

October 13, 2021 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Al L.
Vice-Chair	Mary K.	Webmaster	Carolyn O.
Secretary	Charlene S.	Newsletter	Dawn-Marie M.
Treasurer	Tim W.	<i>Spring Conference</i>	Dick G.
<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, Beacon Hill, Beyond Belief, By the Book, Fellowship, Heritage Group, Live and Let Live, Merivale Sunday Night, Oasis, Parkwood Hills, Podium Hill, Richmond 11 Step Group, Saturday morning westboro J/C, Saturday Morning Westboro, Search for Serenity, Secular Sobriety, Sisters of Sobriety, Spirit of Hope, Step Sisters, Stepping Ahead, Stittsville 2nd Chance, Vanier Early Birds.

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: 31 voters (23 group reps, 8 executive committee); 3 non-voters

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

Motion to approve minutes and financial statements: Mary K.

Seconded: Natalie L.

Motion passed by the membership.

Reports:

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

- 1) Treasurer, Chair, Co Chair and Webmaster met with the new virtual Bookkeeper.
- 2) Positions up for election or re-election (though a principle of rotation should be followed): Chair, (which will automatically be filled by Mary K., current Vice-Chair, Newsletter Coordinator (though Dawn-Marie has only been in the position for a year so far and could stand for re-election) Vice-Chair (since Mary K will move on to Chair position), Secretary, 12-Step Coordinator, Spring Conference Vice-Chair, 2022 Eastern Conference Chair and Vice-Chair.
 - a) Will be working with various long-term Intergroup members to seek nomination suggestions.
 - b) Elections will be held in December 2021, with terms beginning in January 2022.

Vice-Chair (Mary K.): vicechair@ottawaaa.org

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 remain stable and 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) Met with the bookkeeper, and is confident the finances will be tidied up in the next couple of months.

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).*
- 2) *Coordinator has been absent for the past 5-6 months, so this position may also be up for re-election in December.*
- 3) *Webmaster stresses the importance of TAS volunteers reviewing the instructions.*

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

- 1) Online orders with curbside pickup continues on Saturday afternoons between 2-4pm. As things open up more, we may add another pick-up day if needed.
- 2) Ordered another shipment of books and chips.
- 3) Some orders are not being picked up and are languishing in the office. A group member suggested someone deliver them, though Coordinator is reluctant to set this precedent.
- 4) Chair reconfirmed that the office will not yet be reopening.

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). Multilingual volunteers are especially in demand.
- 2) No new volunteers in quite some time; asks members to go back to their home groups.

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

- 1) Webmaster continues to optimize payment system, inventory lists, sales, etc. with fewer manual inputs needed. Website traffic remains fairly steady; most popular page is the meeting list page.
- 2) Webmaster is 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.

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

- 1) October edition is available online and again features a "Pearls of Wisdom" page

- 2) Any member is welcome to submit articles, editorials, creative corner submissions, etc. by the 21st of the month.

Spring Conference Coordinator (Dick G.):

- 1) Still searching for a Vice-Chair, requests Intergroup members let their groups know the position is available.

Committee Reports:

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

- 1) In the amended Bylaws, the section that describes the roles and responsibilities references "Officers" but the Policies and Procedures references "Directors". Will need to amend in the future.
- 2) Meeting at the end of October; drafting a proposal to create a standing committee. .

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

- 1) CPC-PI will hold elections for their two elected committee members at their November 20th meeting at 6:30 pm. See attached document for all position descriptions within the committee: namely the Chair, Treasurer, Event Volunteer Coordinator, Secretary and Liaisons (districts and Intergroup). The elections in November will be for a new Chair and Treasurer. Intergroup members are asked to let their group members know these positions are open. Anyone interested can contact the present Chair, Jo Anne D. at pi@ottawaaa.org or cpc@ottawaaa.org.
- 2) CPC-PI meets Mondays 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.
- 3) A call for nominees may be added to the December committee meeting, even though these aren't Intergroup Board positions.

Area 83: (James O'D):

- 1) Area 83 and GSO Highlights - [Virtual Area Assembly](#) coming up on October 22-24, 2021; and will include workshops on throughout the day.
- 2) New pamphlets are much more accessible and diverse, and include: Revised and New Items of A.A.W.S. Literature, and [Safety and AA Flyer](#)
- 3) [Highlights from the A.A.W.S.](#) (A.A. World Services) board meeting meeting July 29th include the addition of a New Director of World Service
- 4) [Monthly newsletter from Area 83](#) is available online
- 5) See OPP newsletter for more links.

