

## October 12, 2022 - Ottawa Area Intergroup Meeting

### Attendance (Intergroup Board, Committee Reps, Liaisons)

Position	Name	Position	Name
Chair	Mary K.	Literature Coordinator	Al L.
Vice-Chair	John D.	Website / Email	Carolyn O.
Secretary	<b>Vacant (Carolyn taking minutes)</b>	Newsletter Coordinator	Dawn-Marie M.
Treasurer	Tim W.	<i>Spring Conference Chair</i>	Dick G.
TAS Coordinator	Eric S.	<i>Eastern ON Conference Chair</i>	Derek R. (Absent)
12 Step Coordinator	Jean H.	<i>Alt. Delegate / Intergroup Liaison</i>	James O. (Absent)

### Groups in Attendance

Group	Name	Group	Name	Group	Name
12 & 12 @ 12		B-United		Fellowship Group	
12 & 3 Discussion		By the Book	Bonnie B.	First AAvenue to Recovery	
12 Steps to Serenity		Carp Fellowship Group		Fourth Dimension	
Alta Vista 12 Step Group		Carry the Message		Freebirds	
Attitude of Gratitude		Centennial		Freedom	
Awakening Group		Chelsea Group		Friendly	
Barrhaven Tuesday Night		Co-founders Newcomer Meeting		From the Heart	
Beacon Hill	Cathy F.	Conscious Contact - 11th Step Meditation		Gleaning the Big Book	
Bells Corners Big Book Discussion		Early Birds		Hand in Hand	
Beyond Belief Secular Group		Easy Does It Group		Happy Destiny Beach Meeting	

Group	Name	Group	Name	Group	Name
Happy Nooners	Katrina B.	Online Big Book Meeting		Serenity	
Heritage	Jim M.	Orleans Hub		Serenity at Sunrise	
Hope in Recovery		Orleans Noon		Share and Care	
Hull Liberty		Osgoode Step		Share and Care Saturday	
Keep It Simple		Ottawa Men's Group		Sisters of Sobriety	
Laurier-Sandy Hill		Ottawa South		Spirit of Hope	
Live and Let Live	Dick G.	Parkwood Hills		Spirit of the Universe	
Lunch with Bill	Peter I.	Pinecrest	Sean F.	Step By SStep	
Maitland Step Group		Power Hour Virtual		Step Sisters	
Manotick Gratitude		Queensway Carleton		Stepping Ahead	Barry D.
Mens AA Newcomers Group		Rainbow		Stittsville Second Chance	Bruce H.
Merivale Group	Steve C.	Remember When		Sunday Morning Venture Group	Craig H.
Metcalfe Last Chance		Richmond 11th Step		Sunday Night 12 Step Meeting	
Morning Glory	Stephan P.	Saturday Morning Westboro	Susan B.	Sunday Night Big Book Study Group	
New Day Meeting		Search for Serenity Orleans	Elaine H.	The H.O.P.E. Group	
New Life - New Hope		Secular Sobriety Group		The Labyrinth Young People's Group	
Oasis	Kim A.	Secular Sundays		The Podium/Hill Group	Crystal

Group	Name	Group	Name	Group	Name
Tuesday/Friday		We Can Recover		Where it all Begins	
Unity Group		West End Group	Tom K.	Women in Step	Victoria B.
Wakefield AA Awakenings		Westboro Big Book Study - Joe and Charlie	Yvonne P..	Women's Group	

### **Opening and Introductions**

Chair opened 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: 29 (19 voting reps, 8 board members, 2 visitors). Quorum not achieved.

### **Acceptance of Current Agenda**

No Motion - quorum not achieved.

### **Acceptance of Minutes and Financial Reports from Last Month's Meeting**

No Motion - quorum not achieved.

### **Reports:**

**Chair (Mary K.):** [chair@ottawaaa.org](mailto:chair@ottawaaa.org)

- No report.

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

- No report..

