

## FINAL\_2023 June 14 - Ottawa Area Intergroup Meeting

### Opening and Introductions

Chair opened the meeting at 7:00 pm with a moment of silence, followed by the Serenity Prayer.

Reading of the 12 Traditions.

**Roll Call and Voter count:** 20 Intergroup Reps and 8 Board members.

**Acceptance of Minutes from the Last Meeting:** Lack of quorum.

**Acceptance of Current Agenda:** No formal agenda.

### **Reports:**

#### Chair - John D.

- Vanier Round Up – June 10
  - Good attendance; 400 people; speakers from USA/Montreal, Al-anon, Music in Recovery, Archives, Literature
- Ottawa Service Day – June 10
- AA Birthday (88)
- Should Intergroup invite District Committee Members for occasional reports?
- Intergroup office needs some clean-up
- Front door code has been changed
- Is there appetite for hybrid meetings?
  - What is your Group's feeling on hybrid meetings?
  - Requirements for in person
    - -Location: Near the centre of the city.
    - -Parking.
    - -Easy access to transit.
    - -Low cost (we previously paid <\$50/meeting @ Bronson Centre).
    - -Strong Wi-Fi connection.
    - -Second Wednesday of every month from 6:30 pm to...
    - -Screens, computers, microphones (or we buy them)

#### Secretary - Dick G.

- Send Intergroup Rep updates to [secretary@ottawaaa.org](mailto:secretary@ottawaaa.org)
- **Report below**

#### Treasurer - Stephan P.

- **Report below**
- As of June 14, 2023:
  - Cash in Bank: \$22,155.89
  - GIC Investments: \$12,932.01
  - PayPal/PayPal Hold: \$106.40
  - Cash on Hand: \$14.50
  - Total: \$35,208.80
- The accounting firm has been paid \$4,096.25 for its services. This is \$706.25 dollars less than the original quoted amount of \$4,802.50, thanks to the generosity of the accounting firm.

- Insurance Enrolment:
- ● The following individuals/groups have enrolled in the umbrella insurance policy with Co-operators but did not provide proper contact info when doing so. If this is you or your group, please get in touch with me asap.
  - Elaine W. @ Serenity Group
  - Pierre V. @ Sunshine Group
  - John G. @ Learn to Live
  - Co-operators have informed me that our updated group pricing will be \$113.40 (+\$5) – still far below market value for this kind of plan.
  - Please see the form attached to this report to enrol your group.
  - I am waiting to hear back from Co-operators for further developments and direction before working with our webmaster to revise the information on our website.
  - <https://ottawaaa.org/liability-insurance-program-for-ottawa-area-aa-groups/>

#### Telephone Answering Service – Eric S.

- In office telephone answering is an option.
- Looking for volunteers to cover summer vacations.
- Training done remote: phone or Zoom.

#### 12 Step Coordinator – Steve R.

- 28 women and 32 men on the current list
- Email checked twice a day

#### Literature – Walter H.

- Sales at Vanier Round Up
- Back orders are starting to be shipped.
- A lot of 24 hour, 1, 2, 3-month chips being given.
- In office Fridays (10am-2pm) for in person sales.

#### Newsletter – Dawn-Marie M.

- Looking for submissions
- Looking for suggestions of topics or themes
- Don't forget to subscribe to the newsletter distribution
  - <https://ottawaaa.org/contact-us/> or email [newsletter@ottawaaa.org](mailto:newsletter@ottawaaa.org)

#### Website Coordinator – Paul D.

- Approximately 30,000 visitors a month
- Eastern Ontario Conference tickets available online

#### Area 83 Update – Amy L.

- Investigating hybrid technology
- Ad hoc committee developing recommendations on an IT committee
- GSR sharing Session
  - 8 pm 3rd Tuesday
  - Meeting ID: 857 4385 9032
  - Passcode: 838383

#### Eastern Ontario Conference – Kerri D.

- Not present

## Elections / Acclamations for the Service Positions coming up for new 2-Year terms January 2023

- No candidates

### **New Business:**

- Recording of meeting. Helpful for preparing minutes. There is often information in the chat that needs to be included in the minutes.
- Can audio and video be separated?

