

November 10, 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>Absent</i>)
<i>TAS Coordinator</i>	<i>(Vacant)</i>	<i>Eastern Ontario Conference</i>	
12 Step Coordinator	Natalie L.		

Groups in Attendance

Attitude of Gratitude, B-United, Barrhaven Tuesday Night, Beacon Hill, Beyond Belief, Fellowship, Freedom, Heritage Group, Merivale Sunday Night, Oasis, Parkwood Hills, Podium Hill, Queensway Carleton, Saturday morning westboro J/C (BB), Saturday Morning Westboro, Search for Serenity, Secular Sobriety, Secular Sundays, Sisters of Sobriety, Spirit of Hope, Step Sisters, [Orleans] Stepping Ahead, Stittsville 2nd Chance, Stittsville Serenity at Sunrise, Vanier Early Birds, West End Group. 26

Guests: Area 83 Liaison, Liaison District 54, P&P Chair, PCPI rep., Alt members,

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: 32 voters (25 group reps, 7 executive committee); 8 non-voters

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

Motion to approve minutes and financial statements: Fraser M.

Seconded: Mary K.

Motion passed by the membership.

Reports:

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

- 1) Positions up for election or re-election: 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, and 12-Step Coordinator. The TAS Coordinator position is also open, as the former Coordinator resigned. Additionally, the following positions need to be filled: Spring Conference Vice-Chair, and the 2022 Eastern Ontario Conference Chair and Vice-Chair.
 - a) Elections will be held in December 2021, with terms beginning in January 2022.
- 2) Several members of the Board met with the new virtual Bookkeeper to begin reconciling accounts and inventory counts.

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) Treasurer met with the new bookkeeper to learn how to work with QuickBooks and to create accurate financial reports; OAIG's finances in QuickBooks should be mostly accurate by the end of December.

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

- 1) November edition is available online and features a "Pearls of Wisdom" page, as well as information on the rotation of Service positions.
- 2) Any member is welcome to submit articles, editorials, creative corner submissions, etc. by the 21st of the month.

TAS Coordinator (Vacant): 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).*
- 2) *Webmaster stresses the importance of TAS volunteers reviewing the instructions.*

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

- 1) Online orders with curbside pickup continue on Saturday afternoons between 2-4pm.
- 2) Orders are increasing in general, and 24-hour chips are in high demand. Coordinator made another order for books and chips.
- 3) Chair reconfirmed that the office will not yet be reopening, though discussions are ongoing and frequent.

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) Busy month for webmaster between changes to meetings and literature purchases; Webmaster has been looking for a new program to help streamline interactions between systems (i.e. between the store and Quickbooks).
- *Webmaster makes a Motion to spend ~300\$ / year for the paid version of Zapier to help us track book sales and transactions*
 - *Michel D. Seconds the motion*

Steve C speaks to the minority against the motion because he feels that we should wait until the books are officially in order prior to moving forward with purchasing the upgraded software.

- Motion is carried by majority vote

- 2) Meetings: Webmaster encourages groups to create a generic email account for the group so it can be published on the ottawaaa.org 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.

Spring Conference Coordinator (Dick G.): (Absent)

- 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) Drafted a standing Committee Structure for the Policies & Procedures, and will be sending it to the membership.

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

- 1) CPC-PI has created a Google Drive account so that all documents can be easily archived, updated or shared. This will be especially helpful for new committee members.
- 2) CPC-PI will hold elections for their two elected committee members at their November 15th meeting at 6:30 pm. The elections next Monday will be for a new Chair and Treasurer.
- 3) 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. Zoom ID 815 4385 6025, password - PICPC.

Area 83: (James O'D): area83altdelegate@gmail.com

- 1) [Eastern Canada Regional Trustee Report](#) - Eastern Canada Regional Trustee, Jan L., attended the October / November Board Weekend. Some of the highlights are: Holiday Specials, Reduced Shipping, new and updated Service Manuals, Committee updates, and more.
- 2) AA Literature: New line-up of A.A.W.S. literature 2021 Holiday Special Offers, including 10% off Big Books, 15% off orders over \$100, and more.
- 3) Request for Fellowship Sharing on experiences using Virtual Baskets – The Self-Support subcommittee developed questions for the Fellowship to consider around set-up, usage and best practices around Virtual Baskets. Please email the secretary, Self-Support-subcommittee, nominating@aa.org with your experiences on or before, February 9, 2022.

Nominations:

Chair calls for anyone who wishes to stand for a position or to nominate someone for a position is welcome to do so at this point. Vote will take place at the December meeting.

- 1) Vice-Chair: Mary K. nominates John D. John has been involved with Hull Liberty for many years, has been a Treasurer and Intergroup rep for his group; 29 years of sobriety.
- 2) No volunteers so far for: 12-Step coordinator, Secretary, TAS Coordinator.
- 3) Newsletter Coordinator: Dawn-Marie M. will stand for the position. She took over this position mid-way through the previous coordinator's term and would like to continue.
- 4) Vice-Chair for Spring Conference: no volunteers
- 5) Eastern Ontario Conference - Mary K. nominates Janet C. 12 years of sobriety, has been GSR, chaired a Spring roundup, does service at Corrections and with TAS.

Meeting closed at 8:06pm with the responsibility pledge.

Next meeting: December 8th, 2021 at 7pm

Zoom link for next meeting

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



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

October 31 , 2021

1. Cash in the Bank \$18,644.13, value of GIC's \$13,583.35.
2. Total balance is \$32,227.48.
3. Inventory is at \$17339.53.
4. Total assets at a comfortable \$41,538.40.
5. Total liabilities are \$880.12, which is low.
6. Total liabilities & equity is \$41,538.40.
7. Group and individual contributions continue to come in which is greatly appreciated.