**Treasurer (Tim W.):** [treasurer@ottawaaa.org](mailto:treasurer@ottawaaa.org)

- Cash in the Bank \$31,006.92.
- All bills are paid.
- The book-keeper is moving forward with our outstanding GST filings.
- A question from a previous meeting came up regarding the prudent reserve. The average has been \$25-\$30K. Tim expressed his lack of experience with this area of financial planning so would like to have it addressed by a more experienced Treasurer next year.
- Al L. noted that the average prudent reserve has been \$30K and our current assets (including GICs) are at around \$44,000. We should address the surplus in the coming months.

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

- Dawn-Marie walked through the latest newsletter which was sent out in advance of the meeting and is posted on the website..
- Submissions are welcome and needed! Send them to [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org)

**Secretary (Carolyn filling in for Secretary - vacant): [secretary@ottawaaa.org](mailto:secretary@ottawaaa.org)**

- Mailing list is up to date.

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

- There have been some intermittent issues with the contact forms on the website. Users sometimes receive an error saying their message could not be sent. Their messages do appear in the mail log so they are being replied to manually. The issue is being investigated and the hope is to resolve it shortly.

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

- Orders continue to come in at a good pace. We are also selling lots of chips.
- We have a new curbside volunteer on the 3rd Saturday of each month. We're still looking for another person now and will need another one in the spring (Steve will be stepping down).
- We need a new Literature Coordinator starting in January. Al will be stepping down. He is willing to train the new person.

**TAS Coordinator (Eric): [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org)**

- Continue bringing up the need for volunteers at your business meetings.
- Shifts are 3 hours long and the calendar can be found on the website at <https://ottawaaa.org/tas-calendar/>
- Training is ongoing.
- Let's keep the interest going! Email [tas@ottawaaa.org](mailto:tas@ottawaaa.org) with questions or for more information.

**Spring Conference Chair (Dick G.) [spring@ottawaaa.org](mailto:spring@ottawaaa.org)**

- Not applicable. (Conference report for 2022 was given in May.)

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

- 2022 Conference is cancelled.

**Area 83 Alternate Delegate / Intergroup Liaison (James O.)**

- Absent

**Report from 2023 Conference Committee (Peggy F.):**

A committee composed of members with previous Conference and Intergroup experience (in the capacity of Chair or/ Vice-Chair) has approached some members who may be potential candidates to let them know what the Conference Chair and Conference Vice-Chair positions entail. If the committee can't find members to step up they will investigate other strategies - e.g. have a Home Group host the conference. Peggy is going to meet with Dawn Marie to explore having something put into the newsletter. Contact Peggy directly if you'd like more information or are interested in standing at [peggyf1353@gmail.com](mailto:peggyf1353@gmail.com).

**Report from Steve C. (Searching for Candidates to replace Board Members Rotating Out):**

Steve hasn't found any candidates so far.

Steve advised that candidates are normally found through a Nominating Committee as opposed to through one member.

**Old Business:**

Hybrid Intergroup Membership Meetings:

The Chair still hasn't been able to find an alternate venue but will keep looking. The Bronson Centre had an opening on Tuesdays but we aren't sure if it is still available and there is little desire to change the day of the meeting.

There were only 5 people in attendance who raised their hands expressing interest in attending the Intergroup Meeting in-person.

**New Business:**

Introduction of prospective Secretary:

The member who expressed interest in the position was not in attendance.

Potential need for a Technical Support Person as a Special Worker:

The topic was introduced as a strategy to encourage volunteers for the Webmaster position that will be open starting January 2023. Some of the more technical aspects that have evolved over the last couple of years are over and above the original tasks that would normally be fulfilled.

A document with a list of tasks that would potentially be fulfilled by a Special Worker (paid by Intergroup) was distributed with the meeting reminder. Taking the more technical requirements out of the Webmaster job description may increase the probability for a volunteer to step forward.

The topic will be discussed again next month.