### **Old Business:**

Meeting closed at 8:10PM with the Responsibility Declaration.

Next meeting: July 12, 2023, at 7:00 pm

Zoom link:

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

## Treasurer Report for OAIG – June 14, 2023

### As of June 14, 2023:

- Cash in Bank: \$22,155.89
- GIC Investments: \$12,932.01
- PayPal/PayPal Hold: \$106.40
- Cash on Hand: \$14.50
- **Total: \$35,208.80**

As of today, all cheques from group contributions and literature sales have been deposited into the Intergroup account.

We are grateful for the contributions received from various groups and individuals over the past month. The continuous financial support ensures the success of our website, telephone answering service, and literature availability, all contributing towards serving our primary purpose – to carry the message to those still suffering from this shared disease.

In line with my commitment to financial transparency and responsibility, I continue to monitor our bank account and PayPal while working closely with our bookkeeper. This diligence ensures prompt payment of financial obligations and overall accuracy.

Currently, we find ourselves in a stable financial situation with prudent spending and a focus on settling our outstanding debts. Notably, we have incurred significant accounting fees detailed below, and we humbly request continued group contributions to maintain a comfortable prudent reserve.

## Addressing the Question of Unfiled Tax Returns

There have been questions raised in recent meetings regarding annual tax filings, and to provide transparency and to address concerns raised, I will do my best to address those here.

As some of you may know, the Ottawa Area Intergroup, an incorporated non-profit organization, must file a yearly T2 – Corporate Income Tax Return. Although most incorporated NPOs are exempt from income tax under the Income Tax Act, the filing of the T2 return remains a requirement.

Unfortunately, the T2 returns for the years 2018, 2019, 2020, 2021, and 2022 were not filed until this year. Again, in the spirit of transparency, I would like to share a brief overview of the chain of events as I ascertain them to have occurred through my many discussions with previous board members over the past month. I relay this information with the utmost respect for all those who have served our fellowship, recognizing that the underlying issues were mostly circumstantial and not attributable to any specific individual.

In the years following our last filed T2 for 2017, there were a series of changes in the roles and responsibilities within our board and the Intergroup office. It is my belief that these changes unintentionally led to some confusion over the duties regarding the T2 tax filing. Despite these challenges, efforts were made to keep up with some of the financial responsibilities, such as GST/HST payments.

Regrettably, the understanding of who was responsible for the T2 filings got lost in the shuffle due to the various shifts in roles and responsibilities. Additionally, the knowledge transfer between successive treasurers was impeded, which complicated the situation further.

The Intergroup board, the treasurers, the office administrator staff member, and the bookkeepers have, to the best of my knowledge, acted in good faith throughout this time, making decisions they believed to be in the best interest of our fellowship and the Ottawa area groups of Alcoholics Anonymous. Miscommunications occurred, and some tasks fell by the wayside, but I believe and hope our fellowship understands there was no ill intent from any party.

We have learned valuable lessons from these past years, and I am committed to improving our processes going forward. One of the key actions I am taking is to ensure that the bookkeeper

now communicates exclusively with me, the Treasurer. This change will create a streamlined, clear, and effective channel of communication regarding all financial matters, including the quarterly GST/HST and T2 filings.

Moreover, I am improving the handover process to ensure that all necessary information, duties, and access rights to necessary online platforms and tools are effectively and completely transferred from one Treasurer to the next. This strategy will ensure continuity, reduce confusion, and minimize the risk of any future lapses.

In light of this detailed explanation, I trust that the concerns surrounding our annual tax filings have been adequately addressed and resolved. As your Treasurer, my focus will now shift toward the accomplishment of our future objectives and the ongoing enhancement of our financial processes. This matter, having been thoroughly examined and addressed, I consider to be asked, answered, and thereby closed.

For those seeking a deeper dive into these issues, I encourage accessing the comprehensive record of Intergroup meeting minutes available on the Ottawa AA website. It is there that you'll find additional information regarding this and other matters.

