
OTTAWA AREA INTERGROUP
General Meeting Minutes for March 11, 2009

Welcome:

- The chair opened the meeting welcoming all intergroup members and guests with a moment of silence and the Serenity Prayer.

Housekeeping:

- Special thanks to Frank K. for setting up the March meeting room and making coffee for everyone.

Major Issues:

- The Chair identified an important need to fill the two outstanding vacancies in the Executive Committee, the positions of Secretary and Editor for our newsletter “ Our Primary Purpose”.
- The required attendance roll call for elections was taken and the following is a list of Intergroup Reps and AA visitors attending the meeting of March 11th;

List of Intergroup Reps Attending the March 11 Meeting:

<u>Name</u>	<u>Group</u>	<u>Voting/Non Voting (Y/N)</u>
Allan F	Big Book Sunday	Y
Sascha C	Uptown	Y
Pat	Uptown	N
Janet A	Awakening	Y
Hector E	McNabb	Y
Ed L	Lunch Bunch	Y
Kathy M	Westboro 9am	Y
Kerry	Friday Night Discussion	Y
Chris M	Carp	Y
Mary K	Uptown	N
Melanie	By the Book	Y
Luc S	Willing to Change	Y
Cynthia D	Lunch with Bill	N
Lorenzo F	Lunch with Bill	Y
Kevin A	Back to basics	Y
Ann R	Awakening	Y
Jeff U	West End	Y
Kevin R	Heritage	Y
George S	Sunday Night	Y
Mike F	Trinity	Y
Ian		N
Pearce H	Barrhaven Tuesday Night	Y
April C	Freedom	Y
Gary A	Open Door	Y

Oslo L	Guest	N
Raymond B	Oasis	Y
Bary D	Stepping Ahead	Y
Don Mc	3 rd Tradition	Y
Scott D	Westboro Sunday	Y
John P	Step by Step	Y
Frank K	Hull Liberty	Y
Ernie	Tues-Fri	Y
Carmel J	WestBoro 11am	Y
Ernie O’N	Beacon Hill	Y

Elections for Secretary and Newsletter Editor:

- Mary K. of the Uptown Group put forward her candidacy for the Secretary position and gave a brief outline of her background and experience. Since no other nominees presented themselves for this position, she was appointed unanimously.
- Two candidates identified their interest in the position for newsletter editor, Ozzie L. and Morris. Blank ballots were distributed for a secret ballot and the final vote calculation was Ozzie 18, Morris 9, and 1 spoiled ballot. The Chair thanked both candidates for participating and it was suggested that hopefully Morris would be interested in working with the new editor Ozzie on the newsletter. Frank moved to destroy the ballots and the motion was seconded.

TAS Report, Questions and Comments:

- The TAS Coordinator advised that one volunteer had retired, and that we also have two new volunteers. This means that 72 of the 90 time slots are filled.
- For the month of February, there were 72 time slots. Of those 13 were open and 18 were missed. One of the open slots was covered. This gives 58% coverage for the month of February. The coverage for January was 60%. There were no log sheets for Valentines Day.
- For March, there are 80 time slots of which 13 are presently open, for a potential coverage of 84%.
- A question was raised regarding coverage by volunteers for weekends. The TAS Coordinator advised he would be looking into this in the future, but that right now he is settling in to his new responsibilities.
- A question was raised regarding the new voice mail, and the Coordinator advised that it appears to be functioning well, that complaints have not been received.

Treasurers Report, Questions, Comments:

- The Treasurer reviewed the report he had distributed with the following highlights.
- The balance of funds in the Intergroup account at the end of February was \$128,37. Contributions for February totaled \$4553.72. Amounts owing to Revenue Canada, Mastercard etc. are approximately \$12,000.

The following are the reasons for our negative cash flows:

1. We have spent approximately \$12,000 renovating our premises to accommodate Archives and to furnish our office area.
2. Our literature inventory has increased from pre-2007 levels of approximately \$5000 to present levels of \$10,500.
3. We adjusted our literature prices downward when the Canadian and US dollars were at par. Since that time the Canadian dollar has declined to the \$.77 level. Our income from the sale of literature has declined as a result.
4. The Canadian Revenue Agency audited our GST records and assessed us \$2,800. This amount was payable January 1, 2009. We do not currently have the funds to pay the assessment and are being charged monthly interest.

The following are recommendations to be implemented:

1. Until our literature inventory is reduced to the \$5000 level, all literature orders over \$500 must be pre-approved by any two of the literature coordinator, treasurer, or vice-chairman.
2. Our literature priced should be adjusted upwards to 30% of cost in Canadian dollars. This will eliminate the effect of dollar fluctuations. In future, prices should be adjusted on January 1st and June 30th.
3. We should encourage groups which do not presently support Intergroup to begin doing so.
4. All non routine expenditures over \$100 must be approved by the vice-chair and/or treasurer.