Meeting closed at 8:50 pm with the Responsibility Pledge.

**Next meeting: November 9th, 2022 at 7 pm**

Zoom link

<https://us02web.zoom.us/j/82438786359?pwd=a3FoYVI4eXIJVkJVraGtjV3VXM2hOdz09>



## Ottawa Area Intergroup of Alcoholics Anonymous

### Treasurer Report

October 1 , 2022

Cash in the Bank \$31,006.92, and the value of GIC's \$13,819.93. Total balance is \$44,826.85. These are accurate numbers of our current financial situation.

There have been 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.

The bookkeeping is moving forward with GST and taxes being done by the bookkeeper.

I hope someone comes forward to show interest in taking on this position in the new year.

I think we have a healthy financial situation with no unnecessary spending. I continue to monitor our bank account daily to ensure that we are being responsible. If you have any questions or concerns feel free to reach out at [treasurer@ottawaaa.org](mailto:treasurer@ottawaaa.org) , and I'll do my best to answer them.

Yours in service,  
Tim W.



# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of October 1, 2022

	TOTAL		
	AS OF OCT. 1, 2022	AS OF OCT. 1, 2021 (PY)	% CHANGE
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalent			
10000 Cash in Bank	22,368.66	16,130.31	38.67 %
10550 GIC -Investments	12,932.01	12,932.01	0.00 %
PayPal	2,636.44		
PayPal Hold	0.00		
12000 Cash on Hand for Deposit	-330.59	0.00	
<b>Total Cash and Cash Equivalent</b>	<b>\$37,606.52</b>	<b>\$29,062.32</b>	<b>29.40 %</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	5,459.10	11,617.29	-53.01 %
13270 Medallions and Other Inventory	1,305.19	2,621.20	-50.21 %
13280 Meeting List Inventory	547.42	547.42	0.00 %
13290 Grapevine Inventory	2,688.97	2,909.18	-7.57 %
<b>Total 12100 Inventory Asset</b>	<b>10,000.68</b>	<b>17,695.09</b>	<b>-43.48 %</b>
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	-1,852.59	79.41	-2,432.94 %
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	100.00	0.00 %
Uncategorized Asset	-2,568.05	-1,700.00	-51.06 %
<b>Total Current Assets</b>	<b>\$45,676.74</b>	<b>\$47,627.00</b>	<b>-4.09 %</b>
<b>Non-current Assets</b>			
Property, plant and equipment			
13410 Office Furniture	5,447.87	5,477.87	-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	2,948.41	2,496.82	18.09 %
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>\$559.84</b>	<b>\$138.25</b>	<b>304.95 %</b>
<b>Total Non Current Assets</b>	<b>\$559.84</b>	<b>\$138.25</b>	<b>304.95 %</b>
<b>Total Assets</b>	<b>\$46,236.58</b>	<b>\$47,765.25</b>	<b>-3.20 %</b>



# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of October 1, 2022

	TOTAL		% CHANGE
	AS OF OCT. 1, 2022	AS OF OCT. 1, 2021 (PY)	
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
20000 Accounts Payable	675.18	0.00	
<b>Total Accounts Payable (A/P)</b>	<b>\$675.18</b>	<b>\$0.00</b>	<b>0.00%</b>
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 %
<b>Total 23000 Payroll Taxes Payable</b>	<b>32.43</b>	<b>32.43</b>	<b>0.00 %</b>
23130 Salaries and Wages Payable	0.00	0.00	
25500 GST/HST Payable Intrgrp Oprtns.	-343.02	-810.28	57.67 %
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>-348.73</b>	<b>-815.99</b>	<b>57.26 %</b>
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	-104.88	0.00 %
<b>Total Current Liabilities</b>	<b>\$254.00</b>	<b>\$ -888.44</b>	<b>128.59 %</b>
<b>Total Liabilities</b>	<b>\$254.00</b>	<b>\$ -888.44</b>	<b>128.59 %</b>
Equity			
30000 Opening Balance Equity	856.78	405.50	111.29 %
Retained Earnings	49,748.02	41,457.44	20.00 %
Surplus/Deficit for Year	-4,622.22	6,790.75	-168.07 %
<b>Total Equity</b>	<b>\$45,982.58</b>	<b>\$48,653.69</b>	<b>-5.49 %</b>
<b>Total Liabilities and Equity</b>	<b>\$46,236.58</b>	<b>\$47,765.25</b>	<b>-3.20 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Income and Expenses YTD Comparison

