1) CPC-PI meets Monday at 6:30 p.m. Anyone who is interested in doing service with the professional community or public information is welcome to attend. The committee can be contacted at [pi@ottawaaa.org](mailto:pi@ottawaaa.org) or [cpc@ottawaaa.org](mailto:cpc@ottawaaa.org).

**Area 83: (James O'D):**

- 1) Final Report from the Annual General Conference is available [here](#)
- 2) AA World Service reports are available in [English, French and Spanish](#)
- 3) 47 [Recommendations](#) came from the Conference Committees, including:
  - a) Creating an AA Instagram account, G.S.O. Podcast, and World Services YouTube channel;
  - b) Editing the Big Book to use more accessible language; and
  - c) A new (Fifth) edition of the Big Book.
- 4) Grapevine has updated their website
- 5) Next Area Committee meeting is scheduled for: September 11th, 2021 - All members are welcome to attend as a visitor.

Meeting closed at 8:02pm with the responsibility pledge.

**Next meeting: September 8th, 2021**

Zoom link for next meeting

<https://us02web.zoom.us/j/82438786359?pwd=a3FoYVl4eXlJVkVraGtjV3VXM2hOdz09>



## Ottawa Area Intergroup of Alcoholics Anonymous

### Treasurer Report

August 1 , 2021

1. Cash in the Bank \$12916.02, value of GIC's \$12932.01
2. Total balance is \$25848.03
3. Inventory is at \$17339.53.
4. Total assets at a comfortable \$46222.40 and we are up 11.49%.
5. Total liabilities are \$763.10 which is low.
6. Surplus for this year is \$3219.05.
7. Total equity is \$46985.50 which is up 23%
8. Group and individual donations continue to come in which is greatly appreciated.

We are currently waiting on the bookkeeper to schedule a meeting. Once they do their tasks I will be able to give you a more accurate view of our finances. We actually have \$17841.91. The board is effectively prioritizing things that need to be done to ensure Intergroup continues to function. I will be stopping by the office to check the mail and the safe to ensure checks are deposited. If you have any questions I'd be happy to answer them.

Yours in Service,

Tim W.

# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of August 1, 2021

	TOTAL		
	AS OF AUG. 1, 2021	AS OF AUG. 1, 2020 (PY)	% CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	11,738.90	5,967.78	96.70 %
10550 GIC -Ivestments	12,932.01	17,365.51	-25.53 %
12000 Cash on Hand for Deposit	0.00	0.00	
<b>Total Cash and Cash Equivalent</b>	<b>\$24,670.91</b>	<b>\$23,333.29</b>	<b>5.73 %</b>
Accounts Receivable (A/R)			
11000 Accounts Receivable	0.00	0.00	
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
12030 Advance-Spring Conference	0.00	0.00	
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	11,334.89	9,051.93	25.22 %
13270 Medallions and Other Inventory	2,552.40	2,192.99	16.39 %
13280 Meeting List Inventory	543.06	805.23	-32.56 %
13290 Grapevine Inventory	2,909.18	2,832.52	2.71 %
<b>Total 12100 Inventory Asset</b>	<b>17,339.53</b>	<b>14,882.67</b>	<b>16.51 %</b>
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	401.41	680.49	-41.01 %
13211 Prepaid Web Site for AA	0.00	0.00	
13240 Prpd Mc Nabb Sunday Mtng. Rent	0.00	0.00	
13241 Prepaid Rent Bronson	1,022.18	1,022.18	0.00 %
13250 Prepaid Legal & Accounting Fees	0.00	0.00	
Credit Card Receivables	100.00		
Uncategorized Asset	0.00	0.00	
<b>Total Current Assets</b>	<b>\$44,902.03</b>	<b>\$41,286.63</b>	<b>8.76 %</b>
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,482.87	5,512.87	-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 %
<b>Total Property, plant and equipment</b>	<b>\$143.25</b>	<b>\$173.25</b>	<b>-17.32 %</b>
<b>Total Non Current Assets</b>	<b>\$143.25</b>	<b>\$173.25</b>	<b>-17.32 %</b>
<b>Total Assets</b>	<b>\$45,045.28</b>	<b>\$41,459.88</b>	<b>8.65 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of August 1, 2021

	TOTAL		% CHANGE
	AS OF AUG. 1, 2021	AS OF AUG. 1, 2020 (PY)	
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
20000 Accounts Payable	0.00	0.00	
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
20100 Accrued Liabilities	0.00	0.00	
23000 Payroll Taxes Payable	0.45	0.00	
23100 Payroll Federal Tax Payable	-107.03	111.23	-196.22 %
23110 CPP Payable	3.33	1,041.07	-99.68 %
23120 EI Payable	135.68	447.90	-69.71 %
<b>Total 23000 Payroll Taxes Payable</b>	<b>32.43</b>	<b>1,600.20</b>	<b>-97.97 %</b>
23130 Salaries and Wages Payable	0.00	0.00	
25500 GST/HST Payable Intrgrp Oprtns.	-700.86	-108.85	-543.88 %
25550 GST/HST Payable Spring Conf.	-5.71	-5.71	0.00 %
25560 GST/HST Payable Fall Conf	0.00	0.00	
<b>Total 25500 GST/HST Payable Intrgrp Oprtns.</b>	<b>-706.57</b>	<b>-114.56</b>	<b>-516.77 %</b>
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	1,775.97	-105.91 %
<b>Total Current Liabilities</b>	<b>\$ -779.02</b>	<b>\$3,261.61</b>	<b>-123.88 %</b>
<b>Total Liabilities</b>	<b>\$ -779.02</b>	<b>\$3,261.61</b>	<b>-123.88 %</b>
Equity			
30000 Opening Balance Equity	405.50	237.30	70.88 %
Retained Earnings	43,360.95	42,995.96	0.85 %
Surplus/Deficit for Year	2,057.85	-5,034.99	140.87 %
<b>Total Equity</b>	<b>\$45,824.30</b>	<b>\$38,198.27</b>	<b>19.96 %</b>
<b>Total Liabilities and Equity</b>	<b>\$45,045.28</b>	<b>\$41,459.88</b>	<b>8.65 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Income and Expenses YTD Comparison