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

Next meeting: November 10th, 2021

Zoom link for next meeting

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



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

October 3 , 2021

1. Cash in the Bank \$16,970.88, value of GIC's \$13,583.35.
2. Total balance is \$30,554.23.
3. Inventory is at \$17339.53.
4. Total assets at a comfortable \$42,119.29.
5. Total liabilities are \$834.41, which is low.
6. Total equity is \$42,935.70 which is up 1.84%.
7. Group and individual contributions continue to come in which is greatly appreciated.

We are currently setting up a meeting with the new bookkeeper. The vice chair is taking on the responsibility of ensuring the job is completed in a timely manner. Once they do their tasks I will be able to give you a more accurate view of our finances. We don't have accurate numbers on QuickBooks, so the reports are only included because I will show the numbers at every meeting.

Yours in Service,

Tim W.

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of October 3, 2021

	TOTAL		
	AS OF OCT. 3, 2021	AS OF OCT. 3, 2020 (PY)	% CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	9,139.91	7,205.87	26.84 %
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	\$22,071.92	\$24,571.38	-10.17 %
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	8,179.20	38.58 %
13270 Medallions and Other Inventory	2,552.40	2,078.30	22.81 %
13280 Meeting List Inventory	543.06	805.23	-32.56 %
13290 Grapevine Inventory	2,909.18	2,806.73	3.65 %
Total 12100 Inventory Asset	17,339.53	13,869.46	25.02 %
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	79.41	358.49	-77.85 %
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	
Total Current Assets	\$41,981.04	\$41,189.51	1.92 %
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,477.87	5,507.87	-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	\$138.25	\$168.25	-17.83 %
Total Non Current Assets	\$138.25	\$168.25	-17.83 %
Total Assets	\$42,119.29	\$41,357.76	1.84 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of October 3, 2021

	TOTAL		% CHANGE
	AS OF OCT. 3, 2021	AS OF OCT. 3, 2020 (PY)	
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.	-756.25	-98.63	-666.75 %
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.	-761.96	-104.34	-630.27 %
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	1,775.97	-105.91 %
Total Current Liabilities	\$ -834.41	\$3,271.83	-125.50 %
Total Liabilities	\$ -834.41	\$3,271.83	-125.50 %
Equity			
30000 Opening Balance Equity	405.50	255.30	58.83 %
Retained Earnings	43,360.95	42,995.96	0.85 %
Surplus/Deficit for Year	-812.75	-5,165.33	84.27 %
Total Equity	\$42,953.70	\$38,085.93	12.78 %
Total Liabilities and Equity	\$42,119.29	\$41,357.76	1.84 %

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January 1 - October 3, 2021

	TOTAL		
	JAN. 1 - OCT. 3, 2021	JAN. 1 - OCT. 3, 2020 (PY)	% CHANGE
INCOME			
42000 Literature Sales	1,263.35	5,670.96	-77.72 %
42050 Meeting List Sales	1.33	256.57	-99.48 %
42150 Medallions & Other Sales	253.62	1,475.78	-82.81 %
42200 Grapevine Sales	72.38	337.55	-78.56 %
Other Income			
42220 McNabb Meeting 7th Tradition		122.50	-100.00 %
42250 Group /Individual Contributions	7,805.00	15,321.38	-49.06 %
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	15,440.27	-49.45 %
Total Income	\$9,395.68	\$23,181.13	-59.47 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	873.60	4,540.29	-80.76 %
51220 Meeting Lists	1.31	246.98	-99.47 %
51240 Medallions & Other	155.71	988.32	-84.24 %
51250 Grapevine	56.66	285.91	-80.18 %
Total 50000 Cost of Goods Sold	1,087.28	6,061.50	-82.06 %
Inventory Shrinkage-1	-1,713.03		
Total Cost of Goods Sold	\$ -625.75	\$6,061.50	-110.32 %
SURPLUS/DEFICIT	\$10,021.43	\$17,119.63	-41.46 %
EXPENSES			
50001 Inventory Adjustment Account		81.51	-100.00 %
50340 Depreciation	22.50	22.50	0.00 %
51000 Office Expenses			
51035 Postage and Courier		18.30	-100.00 %
51050 AA Web Site	724.80	833.93	-13.09 %
51070 Internet	87.88	768.00	-88.56 %
51090 Office Supplies		199.19	-100.00 %
51091 Water Cooler - Water		30.00	-100.00 %
51092 Water Cooler - Rent & Supplies		149.49	-100.00 %
Total 51000 Office Expenses	812.68	1,998.91	-59.34 %
51010 Rent Mc Nabb Community Centre		254.06	-100.00 %
51020 Rent Mac Hall- Intergroup		184.00	-100.00 %
51030 Bronson Office Rent & Parking	10,387.20	10,387.20	0.00 %
51040 Telephone	604.00	841.92	-28.26 %
51080 Insurance	1,449.00	1,398.80	3.59 %
51096 Office Cleaning & Supplies		300.00	-100.00 %

