

April 13, 2022 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Mary K.	Literature	Al L.
Vice-Chair	John D.	Webmaster	Carolyn O.
Secretary	Vacant	Newsletter	Dawn-Marie M.
Treasurer	Tim W.	<i>Spring Conference</i>	Dick G.
TAS Coordinator	Eric S.	<i>Eastern Ontario Conference</i>	Derek R.
12 Step Coordinator	Vacant		

Groups in Attendance

Parkwood Hills, Stepping Ahead, Women in Step, Venture, Live and Let Live, Spirit of Hope, Beacon Hill, 12 & 12 Lunch Bunch, Fellowship, Saturday Morning Westboro, By the Book, Stittsville Second Chance, Search for Serenity, Beyond Belief, Pinecrest, West End, Attitude of Gratitude.

Opening and Introductions

Chair opens the meeting at 7:pm with a moment of silence, followed by the Serenity Prayer.

Reading of the 12 Traditions.

Roll Call and Voter count: 24 (17 group reps, 7 board members).

Quorum not met - 17 voting Intergroup Reps were present. Quorum requires 22 voting Intergroup Reps. No motions were eligible to be voted on

Minutes and financial statements could not be tabled for approval. Draft March minutes will be re-sent to Reps, along with draft minutes for the April meeting and a motion to approve both will be made at the next meeting.

Reports:

Chair (Mary K.): chair@ottawaaa.org

- Mary apologized for the lack of order at the last meeting and announced that participants would be muted and only unmuted by the Zoom moderator after the “raise hand” function is used.
- No Eastern Ontario Conference update is on the agenda: because the venue has not been approved by the board of directors. A proposal is to be provided to the board.
- The Conference chair indicated he would be providing a proposal after the meeting.

Vice-Chair (John D.): vicechair@ottawaaa.org

- John made arrangements with the Bank to become a signatory.

Secretary (Carolyn filling in for Secretary - vacant): secretary@ottawaaa.org

- Carolyn requested that the meeting be recorded to help ensure accuracy of minutes (for point of reference to circle back to since taking Zoom moderating while taking notes may be cause to miss something). The membership agreed. Recording will be deleted after minutes are approved.

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

- Dawn-Marie showed primary Purpose.
- Calls for 12-Step Coordinator, Secretary and Vice-Chair for the EOC conference have been published.
- Interview with the Spring conference chair along with the program and zoom info have also been published.

Treasurer (Tim W.): treasurer@ottawaaa.org

- Current balance: Cash in Bank \$25,313.20, GICs \$13,726.67: Total \$39,039.87
- Individual and group donations were strong
- Reconciliation of literature sales in Quickbooks should be completed this month
- All bills, including Insurance premium, have been paid.

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

- As discussed (and approved) last month, a new computer has been purchased and installed in the office. Cost was \$510.30 which was lower than the maximum amount approved for spending.
- The website was down for 3 days over the past weekend due to a technical issue with the hosting provider. We have automatic SSL renewal with our hosting package and certificates that were scheduled to renew on April 8th / April 9th were backlogged in a queue. The hosting provider has given us 3 extra months of hosting for free as a goodwill compensation (a value of around \$90).
- If the website is ever not accessible, please use the Meeting Guide app for Android and iOS.

TAS Coordinator (Eric): TAS@ottawaaa.org

- Good news! Shifts are starting to fill up.
- Training requests have picked up.
- Training can be received in groups or individually and only takes about 30 minutes.
- The website issue affected TAS volunteers' ability to login to activate call forwarding.
- The office isn't open to the public, but TAS shifts can be taken at the Bronson Centre. Contact the TAS coordinator to arrange. The general calendar on the website applies to any shift - whether remote or taken from the office.

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

- Orders placed to AAWS have been slow to come in and large print Big Books and 12 & 12's are on back-order.
- Prayer and Meditation (Grapevine book) is expected to arrive in the coming week.
- Volunteers for curbside pick-up are needed (1 pm to 4 pm Saturdays)
- Cash sales (on a limited basis) have been accommodated during the curbside pick-up window. Exact change is required.
- Al isn't comfortable with opening up the office yet. To be discussed again next month.

Spring Conference Chair (Dick G.) spring@ottawaaa.org

- Planning is in the final stages. The committee is still looking for volunteers.
- The next volunteer orientation will be held on the 21st and a dress rehearsal will be held on the 23rd.

- A revised poster with a schedule will be provided for posting to the website.
- 7 out of town speakers are confirmed. “PSAs” from different committees are scheduled.
- An AI-Anon event with a separate zoom ID is being held in parallel (AA and AI-Anon have cross-referenced each other’s events on their flyers)
- Conference is on April 30th online only

Eastern Ontario [Fall] Conference Chair (Derek R.): eoc@ottawaaa.org

- No report.
- Proposal for venue / expenses to be provided to the board prior to presentation to the membership.

New Business:

Resuming Intergroup Membership Meetings at the Bronson Centre: Derek R motioned that the membership meeting resume in-person at the Bronson Centre. Motion seconded by AI L. Mary K advised that the motion will require a two-thirds majority and will add it to the agenda for the next meeting.

Literature donations to Correctional Facilities: Cathy F asked Reps to go back to their groups to ask whether they have any AA reading material available for donation. All such donations need to be coordinated through the Correctional Facilities and Treatment (CFT) committee @ cft@ottawaaa.org (they will arrange to pick it up).

Request for reminder to Reps (with Zoom link) before the Membership meeting: In the absence of having a Secretary on the board, no reminder was sent out before the April meeting. Carolyn offered to send out a reminder prior to the May meeting.

