

July 14, 2021 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Al L. (Absent)
Vice-Chair	<i>Frank O. (Absent)</i>	Webmaster	Carolyn O.
Secretary	Charlene S.	Newsletter	Dawn-Marie M. (Absent)
Treasurer	Tim W.	<i>Spring Conference</i>	
TAS Coordinator	<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, Barrhaven Tuesday Night, Beacon Hill, Beyond Belief, By the Book, Fellowship, Live and Let Live, Queensway Carleton, Oasis, Ottawa South, Parkwood Hills, Podium Hill, Saturday morning Westboro, Search for Serenity, Secular Sobriety, Sisters of Sobriety, Spirit of Hope, Step Sisters, Stepping Ahead, Stittsville 2nd Chance, Vanier Early Birds, West End Group, Westboro Big Book Study.

***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 7:01pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: 29 voters (25 group reps, 4 executive committee); 0 non-voters

Last meeting, quorum was not met, so the Chair called for a motion to waive quorum. It was passed by the group members, but we have since learned that this was not permitted, despite there being no controversial issues to be discussed. The meeting could have been a "for information": meeting, or could have been delayed. We therefore must re-approve motions that were voted on last meeting (June, 2021).

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

Motion to approve minutes as amended: Michel D.

Seconded: Sheila W.

Motion passed by the membership.

Second section of the Policies and Procedures Document

Motion to approve the Second Section of the Policies and Procedures Document: Michel D.

Seconded: Sheila W.

Motion passed by the membership.

June Minutes and financial statements are tabled for approval:

Motion to approve minutes as amended: Rita A.

Seconded by Carolyn O.

Motion passed by the membership.

Reports:

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

- 1) Chair went into the office and cleared the backlog of cheques.
- 2) Chair spoke on behalf of OAIG at the Gratitude Day meeting.
- 3) Eastern Ontario Conference: Chair believes that it is still too soon to set up an in-person Conference so soon. Previous Chair from cancelled 2020 resigned, and the Vice-Chair will be unavailable. Currently don't have anyone else stepping forward to Chair/ Coordinate Conference in fall, and the short timeline will make coordinating challenging.
- 4) As groups begin to reopen and meet in person, Chair asks whether we should resume in-person meetings for Intergroup. Suggests we defer making a decision until September and see how things are going. One option is a hybrid meeting, since OAIG has its own WiFi.
- 5) Groups have been asking about protocols for reopening meetings, and shared a guidelines document that Lunch with Bill group had put together (<https://lunchwithbill.files.wordpress.com/2020/08/re-opening-lwb-.pdf>). OAIG does not have recommendations except that all groups consider the health and safety of group members by following official health regulations.

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

Nothing to report.

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

Nothing to report.

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

- 1) OAIG finances are very similar to those presented at June 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.
- 2) Thanks groups and individuals for their generous donations.
- 3) Treasurer continues to learn Quickbooks and will go to the bank to get signing authority.

TAS Coordinator (Carolyn S.): 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). Multiple homegroups participated in training in March.*

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

- 1) *Online orders with curbside pickup continues and is available Saturday afternoons between 2-4pm.*
- 2) *Coordinator is putting in another large order for books.*

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

- 1) Anyone who is interested in volunteering, please contact the coordinator. (Minimum of one year of sobriety is recommended).
- 2) 12-Step volunteers have been busy; new volunteers are always needed, especially individuals who are multilingual.

Webmaster (Carolyn O.): 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) Website experiences a few glitches over the past month but have all been fixed.
- 3) Webmaster is looking to optimize and streamline process for TAS volunteers to log in and sign up for shifts. Volunteers are reminded to double check the instructions that are available online.
- 4) 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.

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

- 1) *July edition is available online.*
- 2) *Any member is welcome to submit articles, editorials, creative corner submissions, etc. by the 21st of the month.*

Committee Reports:

Policies & Procedures Committee (Clint M.): 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.

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

- 1) The CPC-PI Chair attended the June 12th Hand in of AA in Service Day organized by Districts 54 and 62, and made a 15-minute presentation on the activities of the committee. Jo-Ann is also the Area 83 CPC Chair, and she organized an area-wide meeting of CPC chairs on 24 June.
- 2) The Committee is looking at its page on the Ottawa Intergroup Website to see how it might be improved. The three committee members charged with this task will report at the next CPC-PI meeting which is scheduled for next 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 or cpc@ottawaaa.org.

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

Next meeting: August 11th, 2021

Zoom link for next meeting

<https://us02web.zoom.us/j/82438786359?pwd=a3FoYVI4eXlJVkVraGtjV3VXM2hOdz09>



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

July 1 , 2021

1. Cash in the Bank \$13004.27, value of GIC's \$12932.01
2. Total balance is \$25936.28.
3. Inventory is at \$17339.53.
- 4.Total assets at a comfortable \$46474.15 and we are up 9.15%.
- 5.Total liabilities are \$755.25 which is low.
- 6.Surplus for this year is \$3462.95.
- 7.Equity is \$47229.40 which is up 20.08%
- 8.Group and individual donations continue to come in which is greatly appreciated. Checks which have not been deposited to date will be addressed. I apologize for the delay.

I wanted to take a moment to thank the people involved in group and individual donations. Looking at the history it shows that intergroup is able to operate only because of these donations. I'm currently working on a plan to get set up at the bank and have signing authority. Also I'll get my keys for the intergroup office. This is required to better perform my duties. We are continuing to try to update quickbooks and

set a meeting with the bookkeeper to get our systems up to date and more accurate.

This position is teaching me to have patience for things that take time, and to be okay with not being perfect. These are two qualities I don't know much about.