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January 1 - October 3, 2021

		TOTAL	
	JAN. 1 - OCT. 3, 2021	JAN. 1 - OCT. 3, 2020 (PY)	% CHANGE
51112 Salaries and Wages		5,728.32	-100.00 %
51114 Employers Payroll Tax Expenses			
51116 CPP Expense		312.68	-100.00 %
51117 EI Expense		58.22	-100.00 %
Total 51114 Employers Payroll Tax Expenses		370.90	-100.00 %
51120 Bank Charges	180.00	256.07	-29.71 %
51121 QuickBooks Payments Fees	500.00	500.00	0.00 %
51230 Newsletters Printing Costs		375.00	-100.00 %
Ministry of Finance (ON) Expense	7.04	139.36	-94.95 %
Suspense	-251.35		
Total Expenses	\$13,711.07	\$22,838.55	-39.97 %
OTHER EXPENSES			
Reconciliation Discrepancies	-2,876.89	-553.59	-419.68 %
Total Other Expenses	\$ -2,876.89	\$ -553.59	-419.68 %
SURPLUS/DEFICIT	\$ -812.75	\$ -5,165.33	84.27 %

Public Information and Cooperation with the Professional Community

Duties of Committee Members

Chair

- will, on an annual basis, along with the Treasurer, create a budget for the coming year. The outgoing Committee will provide a proposed budget to the incoming Committee which they can use if they so choose.
- Sets the agenda and presides over all regular or special meetings of the members of the PI&CPC Committee
- reviews the bank statements, bank reconciliation and related documents each month.
- is charged with the general management, supervision and coordination of the affairs and operations of the PI&CPC meetings.
- signs all documents on behalf of PI&CPC and have copies of these documents.
- co-signs all cheques with the Treasurer; in the Chair's absence, the Secretary may co-sign.
- is responsible to receive all requests of PI&CPC and bring them to the Committee. This involves monitoring the pi@ottawa.org account and checking the District folder in the Intergroup Office desk. Any correspondence required will be drafted by the Chair or, if drafted by another member, will be approved by the Chair.
- is the contact person at the Intergroup Office, including being the holder of codes and keys.
- has sole responsibility for the key to the Treasurer's office where the PI&CPC cabinet is stored. The incoming Chair is responsible to negotiate with the incoming Intergroup Committee for the privilege of storing our PI&CPC cabinet in the office. Should the Committee no longer be able to store its material at Intergroup, it is the Chair's responsibility to seek other means of storage.

Secretary

- attends all meetings; drafts and circulates minutes of each meeting to all members and guests
- maintains an up-to-date membership list
- maintains an up-to-date list of volunteers and the roles they agree to take on
- maintains an up-to-date electronic Calendar of events, commitments and speaking engagements
- maintains the electronic lists of contacts, updating them as information comes in from other members;

Event Volunteer Coordinator

- ensures that volunteers are assigned for each commitment ensuring that there are people to set up and take down displays, be present for the duration of the event and that appropriate literature is available
- creates and maintains an electronic inventory of all literature and books for PI and CPC commitments
- ensures a continuous supply of literature both for displays and for delivering to contacts based on strategic plan of PI&CPC Committee
- reports monthly on state of inventory; recommends when new material is needed
- in the absence of the Chair, assumes the Chair's duties temporarily

Treasurer

- keeps full and accurate accounts of all receipts and disbursement in proper books of account
- deposits all moneys in the PI&CPC account at least monthly
- is a co-signer of cheques;
- arranges for signing authorities with bank
- disburses funds in accordance with decisions of the Committee
- provides financial reports monthly to the Committee on monies received, deposited and disbursed

District Liaisons

- duties are determined by their respective districts; it is anticipated that they will be active members and will help with duties such as creating and researching contact lists; working at display tables, contributing to the development of annual strategic plans

Revised May 2019