

## September 14, 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	<b>Vacant</b>	<i>Alt. Delegate / Intergroup Liaison</i>	James O. (Absent)

### Groups in Attendance

Group	Name	Group	Name	Group	Name
12 & 12 @ 12		B-United	Rita.	Fellowship Group	
12 & 3 Discussion		By the Book	Bonnie B.	First AAvenue to Recovery	
12 Steps to Serenity		Carp Fellowship Group		Fourth Dimension	Sara M.
Alta Vista 12 Step Group		Carry the Message		Freebirds	
Attitude of Gratitude	Pam C.	Centennial		Freedom	
Awakening Group		Chelsea Group		Friendly	
Barrhaven Tuesday Night	Denis O.	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	Lyndon G.	Hand in Hand	
Beyond Belief Secular Group	David Y.	Easy Does It Group		Happy Destiny Beach Meeting	

Group	Name	Group	Name	Group	Name
Happy Nooners	Katrina B.	Online Big Book Meeting		Serenity	
Heritage		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	Mike B.	Spirit of the Universe	
Lunch with Bill	Peter I.	Pinecrest		Step By SStep	
Maitland Step Group		Power Hour Virtual		Step Sisters	Sara S.
Manotick Gratitude		Queensway Carleton		Stepping Ahead	Nicky S.
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	Jess M.	Sunday Night Big Book Study Group	
New Day Meeting	Miriam P.	Search for Serenity Orleans	Fraser M.	The H.O.P.E. Group	
New Life - New Hope		Secular Sobriety Group	Vanessa P.	The Labyrinth Young People's Group	
Oasis		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		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: 35 (25 voting reps, 7 board members, 3 visitors). Quorum achieved.

### **Acceptance of Current Agenda**

Motion to approve made by Al L, Seconded by Cathy F. Motion carried.

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

Motion to approve the August Minutes and financial statements made by Eris S., Seconded by Al L.. Motion carried.

### **Reports:**

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

- The Alkathon will be running this year.

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

- John is continuing to work on a plan to move toward re-opening the office at the Bronson Centre. Volunteers are needed.

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

- Tim had to join the meeting late so there was no formal presentation, but the reports were sent out in advance of the meeting..

**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..

**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)**

- In-person only meeting list PDF has been published!.
- All online order details for 2022 have been entered into Quickbooks as of July 31st, 2022. August and September will be posted by the end of this month. The financials will reflect all updates next month. Orders will be entered by the 2nd week of the following month going forward.

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

- Orders are coming in at a good pace.
- Curbside pickup needs 2 volunteers between 1 and 4 on Saturdays.. The current volunteer will be resigning soon (same for Al).
- We're out of B2 (Hard Cover 12 & 12) ... they are on order.

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

- Eric advised that the calendar is sometimes out of date looking to the future (some manual corrections have been needed and Eric is working on making sure that at least the current month is very accurate).
- Continue asking members at your home groups to get signed up. Training is usually done on Zoom, feedback has been positive.

**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)**

- Absent.

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

- Absent

**Report from new Conference Committee (Peggy F.)**

A committee has been formed to help us with getting people to step forward to chair conferences. The committee is composed of Richard C., Susan J. and Sandy K.

The Committee is meeting and talking about what we would be looking for in a chair and vice chair for the two conferences. They will see if anyone would be interested in stepping forward for nomination (in writing). The conference guidelines document will be socialised with them. GSO also has resource material that will be shared.

Mike B. reminded us that a nomination committee should be formed, per the bylaws, to manage nominations for the upcoming elections (general election for Intergroup Board positions and Conference Chairs). The Chair will take action on this for next month.

Reminder to groups to announce vacant positions and let everyone know they are welcome to attend Intergroup meetings to observe or volunteer as appropriate.

## **Old Business:**

### Hybrid Intergroup Membership Meetings:

The Chair has contacted several churches and has not been able to find a venue. The Bronson Centre is not available on Wednesday nights.

Mac Hall is available on Tuesday night or Thursday night. They are only willing to commit from now until Christmas. The cost to rent Mac Hall is \$200.00/meeting. (This includes a screen with a projector <\$70 of the cost> and access to the Internet).

### Discussion:

- Al brought up renting an auditorium at a school.
- Carolyn had started looking into a possible rental at a school (auditorium or gymnasium) but new rentals weren't being quoted yet. Past renters (pre-covid) were being contacted to see if they had intentions to resume with first right of refusal. Carolyn will look into it again to see if new reservations are being accepted yet.
- Nicky S. mentioned that other committees are operating successfully on Zoom, e.g. CFT and other Service Committees.
- Quorum might be easier to achieve with the online format, especially during the winter. People may also be cautious about getting sick in the colder months.
- Hybrid does serve both sides: in-person fellowship as well as accessibility for online participants.
- Intergroup could purchase a projector to save cost at the Bronson Centre. Craig advised he has a screen and a projector and would be willing to let us use it. He will also check the venue his group meets at (Legion on Richmond) to see if they have availability.
- Al L. advised that we already have a projector in the Intergroup office.
- Will be discussed again next month.