Your understanding and cooperation in this matter is sincerely appreciated. Thank you for your commitment to serving our community and for your dedication to the principles of Alcoholics Anonymous.

## New Short-Term Goal

- **Intergroup Credit Card** – This plan has been in motion since before I took over the role of Treasurer. However, it was stalled due to unfiled taxes. I met with our banking representative at BMO this morning (June 14) to discuss the possibility of obtaining a credit card with a limit of \$2,000. The need for this card comes about primarily because of the unfair demands placed on our Literature Coordinator to use their personal credit card and/or cash funds to make orders for certain items, especially those coming from the USA. This is not in line with our traditions of being self-supporting. It also potentially limits who can step into the role in the future. This credit card may also be of benefit in such cases where deposits or credit cards are needed to hold or secure venues, make online purchases for Intergroup needs, etc. This credit card will be closely monitored, and its balance will be paid monthly. It will be included in my monthly Treasurer's financial report.

## Update on Long-Term Goals

- **Filing Taxes for 2018 to 2022 – FINISHED!** I am pleased to report that this task is now complete. There was a brief delay due to some miscommunication with the accounting firm. However, the issue has been addressed, and our accounting firm has successfully filed the T2 returns for these years. The accounting firm has been paid \$4,096.25 for its services. This is \$706.25 dollars less than the original quoted amount of \$4,802.50, thanks to the generosity of the accounting firm.
- **Prudent Reserve/Annual Budget** – Now that taxes have been filed, the next project will be to draft an annual budget for 2024 and review/adjust our prudent reserve. Tentatively, we are considering a prudent reserve of \$30,000, in line with what it has been until now. This may change (up to \$35,000) after a thorough review of our annual budget and an analysis of potential future expenditures, including meeting space and equipment for hybrid meetings, the printing of Our Primary Purpose, the printing of meeting lists, etc.

## Insurance Enrollment

- The following individuals/groups have enrolled in the umbrella insurance policy with Co-operators but did not provide proper contact info when doing so. If this is you or your group, please get in touch with me asap.
  - Elaine W. @ Serenity Group
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## Recent Notable Expenditures

- **Accounting Firm** – \$4,096.25. The accounting firm was hired to file outstanding tax returns for the years 2018 to 2022, as noted above in my report.

## Outstanding/Upcoming Expenditures

- **Continued Literature Orders** – I continue to work closely with our fantastic Literature Coordinator, Walter H., to ensure proper stock of AA and Grapevine Literature, as well as chips and medallions. This is to ensure that Ottawa-area groups have access to these when needed. As items come back in stock at AAWS and price increases for said literature take effect, I anticipate we will make some large orders. It is important to note here that literature does usually pay for itself.

Should you have any questions or require additional information about what is contained in this report or anything else related to Intergroup financials and processes, please contact me at [treasurer@ottawaaa.org](mailto:treasurer@ottawaaa.org).