January 1 - October 1, 2022

	TOTAL		
	JAN. 1 - OCT. 1, 2022	JAN. 1 - OCT. 1, 2021 (PY)	% CHANGE
<b>INCOME</b>			
42000 Literature Sales	8,343.24	5,274.20	58.19 %
42050 Meeting List Sales		1.33	-100.00 %
42150 Medallions & Other Sales	2,455.54	1,694.50	44.91 %
42200 Grapevine Sales	392.32	72.38	442.03 %
Other Income			
42250 Group /Individual Contributions	17,930.66	13,501.63	32.80 %
<b>Total Other Income</b>	<b>17,930.66</b>	<b>13,501.63</b>	<b>32.80 %</b>
<b>Total Income</b>	<b>\$29,121.76</b>	<b>\$20,544.04</b>	<b>41.75 %</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			
51210 Literature	10,113.02	1,409.28	617.60 %
51220 Meeting Lists		1.31	-100.00 %
51240 Medallions & Other	2,586.61	144.04	1,695.76 %
51250 Grapevine	758.97	56.66	1,239.52 %
<b>Total 50000 Cost of Goods Sold</b>	<b>13,458.60</b>	<b>1,611.29</b>	<b>735.27 %</b>
51124 Square service charges		-0.53	100.00 %
Inventory Shrinkage-1		-1,716.79	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$13,458.60</b>	<b>\$ -106.03</b>	<b>12,793.20 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$15,663.16</b>	<b>\$20,650.07</b>	<b>-24.15 %</b>
<b>EXPENSES</b>			
50340 Depreciation	22.50	22.50	0.00 %
51000 Office Expenses	599.95	109.14	449.71 %
51050 AA Web Site	293.42	255.45	14.86 %
51070 Internet		2,412.41	-100.00 %
51090 Office Supplies	504.00		
<b>Total 51000 Office Expenses</b>	<b>1,397.37</b>	<b>2,777.00</b>	<b>-49.68 %</b>
51030 Bronson Office Rent & Parking	11,891.99	10,546.60	12.76 %
51040 Telephone	939.15	763.35	23.03 %
51080 Insurance	3,120.84	1,449.00	115.38 %
51100 Accounting Remote Access Fee	1,032.68		
51120 Bank Charges	86.25	46.01	87.46 %
51121 QuickBooks Payments Fees	100.00	500.00	-80.00 %
51122 Stripe Charges	766.95	244.42	213.78 %
51190 Donations - AA World Services		631.64	-100.00 %
ASK MY ACCOUNTANT	217.24		
Ministry of Finance (ON) Expense		7.04	-100.00 %
PayPal Fees	40.46		
Purchases	533.40		
Suspense		-251.35	100.00 %
Uncategorized Expense	136.55		
<b>Total Expenses</b>	<b>\$20,285.38</b>	<b>\$16,736.21</b>	<b>21.21 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Income and Expenses YTD Comparison

January 1 - October 1, 2022

	TOTAL		
	JAN. 1 - OCT. 1, 2022	JAN. 1 - OCT. 1, 2021 (PY)	% CHANGE
OTHER EXPENSES			
Reconciliation Discrepancies		-2,876.89	100.00 %
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$ -2,876.89</b>	<b>100.00 %</b>
SURPLUS/DEFICIT	<b>\$ -4,622.22</b>	<b>\$6,790.75</b>	<b>-168.07 %</b>