## **New Business:**

### Quorum consideration

The chair consulted with the current and past chairs of the Policies and Procedures committee and they advised that we could reduce the quorum from 22 to a minimum of 16. The chair proposed that we reduce the number from 22 to 18 (not a proposal - an invitation to discuss) since we didn't achieve quorum

### Discussion:

- The explanation of what the quorum determination was made upon was given. The number of voting reps should always be able to achieve a  $\frac{2}{3}$  majority on a vote in the case the board all votes the opposite way.
- The original number (22) was determined in the event some reps (up to 4) abstain during a vote.
- It was suggested that Intergroup tries to solicit more members by visiting the groups to let them know how important Intergroup is to the fellowship in Ottawa.
- It has only been in the recent 4 months or so that we've struggled to achieve quorum. Most votes are not urgent so waiting until quorum is achieved typically works out well. Unless the issue becomes chronic, we can bring it up again in the future.
- Leaving quorum at 22 and encouraging more groups to attend was the popular opinion.

### Voting Requirements for Acclaiming Board Positions

The following motion made by Mike B: In the event that only one candidate stands for a position that a 2/3 majority vote will take place to acclaim that person. Seconded by Nicky S. Motion carried.

### Acclimation of 12 Step Coordinator

Jean H. has volunteered to take on the role of the 12 Step Coordinator.

Jean has been in AA for 33 years in both Toronto and Ottawa. She has been on the 12 Step List in past years. Jean suggested get-togethers / training from time-to-time to discuss how to do 12 Step work and the importance of 12 Step work.

The members acclaimed Jean to the position.

Carolyn will set Jean up on gmail and show her the 12 Step List (spreadsheet). Eric will also help bring Jean up to speed.

### Volunteer submission for a potential Fall Conference:

Sandy K. contacted the chair with an offer to run a conference this year and is willing to provide a proposal.

Per Robert's Rules of Order, a previously approved motion can be rescinded with a 2/3 majority vote. In this case the motion to cancel the fall conference would need to be rescinded.

The chair asked for a show of hands indicating a desire to reconsider holding a fall conference and there was no interest from the membership.

Meeting closed at 8:35 pm with the Responsibility Pledge.

**Next meeting: October 12th, 2022 at 7 pm**

Zoom link

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



## Ottawa Area Intergroup of Alcoholics Anonymous

### Treasurer Report

September 2 , 2022

Cash in the Bank \$27,156.64, and the value of GIC's \$13,819.93. Total balance is \$40,976.57. 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 inventory is completely up to date thanks to the hard work of Carolyn and the bookkeeper. The bookkeeper is in the process of making a GST payment, and looking into doing taxes for the previous years.

I was asked to look into the prudent reserve at the last meeting. Our prudent reserve is one year of operating costs. I have included reports from the last five years showing our total expenses for each year. Please review for discussion at our next meeting.

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 September 1, 2022

	TOTAL		
	AS OF SEP. 1, 2022	AS OF SEP. 1, 2021 (PY)	% CHANGE
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalent			
10000 Cash in Bank	29,790.70	18,394.89	61.95 %
10550 GIC -Investments	12,932.01	12,932.01	0.00 %
12000 Cash on Hand for Deposit	0.04	0.00	
<b>Total Cash and Cash Equivalent</b>	<b>\$42,722.75</b>	<b>\$31,326.90</b>	<b>36.38 %</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	5,233.18	11,420.54	-54.18 %
13270 Medallions and Other Inventory	1,242.82	2,559.00	-51.43 %
13280 Meeting List Inventory	543.06	543.06	0.00 %
13290 Grapevine Inventory	2,688.97	2,909.18	-7.57 %
<b>Total 12100 Inventory Asset</b>	<b>9,708.03</b>	<b>17,431.78</b>	<b>-44.31 %</b>
13200 Prepaid Rent Mac Hall	368.00	368.00	0.00 %
13210 Prepaid Insurance	-1,691.59	240.41	-803.63 %
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	-1,500.00	-71.20 %
<b>Total Current Assets</b>	<b>\$50,661.32</b>	<b>\$49,989.27</b>	<b>1.34 %</b>
<b>Non-current Assets</b>			
Property, plant and equipment			
13410 Office Furniture	5,450.37	5,480.37	-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 %
<b>Total Property, plant and equipment</b>	<b>\$110.75</b>	<b>\$140.75</b>	<b>-21.31 %</b>
<b>Total Non Current Assets</b>	<b>\$110.75</b>	<b>\$140.75</b>	<b>-21.31 %</b>
<b>Total Assets</b>	<b>\$50,772.07</b>	<b>\$50,130.02</b>	<b>1.28 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of September 1, 2022