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

Next meeting: May 11th, 2022 at 7 pm

Zoom link for next meeting

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



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

April 3 , 2022

Cash in the Bank \$25,313.20, value of GIC's \$13,726.67. Total balance is \$39,039.87. These are accurate numbers of our current financial situation. We have a healthy prudent reserve.

This was a great month for group and individual contributions, which is greatly appreciated. I have made trips to the office every weekend and all mail has been checked for bills and contributions.

We are working on completing the inventory update, which will give accurate reports. I assume they will be updating quickbooks sometime in April. I have included reports as some members like to see them, but keep in mind they are not fully accurate.

I made an attempt to update the value of the GIC's in quickbooks but wasn't successful. I reached out to the bookkeeper and he said he would update it.

I'm up to date on all bills and paid our insurance for the next year. I want to thank the members who have assisted me with this position, as I would be lost without your help.

Yours in service,

Tim W.

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of March 31, 2022

	TOTAL		
	AS OF MAR. 31, 2022	AS OF MAR. 31, 2021 (PY)	% CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Cash in Bank	20,300.95	16,179.71	25.47 %
10550 GIC -Ivestments	12,932.01	12,932.01	0.00 %
12000 Cash on Hand for Deposit	0.00	0.00	
Total Cash and Cash Equivalent	\$33,232.96	\$29,111.72	14.16 %
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	11,334.89	0.00 %
13270 Medallions and Other Inventory	2,681.60	2,552.40	5.06 %
13280 Meeting List Inventory	543.06	543.06	0.00 %
13290 Grapevine Inventory	2,909.18	2,685.62	8.32 %
Total 12100 Inventory Asset	17,468.73	17,115.97	2.06 %
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	-886.59	-607.51	-45.94 %
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	-2,668.05	0.00	
Total Current Assets	\$49,637.23	\$48,010.36	3.39 %
Non-current Assets			
Property, plant and equipment			
13410 Office Furniture	5,462.87	5,492.87	-0.55 %
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	\$123.25	\$153.25	-19.58 %
Total Non Current Assets	\$123.25	\$153.25	-19.58 %
Total Assets	\$49,760.48	\$48,163.61	3.32 %

Ottawa Area Intergroup of Alcoholics Anonymous

Balance Sheet Comparison

As of March 31, 2022

	TOTAL		
	AS OF MAR. 31, 2022	AS OF MAR. 31, 2021 (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	0.45	0.00 %
23100 Payroll Federal Tax Payable	-107.03	-107.03	0.00 %
23110 CPP Payable	3.33	3.33	0.00 %
23120 EI Payable	135.68	135.68	0.00 %
Total 23000 Payroll Taxes Payable	32.43	32.43	0.00 %
23130 Salaries and Wages Payable	0.00	0.00	
25500 GST/HST Payable Intrgrp Oprtns.	-919.51	-596.25	-54.22 %
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.	-925.22	-601.96	-53.70 %
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	-104.88	0.00 %
Total Current Liabilities	\$ -997.67	\$ -674.41	-47.93 %
Total Liabilities	\$ -997.67	\$ -674.41	-47.93 %
Equity			
30000 Opening Balance Equity	405.50	405.50	0.00 %
Retained Earnings	50,126.21	42,634.33	17.57 %
Surplus/Deficit for Year	226.44	5,798.19	-96.09 %
Total Equity	\$50,758.15	\$48,838.02	3.93 %
Total Liabilities and Equity	\$49,760.48	\$48,163.61	3.32 %

Ottawa Area Intergroup of Alcoholics Anonymous

Income and Expenses YTD Comparison

January - March, 2022

	TOTAL		% CHANGE
	JAN - MAR., 2022	JAN - MAR., 2021 (PY)	
INCOME			
42000 Literature Sales		1,263.35	-100.00 %
42050 Meeting List Sales		1.33	-100.00 %
42150 Medallions & Other Sales		253.62	-100.00 %
42200 Grapevine Sales		72.38	-100.00 %
Other Income			
42250 Group /Individual Contributions	7,031.37	7,385.00	-4.79 %
Total Other Income	7,031.37	7,385.00	-4.79 %
Total Income	\$7,031.37	\$8,975.68	-21.66 %
COST OF GOODS SOLD			
50000 Cost of Goods Sold			
51210 Literature		873.60	-100.00 %
51220 Meeting Lists		1.31	-100.00 %
51240 Medallions & Other		155.71	-100.00 %
51250 Grapevine		56.66	-100.00 %
Total 50000 Cost of Goods Sold		1,087.28	-100.00 %
Inventory Shrinkage-1		-1,713.03	100.00 %
Total Cost of Goods Sold	\$0.00	\$ -625.75	100.00 %
SURPLUS/DEFICIT	\$7,031.37	\$9,601.43	-26.77 %
EXPENSES			
50340 Depreciation	7.50	7.50	0.00 %
51000 Office Expenses			
51050 AA Web Site	217.44	217.44	0.00 %
51070 Internet	510.30	87.88	480.68 %
51090 Office Supplies	180.00		
Total 51000 Office Expenses	907.74	305.32	197.31 %
51030 Bronson Office Rent & Parking	3,211.80	3,116.16	3.07 %
51040 Telephone	313.05	225.15	39.04 %
51080 Insurance	2,154.84	483.00	346.14 %
51120 Bank Charges	60.00	60.00	0.00 %
51121 QuickBooks Payments Fees	150.00	150.00	0.00 %
Ministry of Finance (ON) Expense		7.04	-100.00 %
Suspense		-251.35	100.00 %
Total Expenses	\$6,804.93	\$4,102.82	65.86 %
OTHER EXPENSES			
Reconciliation Discrepancies		-299.58	100.00 %
Total Other Expenses	\$0.00	\$ -299.58	100.00 %
SURPLUS/DEFICIT	\$226.44	\$5,798.19	-96.09 %