If implemented, Intergroup finances should be in a healthy position by the end of the summer.

- It is also important to note that we presently have a GIC of \$12,000 as a prudent reserve. It is noted and New York advises that a prudent reserve should normally be the amount required to cover operating expenses for 9 months. The monthly operating cost of Intergroup is approximately \$1000.
- Revenue Canada is impatient to receive the GST owing.

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- A summary of amounts owed for literature by individual groups was included in the Treasurer's March report. The total owing to Intergroup by individual groups is \$2843.40
 - A member questioned why Intergroup was allowing a group which owed \$225.50 to add to its debt by another \$320.40 without any payment of back debt. Three groups owing over \$100 are receiving literature in large amounts. The Literature Coordinator stated Intergroup is reluctant to cut off groups for new literature until debts are paid. He was advised that in future debts owing should be address before providing groups with additional literature. Our Traditions state that all groups should be self-supporting.
 - Intergroup members were asked to address funds owing by their groups since Intergroup needs the money now.
 - Intergroup is asking groups to make additional contributions if at all possible.
 - A question was raised regarding the term "Supporter Aged Summary" which is the heading of the literature owing page of the Treasurer's report. He advised this is an accounting term used in these types of reports.
 - A question was asked regarding the cashing of Intergroup's GIC of \$12,000 to pay all outstanding debts. Interest rates at Revenue Canada and Mastercard are high and Intergroup should consider cashing the GIC.

Literature Report, Questions and Comments:

The Literature Coordinator explained that inventory of literature was increased because of complaints from groups that when they came to the Intergroup Office to pick up literature the office was often out of stock.

Because of the need to reduce literature inventory, the coordinator advised the following:

- The Intergroup Office will no longer be stocking the Grapevine. These will have to be obtained from Grapevine reps through GSR.
- Present levels of literature will not be maintained and groups will have to understand that items might be out of stock. However, the Intergroup office will be happy to place special orders.

Newsletter Report, Questions, Comments:

The Vice- Chair of Intergroup provided the report since he filled in as Acting Editor for the March " Our Primary Purpose".

The Chair and Intergroup members thanked the Vice- Chair for filling in and doing such an effective job.

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- The Acting Editor stated that he simplified the format and used Microsoft Word. He mentioned that there was no editing committee for the March issues, but that since the content was not controversial, he felt AA members would be comfortable with the content.
 - A question was raised regarding the pick-up system the previous editor had used, and the Acting Editor apologized since he had not been aware of this procedure.
 - The newly elected Editor of the Newsletter thanked the members for placing trust in him, advised and that he would proceed with the May 1st edition. The Vice-Chair offered to send the Editor a list of people prepared to help with the newsletter.

Springathon Summary:

The Springathon Chair advised that registrations are coming in well, and that 350 people are planned for dinner. She advised that tables are for 10 and that groups should identify their group clearly in their registration so that members registering individually can be seated with their group. She encouraged members to get newer members involved. She also noted that Alateen and Alanon will be actively participating.

A question was raised regarding the coffee at the Springathon and the 5th Tradition. The Chair advised that all funds not required to cover costs of the Springathon are returned to Intergroup.

Alkathon Summary:

The Chair of the 2008/09 Alkathon thanked committee members and volunteers for their time and energy to help make this Alkathon so successful. It was a great success in spite of the bus strike.

- The 2008/09 Alkathon realized a surplus of \$7281.76. After keeping \$2500 to cover next year's rent and start-up costs, the Alkathon Committee voted to split the balance as follows: Intergroup 50%; Districts 54, 58 and 62 12.5% each; and Alanon 12.5%. Cheques were distributed in the amount of \$2390.88 to Intergroup and \$597.72 for each district and Alanon.
- Sue Balfour has been announced as the 2009/10 Alkathon Chair.

Other Business, Questions and Comments:

- A question was raised regarding this Springathon in reference to collecting and remitting GST. The Chair advised that matters will be handled in such a manner that no GST will be owing.
- The Fall Conference chairperson was not present.

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- Intergroup reps were asked to take a flyer from front table from the Saturday Morning 11 AM Wesboro Group which is celebrating its 25th group anniversary this coming Saturday. Lots of treats will be available.
 - A question was raised regarding the fact that minutes from the February meeting had not been tabled for review and approval. The Chair asked Intergroup reps to be patient with us since many of us are new in our positions and that matters should be normalized for the next Intergroup meeting. Minutes for the February and March Intergroup meetings will be reviewed and approved at the April 7th meeting.
 - The Chair asked that the next Intergroup meeting be moved to Tuesday April 7th from Wednesday April 8th since he has a previous commitment on the 8th which he is unable to change. A motion was made supporting this request by Hector, and Sue seconded the motion.

N.B. - It was agreed that the next Intergroup meeting would take place on Tuesday April 7th.

Business Requiring Follow-Up at the April 7th Intergroup meeting:

- approval of February and March minutes