Yours in loving service,

*Sten P.*

Treasurer, Ottawa Area Intergroup of Alcoholics Anonymous

# Ottawa Area Intergroup of Alcoholics Anonymous

## Balance Sheet Comparison

As of June 14, 2023

	TOTAL	
	AS OF JUN. 14, 2023	AS OF JUN. 14, 2022 (PY)
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalent		
10000 Cash in Bank	22,155.89	25,350.95
10550 GIC -Investments	12,932.01	12,932.01
PayPal	0.00	145.35
PayPal Hold	106.40	0.00
12000 Cash on Hand for Deposit	14.50	177.99
<b>Total Cash and Cash Equivalent</b>	<b>\$35,208.80</b>	<b>\$38,606.30</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>
12030 Advance-Spring Conference	0.00	0.00
12040 Advance - Eastern Ontario Conference	3,072.39	1,000.00
12060 Advance to Canadathon	0.00	0.00
12100 Inventory Asset	12.11	12.11
13260 Literature Inventory	7,169.87	6,851.70
13270 Medallions and Other Inventory	2,492.25	1,819.50
13280 Meeting List Inventory	570.82	570.82
13290 Grapevine Inventory	3,036.22	2,703.32
<b>Total 12100 Inventory Asset</b>	<b>13,281.27</b>	<b>11,957.45</b>
13200 Prepaid Rent Mac Hall	368.00	368.00
13210 Prepaid Insurance	-3,301.59	-1,369.59
13211 Prepaid Web Site for AA	0.00	0.00
13240 Prpd Mc Nabb Sunday Mtng. Rent	-586.50	-586.50
13241 Prepaid Rent Bronson	1,022.18	1,022.18
13250 Prepaid Legal & Accounting Fees	0.00	0.00
Credit Card Receivables	100.00	100.00
Uncategorized Asset	0.00	0.00
<b>Total Current Assets</b>	<b>\$49,164.55</b>	<b>\$51,097.84</b>
Non-current Assets		
Property, plant and equipment 13410		
Office Furniture	5,248.15	5,260.65
13420 Accum Dprctn. Office Furniture	-5,260.65	-5,260.65
13450 Leasehold Improvements	15,157.77	15,157.77
13451 Computer Equipment	2,496.82	2,496.82
13452 Accum Dprctn Computer Equipment	-2,496.82	-2,496.82
13460 Accum Dprctn. Leasehold Imp	-15,157.77	-15,157.77
<b>Total Property, plant and equipment</b>	<b>\$ -12.50</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$ -12.50</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$49,152.05</b>	<b>\$51,097.84</b>



	TOTAL	
	AS OF JUN. 14, 2023	AS OF JUN. 14, 2022 (PY)
<b>Liabilities and Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
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>
20100 Accrued Liabilities	0.00	0.00
23000 Payroll Taxes Payable	-3.52	-3.52
23100 Payroll Federal Tax Payable	-135.49	-135.49
23110 CPP Payable	3.33	3.33
23120 EI Payable	135.68	135.68
<b>Total 23000 Payroll Taxes Payable</b>	<b>0.00</b>	<b>0.00</b>
23130 Salaries and Wages Payable	0.00	0.00
25500 GST/HST Payable Intrgrp Oprtns.	-1,122.09	-241.01
25550 GST/HST Payable Spring Conf.	-5.71	-5.71
25560 GST/HST Payable Fall Conf	674.43	446.71
<b>Total 25500 GST/HST Payable Intrgrp Oprtns.</b>	<b>-453.37</b>	<b>199.99</b>
25600 Deferred Sales Revenue	0.00	0.00
Receiver General Suspense	-350.02	-86.77
<b>Total Current Liabilities</b>	<b>\$ -803.39</b>	<b>\$113.22</b>
<b>Total Liabilities</b>	<b>\$ -803.39</b>	<b>\$113.22</b>
<b>Equity</b>		
30000 Opening Balance Equity	0.00	0.00
Retained Earnings	55,664.93	53,562.16
Surplus/Deficit for Year	-5,709.49	-2,577.54
<b>Total Equity</b>	<b>\$49,955.44</b>	<b>\$50,984.62</b>
<b>Total Liabilities and Equity</b>	<b>\$49,152.05</b>	<b>\$51,097.84</b>



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Co-operators General Insurance Company

**OTTAWA AREA INTERGROUP OF ALCOHOLICS ANONYMOUS**

**APPLICATION / PREMIUM CALCULATION**

**Date Coverage Required: (note that policy term is November 1<sup>st</sup> to November 1<sup>st</sup>)**

\_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Full Address of Meeting:** \_\_\_\_\_

\_\_\_\_\_

**Contact of Group including Email:** \_\_\_\_\_

**Contact Phone number:** \_\_\_\_\_

**Date and Time of Meetings:** \_\_\_\_\_

**Is Confirmation of Insurance Required?** \_\_\_\_\_

**Is Additional Insured Required? (If yes, please provide mailing address if different from above)**

\_\_\_\_\_

\_\_\_\_\_

**PREMIUM CALCULATION**

**Annual Premium \$105.00 plus 8% Sales Tax = \$113.40\***

**\*Payable to the Co-operators**

**\*Payment must be received prior to Certificate being issued**

**Please contact Stacey Mandigo at Michelle & Associates Inc. for further information on the program, not the Ottawa Area Intergroup office. Also, cheques must be sent to Stacey's attention at the Somerset location. Do not send applications or payment to the Ottawa Area Intergroup office.**