January 1 - August 1, 2021

	TOTAL		
	JAN. 1 - AUG. 1, 2021	JAN. 1 - AUG. 1, 2020 (PY)	% CHANGE
<b>INCOME</b>			
42000 Literature Sales	1,263.35	4,633.91	-72.74 %
42050 Meeting List Sales	1.33	256.57	-99.48 %
42150 Medallions & Other Sales	253.62	1,088.08	-76.69 %
42200 Grapevine Sales	72.38	305.17	-76.28 %
Other Income			
42220 McNabb Meeting 7th Tradition		122.50	-100.00 %
42250 Group /Individual Contributions	7,805.00	12,750.38	-38.79 %
42300-1 Net Spring Conference Income			
42311 Sales Spring Conf. Banquet		-0.01	100.00 %
42313 Spring Conf Day Tickets & 7th		100.00	-100.00 %
42315 Group Donations Spring Conf		350.00	-100.00 %
51160 Spring Conference Expenses		-453.60	100.00 %
<b>Total 42300-1 Net Spring Conference Income</b>		<b>-3.61</b>	<b>100.00 %</b>
<b>Total Other Income</b>	<b>7,805.00</b>	<b>12,869.27</b>	<b>-39.35 %</b>
<b>Total Income</b>	<b>\$9,395.68</b>	<b>\$19,153.00</b>	<b>-50.94 %</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			
51210 Literature	873.60	3,649.56	-76.06 %
51220 Meeting Lists	1.31	246.98	-99.47 %
51240 Medallions & Other	155.71	766.81	-79.69 %
51250 Grapevine	56.66	260.12	-78.22 %
<b>Total 50000 Cost of Goods Sold</b>	<b>1,087.28</b>	<b>4,923.47</b>	<b>-77.92 %</b>
Inventory Shrinkage-1	-1,713.03		
<b>Total Cost of Goods Sold</b>	<b>\$ -625.75</b>	<b>\$4,923.47</b>	<b>-112.71 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$10,021.43</b>	<b>\$14,229.53</b>	<b>-29.57 %</b>
<b>EXPENSES</b>			
50001 Inventory Adjustment Account		81.51	-100.00 %
50340 Depreciation	17.50	17.50	0.00 %
51000 Office Expenses			
51035 Postage and Courier		18.30	-100.00 %
51050 AA Web Site	579.84	688.97	-15.84 %
51070 Internet	87.88	573.84	-84.69 %
51090 Office Supplies		199.19	-100.00 %
51091 Water Cooler - Water		0.00	
<b>Total 51000 Office Expenses</b>	<b>667.72</b>	<b>1,480.30</b>	<b>-54.89 %</b>
51010 Rent Mc Nabb Community Centre		254.06	-100.00 %
51020 Rent Mac Hall- Intergroup		184.00	-100.00 %
51030 Bronson Office Rent & Parking	8,309.76	8,309.76	0.00 %
51040 Telephone	422.80	660.72	-36.01 %
51080 Insurance	1,127.00	1,076.80	4.66 %
51096 Office Cleaning & Supplies		300.00	-100.00 %
51112 Salaries and Wages		5,728.32	-100.00 %



# Ottawa Area Intergroup of Alcoholics Anonymous

## Income and Expenses YTD Comparison

January 1 - August 1, 2021

		TOTAL	
	JAN. 1 - AUG. 1, 2021	JAN. 1 - AUG. 1, 2020 (PY)	% CHANGE
51114 Employers Payroll Tax Expenses			
51116 CPP Expense		244.17	-100.00 %
51117 EI Expense		126.73	-100.00 %
<b>Total 51114 Employers Payroll Tax Expenses</b>		<b>370.90</b>	<b>-100.00 %</b>
51120 Bank Charges	140.00	209.82	-33.28 %
51121 QuickBooks Payments Fees	400.00	400.00	0.00 %
51230 Newsletters Printing Costs		375.00	-100.00 %
Ministry of Finance (ON) Expense	7.04	132.32	-94.68 %
Suspense	-251.35		
<b>Total Expenses</b>	<b>\$10,840.47</b>	<b>\$19,581.01</b>	<b>-44.64 %</b>
OTHER EXPENSES			
Reconciliation Discrepancies	-2,876.89	-316.49	-809.00 %
<b>Total Other Expenses</b>	<b>\$ -2,876.89</b>	<b>\$ -316.49</b>	<b>-809.00 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$2,057.85</b>	<b>\$ -5,034.99</b>	<b>140.87 %</b>