	TOTAL		% CHANGE
	AS OF SEP. 1, 2022	AS OF SEP. 1, 2021 (PY)	
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
20000 Accounts Payable	0.00	0.00	
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</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.	-200.15	-792.46	74.74 %
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>-205.86</b>	<b>-798.17</b>	<b>74.21 %</b>
25600 Deferred Sales Revenue	0.00	0.00	
Receiver General Suspense	-104.88	-104.88	0.00 %
<b>Total Current Liabilities</b>	<b>\$ -278.31</b>	<b>\$ -870.62</b>	<b>68.03 %</b>
<b>Total Liabilities</b>	<b>\$ -278.31</b>	<b>\$ -870.62</b>	<b>68.03 %</b>
Equity			
30000 Opening Balance Equity	566.38	405.50	39.67 %
Retained Earnings	51,023.60	42,634.33	19.68 %
Surplus/Deficit for Year	-539.60	7,960.81	-106.78 %
<b>Total Equity</b>	<b>\$51,050.38</b>	<b>\$51,000.64</b>	<b>0.10 %</b>
<b>Total Liabilities and Equity</b>	<b>\$50,772.07</b>	<b>\$50,130.02</b>	<b>1.28 %</b>

# Ottawa Area Intergroup of Alcoholics Anonymous

## Income and Expenses YTD Comparison

January 1 - September 1, 2022

	TOTAL		
	JAN. 1 - SEP. 1, 2022	JAN. 1 - SEP. 1, 2021 (PY)	% CHANGE
<b>INCOME</b>			
42000 Literature Sales	8,343.24	4,248.65	96.37 %
42050 Meeting List Sales		1.33	-100.00 %
42150 Medallions & Other Sales	2,455.54	1,402.65	75.06 %
42200 Grapevine Sales	392.32	72.38	442.03 %
Other Income			
42250 Group /Individual Contributions	13,139.94	13,501.63	-2.68 %
<b>Total Other Income</b>	<b>13,139.94</b>	<b>13,501.63</b>	<b>-2.68 %</b>
<b>Total Income</b>	<b>\$24,331.04</b>	<b>\$19,226.64</b>	<b>26.55 %</b>
<b>COST OF GOODS SOLD</b>			
50000 Cost of Goods Sold			
51210 Literature	6,187.36	1,409.28	339.04 %
51220 Meeting Lists		1.31	-100.00 %
51240 Medallions & Other	1,606.27	149.11	977.24 %
51250 Grapevine	220.20	56.66	288.63 %
<b>Total 50000 Cost of Goods Sold</b>	<b>8,013.83</b>	<b>1,616.36</b>	<b>395.79 %</b>
51124 Square service charges		-0.53	100.00 %
Inventory Shrinkage-1		-1,713.03	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$8,013.83</b>	<b>\$ -97.20</b>	<b>8,344.68 %</b>
<b>SURPLUS/DEFICIT</b>	<b>\$16,317.21</b>	<b>\$19,323.84</b>	<b>-15.56 %</b>
<b>EXPENSES</b>			
50340 Depreciation	20.00	20.00	0.00 %
51000 Office Expenses		109.14	-100.00 %
51050 AA Web Site	737.96	144.96	409.08 %
51070 Internet	510.30	2,106.37	-75.77 %
51090 Office Supplies	504.00		
<b>Total 51000 Office Expenses</b>	<b>1,752.26</b>	<b>2,360.47</b>	<b>-25.77 %</b>
51030 Bronson Office Rent & Parking	9,731.04	9,476.00	2.69 %
51040 Telephone	834.80	659.00	26.68 %
51080 Insurance	2,959.84	1,288.00	129.80 %
51120 Bank Charges	188.75	46.01	310.24 %
51121 QuickBooks Payments Fees	450.00	440.00	2.27 %
51122 Stripe Charges	382.97	194.75	96.65 %
Ministry of Finance (ON) Expense		7.04	-100.00 %
Purchases	533.40		
Suspense		-251.35	100.00 %
Uncategorized Expense	3.75		
<b>Total Expenses</b>	<b>\$16,856.81</b>	<b>\$14,239.92</b>	<b>18.38 %</b>
<b>OTHER EXPENSES</b>			
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>
<b>SURPLUS/DEFICIT</b>	<b>\$ -539.60</b>	<b>\$7,960.81</b>	<b>-106.78 %</b>