MICHELLE & ASSOCIATES INC.  
**480 SOMERSET STREET WEST**  
**OTTAWA, ON K1R 5J8**

(P) 613-236-0781 (F) 613-236-3266

**Groups In Attendance – June 14, 2023**

Voting	
Not Voting	
Group	Name
Women's Group	
12 & 12 @ 12	
12 & 3 Discussion	
12 Steps to Serenity	
Alta Vista 12 Step Group	
Attitude of Gratitude	Pamela C.
Awakening Group	
Barrhaven Tuesday Night	Dan L.
Beacon Hill	Geraldine H
Bells Corners Big Book Discussion	
Beyond Belief Secular Group	
B-United	Steve H.
By the Book	Bonnie B.
Carp Fellowship Group	
Carry the Message	
Centennial	
Chelsea Group	
Co-founders Newcomer Meeting	

Conscious Contact - 11th Step Meditation	
East End Group	
Easy Does It Group	
Fellowship Group	
First Avenue to Recovery	
Fourth Dimension	
Freebirds	
Freedom	
Friday Night Chelsea Big Book	Ray
Friendly	
From the Heart	
Gleaning the Big Book	
H.O.P.E. Group	
Hand in Hand	
Heritage	
Hope in Recovery	
Hull Liberty	
Keep It Simple	

Labyrinth Young Peoples Group	Catherine B.
Laurier-Sandy Hill	
Live and Let Live	Dick G.
Lunch with Bill	
Manotick Gratitude	
Men's AA Newcomers Group	
Merivale Group	
Metcalfe Last Chance	
Morning Glory	
New Day	Christopher
New Day ONLINE	
Oasis	
One Day at a Time (Online)	
Orleans Hub	
Orleans Noon	

Osgoode Step	
Ottawa Men's Group	
Ottawa South	Susanna
Pinecrest	Kerry O.
Podium/Hill Group	Crystal M.
Power Hour Virtual	
Queensway Carleton	
Rainbow	
Recovery on the Hill	
Remember When	
Richmond 11th Step	
Saturday Morning Big Book	
Search for Serenity	Fraser M.
Secular Sobriety Group	
Secular Sundays	
Serenity at Sunrise	
Share and Care	Dianne L.
Share and Care Saturday	
Sisters of Sobriety	
Spirit Group	Chris M.
Spirit of Hope	
Spirit of the Universe	
Step By Step	
Step Sisters	Lorrie W.
Stepping Ahead	Nicky S.
Stittsville Second Chance	
Sunday Morning Venture Group	
Sunday Night 12 Step Meeting	
Sunday Night Big Book Study Group	Neil J.
Tuesday/Friday	Brendon R.
Unity Group	
Vanier Early Birds	
Vanier Happy Nooners	
Wakefield AA Awakenings	

We Can Recover	
West End Group	Tom K.
Westboro Big Book Study - Joe and Charlie	
Where it all Begins	
Women in Step	
Voting Reps	20

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

Position	Name
Chair	John D.
Vice-Chair	Vacant
Secretary	Dick G.
Treasurer	Stephan P.
TAS Coordinator	Eric S.
12 Step Coordinator	Steve R.
Literature Coordinator	Walter H.
Website / Email	Paul D.
Newsletter Coordinator	Dawn-Marie M.
Voting Board Members	8

Spring Conference Chair (2023)	Vacant
Eastern ON Conference Chair (2023)	Kerri D.
Intergroup Liaison D62 (2023)	
Intergroup Liaison D54 (2023)	Neil J.
Ottawa Withdrawal Management Center	
Alt. Delegate Area 83 (2023)	Amy L.
Guest	