There was a meeting with the bookkeeper on October 7. He started looking at updating quickbooks and ran into some issues. We have a meeting this week, and I'll work with him to get this process completed over the next two months. We have a very healthy financial situation and continue to pray for an accurate view through quick books. Any questions are welcome.

Yours in Service,

Tim W.

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January - October, 2021

	TOTAL		
	JAN - OCT., 2021	JAN - OCT., 2020 (PY)	% CHANGE
INCOME			
42000 Literature Sales	1,263.35	6,155.07	-79.47 %
42050 Meeting List Sales	1.33	256.57	-99.48 %
42150 Medallions & Other Sales	253.62	1,647.02	-84.60 %
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	19,364.64	-59.69 %
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		400.00	-100.00 %
51160 Spring Conference Expenses		-453.60	100.00 %
Total 42300-1 Net Spring Conference Income		46.39	-100.00 %
Total Other Income	7,805.00	19,533.53	-60.04 %
Total Income	\$9,395.68	\$27,929.74	-66.36 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature	873.60	4,957.63	-82.38 %
51220 Meeting Lists	1.31	246.98	-99.47 %
51240 Medallions & Other	155.71	1,077.60	-85.55 %
51250 Grapevine	56.66	285.91	-80.18 %
Total 50000 Cost of Goods Sold	1,087.28	6,568.12	-83.45 %
Inventory Shrinkage-1	-1,713.03		
Total Cost of Goods Sold	\$ -625.75	\$6,568.12	-109.53 %
SURPLUS/DEFICIT	\$10,021.43	\$21,361.62	-53.09 %
EXPENSES			
50001 Inventory Adjustment Account		81.51	-100.00 %
50340 Depreciation	25.00	25.00	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	127.89	872.58	-85.34 %
51090 Office Supplies	267.72	440.77	-39.26 %
51091 Water Cooler - Water		30.00	-100.00 %
51092 Water Cooler - Rent & Supplies		149.49	-100.00 %
Total 51000 Office Expenses	1,120.41	2,345.07	-52.22 %
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	647.95	841.92	-23.04 %
51080 Insurance	1,610.00	1,559.80	3.22 %
51096 Office Cleaning & Supplies		300.00	-100.00 %

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January - October, 2021

		TOTAL	
	JAN - OCT., 2021	JAN - OCT., 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	200.00	278.57	-28.20 %
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	142.88	-95.07 %
Suspense	-251.35		
Total Expenses	\$14,246.25	\$23,374.23	-39.05 %
OTHER EXPENSES			
Reconciliation Discrepancies	-2,876.89	-412.34	-597.70 %
Total Other Expenses	\$ -2,876.89	\$ -412.34	-597.70 %
SURPLUS/DEFICIT	\$ -1,347.93	\$ -1,600.27	15.77 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of October 31, 2021

	TOTAL		
	AS OF OCT. 31, 2021	AS OF OCT. 31, 2020 (PY)	% CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	8,722.52	10,941.00	-20.28 %
10550 GIC -Ivestments	12,932.01	17,365.51	-25.53 %
12000 Cash on Hand for Deposit	0.00	0.00	
Total Cash and Cash Equivalent	\$21,654.53	\$28,306.51	-23.50 %
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	7,761.86	46.03 %
13270 Medallions and Other Inventory	2,552.40	2,494.94	2.30 %
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	13,868.76	25.03 %
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	-81.59	197.49	-141.31 %
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	\$41,402.65	\$44,762.94	-7.51 %
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,475.37	5,505.37	-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	\$135.75	\$165.75	-18.10 %
Total Non Current Assets	\$135.75	\$165.75	-18.10 %
Total Assets	\$41,538.40	\$44,928.69	-7.55 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of October 31, 2021

	TOTAL		
	AS OF OCT. 31, 2021	AS OF OCT. 31, 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 Intragrp Oprtns.	-801.96	-92.76	-764.55 %
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 Intragrp Oprtns.	-807.67	-98.47	-720.22 %
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	1,775.97	-105.91 %
Total Current Liabilities	\$ -880.12	\$3,277.70	-126.85 %
Total Liabilities	\$ -880.12	\$3,277.70	-126.85 %
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	-1,347.93	-1,600.27	15.77 %
Total Equity	\$42,418.52	\$41,650.99	1.84 %
Total Liabilities and Equity	\$41,538.40	\$44,928.69	-7.55 %

Ottawa Area Intergroup - Proposed Policies and Procedures Committee

Policies and Procedures Committee Mandate:

To plan and make recommendations on the development and implementation of policies and procedures, including guidelines and by-law amendments for the Ottawa Area Intergroup Office of Alcoholics Anonymous.

Final Authority:

Final approval for the implementation of all policies and procedures prepared under this mandate rests with the members of Ottawa Area Intergroup.

Start of Term:

Committee members will step into their positions the first day after the January Membership meeting.

Length of Term:

Up to Two years.

Requirements:

- 2 years' sobriety
- Knowledge of 12 Steps, 12 Traditions and 12 Concepts.
- Previous Intergroup experience.

Policies and Procedures Committee Structure:

The committee will include from 3 – 10 committee members at any time, including the Policies and Procedures Committee chair, who is responsible for the smooth running and direction of the meeting in accordance with the committee's mandate.

The standing committee is comprised of the vice chair and past chair of Intergroup and the current serving Intergroup secretary.

It is the role of the committee chair to appoint additional committee members from those who have expressed an interest. Candidates interested in serving on the committee will be asked to make their interest known to the Policy and Procedure Committee chair (Intergroup vice-chair). It is desirable to have representation from each of the Ottawa Area districts when selecting committee members.