Yours in Service,

Tim W.

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January 1 - July 1, 2021

	TOTAL		
	JAN. 1 - JUL. 1, 2021	JAN. 1 - JUL. 1, 2020 (PY)	% CHANGE
INCOME			
42000 Literature Sales	1,263.35	4,046.96	-68.78 %
42050 Meeting List Sales	1.33	256.57	-99.48 %
42150 Medallions & Other Sales	253.62	1,005.49	-74.78 %
42200 Grapevine Sales	72.38	281.36	-74.27 %
Other Income			
42220 McNabb Meeting 7th Tradition		122.50	-100.00 %
42250 Group /Individual Contributions	7,805.00	12,364.38	-36.88 %
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 %
Total 42300-1 Net Spring Conference Income		-3.61	100.00 %
Total Other Income	7,805.00	12,483.27	-37.48 %
Total Income	\$9,395.68	\$18,073.65	-48.01 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	873.60	3,138.90	-72.17 %
51220 Meeting Lists	1.31	246.98	-99.47 %
51240 Medallions & Other	155.71	713.28	-78.17 %
51250 Grapevine	56.66	239.45	-76.34 %
Total 50000 Cost of Goods Sold	1,087.28	4,338.61	-74.94 %
Inventory Shrinkage-1	-1,713.03		
Total Cost of Goods Sold	\$ -625.75	\$4,338.61	-114.42 %
SURPLUS/DEFICIT	\$10,021.43	\$13,735.04	-27.04 %
EXPENSES			
50001 Inventory Adjustment Account		81.51	-100.00 %
50340 Depreciation	15.00	15.00	0.00 %
51000 Office Expenses			
51035 Postage and Courier		18.30	-100.00 %
51050 AA Web Site	507.36	616.49	-17.70 %
51070 Internet	87.88	445.45	-80.27 %
51090 Office Supplies		199.19	-100.00 %
51091 Water Cooler - Water		0.00	
Total 51000 Office Expenses	595.24	1,279.43	-53.48 %
51010 Rent Mc Nabb Community Centre		254.06	-100.00 %
51020 Rent Mac Hall- Intergroup		184.00	-100.00 %
51030 Bronson Office Rent & Parking	7,271.04	7,271.04	0.00 %
51040 Telephone	362.40	600.32	-39.63 %
51080 Insurance	966.00	915.80	5.48 %
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 - July 1, 2021

	JAN. 1 - JUL. 1, 2021	TOTAL	
		JAN. 1 - JUL. 1, 2020 (PY)	% CHANGE
51114 Employers Payroll Tax Expenses			
51116 CPP Expense		244.17	-100.00 %
51117 EI Expense		126.73	-100.00 %
Total 51114 Employers Payroll Tax Expenses		370.90	-100.00 %
51120 Bank Charges	120.00	187.32	-35.94 %
51121 QuickBooks Payments Fees	350.00	350.00	0.00 %
51230 Newsletters Printing Costs		375.00	-100.00 %
Ministry of Finance (ON) Expense	7.04	128.80	-94.53 %
Suspense	-251.35		
Total Expenses	\$9,435.37	\$18,041.50	-47.70 %
OTHER EXPENSES			
Reconciliation Discrepancies	-2,876.89	-406.13	-608.37 %
Total Other Expenses	\$ -2,876.89	\$ -406.13	-608.37 %
SURPLUS/DEFICIT	\$3,462.95	\$ -3,900.33	188.79 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of July 1, 2021

	TOTAL		
	AS OF JUL. 1, 2021	AS OF JUL. 1, 2020 (PY)	% CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	13,004.27	5,880.90	121.13 %
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	\$25,936.28	\$23,246.41	11.57 %
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	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	9,562.59	18.53 %
13270 Medallions and Other Inventory	2,552.40	2,246.52	13.62 %
13280 Meeting List Inventory	543.06	805.23	-32.56 %
13290 Grapevine Inventory	2,909.18	2,853.19	1.96 %
Total 12100 Inventory Asset	17,339.53	15,467.53	12.10 %
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	562.41	841.49	-33.16 %
13211 Prepaid Web Site for AA	0.00	0.00	
13240 Prpd Mc Nabb Sunday Mtng. Rent	0.00	458.70	-100.00 %
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	
Total Current Assets	\$46,328.40	\$42,404.31	9.25 %
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,485.37	5,515.37	-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	\$145.75	\$175.75	-17.07 %
Total Non Current Assets	\$145.75	\$175.75	-17.07 %
Total Assets	\$46,474.15	\$42,580.06	9.15 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of July 1, 2021

	TOTAL		
	AS OF JUL. 1, 2021	AS OF JUL. 1, 2020 (PY)	% CHANGE
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
20000 Accounts Payable	0.00	0.00	
Total Accounts Payable (A/P)	\$0.00	\$0.00	0.00%
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 %
Total 23000 Payroll Taxes Payable	32.43	1,600.20	-97.97 %
23130 Salaries and Wages Payable	0.00	0.00	
25500 GST/HST Payable Intrgrp Oprtns.	-677.09	-123.33	-449.01 %
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.	-682.80	-129.04	-429.14 %
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	1,775.97	-105.91 %
Total Current Liabilities	\$ -755.25	\$3,247.13	-123.26 %
Total Liabilities	\$ -755.25	\$3,247.13	-123.26 %
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	3,462.95	-3,900.33	188.79 %
Total Equity	\$47,229.40	\$39,332.93	20.08 %
Total Liabilities and Equity	\$46,474.15	\$42,580.06	9.15 %