

## Greater Pittsburgh OA Intergroup Zoom Meeting Minutes

November 12, 2023 Minutes taken by Sheree C.

### Reading of the Twelve Concepts of OA Service

**ROLL CALL:** (19 people present 18 voting members)

**5 Executive board:** **Ro M.** (Chair), **Patricia S.** (Vice-Chair and WSBC Delegate), **Dee C.** (Treasurer), **Sheree C.** (Secretary), **Kristi K.** (Ex-Officio and Region 7 Rep)

**3 Standing Chair(s)/Regional Reps/WSBC Delegates:** **Linda A.** (12th Step Within), **Liv S.** (Speakers), **Melanie G.** (Region 7 Rep) (Outreach, VOR and Events positions are Vacant)

**10 Reps:** **Beth A.** (Tue 7p Plum), **Gene M.** (Wed 5:45p Rostraver) **Jeanne H.** (Thu 6p Pleasant Hills), **Jessica F.** (Webmaster and Thu 5:30p Bellevue), **Judy D.** (Sat 9a Pgh-Shadyside), **Elaine T.** (Sat 10a Monroeville), **Shannon P.** (Sat 10:30a Bridgeport), **Debbie N.** (Sat 10:30a Castle Shannon), **Kathy V.** (Sat 10:30a Cranberry), **Juanita K.** (Sat 10:30a Erie)

**1 Guest:** Roger R. (Finance Committee Chair, Voice no Vote)

**MINUTES:** October minutes approved as submitted.

**REPORTS (Executive Board):** All officer's reports reviewed.

**REPORTS (Standing Committee Chairs):**

**12th Step Within (Linda A.):** Upcoming Events:

- 12/12/23 12 Step Within Day, flyer at [link redacted]
- 1/20/24 OA birthday - Face to Face hosted by Sat. 10a Monroeville Meeting 8:30-11:30am.
- 2/24/24 Unity Day - Zoom event, needs helpers

**Speaker's Bureau (Liv S.):** Will visit meetings to talk about Speaker's Bureau.

**REPORTS (Other Trusted Servants and Webmaster):** Reports reviewed.

**Region 7 Representatives:** (Melanie G. and Kristi K.): Emergency meeting in January to appoint a Region 7 trustee. Assembly is in the spring.

**WSBC Delegate:** (Tricia S): Report reviewed. In process: a video to help one explain OA to a health care professional, a packet for medical professionals; an OA poster. TV & radio PSAs for 60-sec for overeating, anorexia and bulimia, 30-sec for overeating are pending release.

### **DISCUSSION ITEMS:**

- **GPI Meeting Feedback:**
  - Streamline all materials
  - Ask attendees to review minutes in advance of meeting
  - Send highlights after meeting
  - Change approach to WSO questions, PnP discussions
- **New appointments**
  - Liv S. chair of Speakers Bureau
  - Roger R. chair of Finance Committee
- **2024 Budget:**
  - Changes include expenses to attend assemblies and reduction of WSO donations, as meetings are contributing directly.
  - Concern about WSO funding - both literature sales and contributions are down. Dee C. recommended that we suspend WSO donation pending a direct request from them.
  - Roger R. suggested that the Executive Board and the Finance Committee collaborate on future budgets to streamline the process.
  - 2024 budget was approved as submitted.

- **IR Mentoring Program**
  - Welcome to Intergroup form: Form is available through a link in chat.
  - Focus group provided feedback on what IRs should know
- **October survey results:** 51 respondents, 18% of the mailing list, but 50% of estimated active members.
  - A majority have GPI representation, make 7th Tradition contributions, attend GPI events, read the VOR. Nearly half have used the Speakers Bureau.
    - Attract new members (outreach to therapists & behavioral health centers as well as PCPs)
    - Encourage service
    - Provide more support for zoom meetings
    - Establish more f2f meetings
    - Continue to offer workshops and special events - online and in person.

**MEETING TAKE-AWAY POINTS:**

- An email will be sent outlining highlights to share with meetings; upcoming events, Speakers Bureau, ordering literature directly through OA.
- Baltimore area intergroup will be having an IDEA day workshop on Zoom next Saturday from 2-4pm, with several speakers. Info can be found under the OA Baltimore Intergroup website..
- Meetings should advise the Webmaster of any schedule changes for the holidays.

**Meeting adjourned with the OA Promise.**

**Next Meeting: December 3, 2023, 2PM same Zoom info as above.**

**GPI Reports for 11/12/2023**

VACANT: Special Events, VOR Editor, Outreach, Region 7 Reps-2/ Alts-2, WSBC Delegates-2 / Alts-2

**Chair (Ro M.): October Accomplishments**

- Surveyed membership to determine the extent to which GPI services are used
- Held focus group on GPI meeting experience and began implementing changes based on that feedback
- Held focus group on IR mentoring program content and forwarded info to Kristi
- Developed a post-meeting communication to underscore meeting takeaways

**Chair (Ro M.): November Goals**

- Investigate more engaging alternatives to current email system with Jess & Kristi
- Hold focus group on issues confronting online meetings
- Hold focus group on GPI website experiences

**Ex-Officio (Kristi K.): October**

- Worked with the Chair to develop a questionnaire for the new intergroup reps.

**Treasurer (Dee C.): October**

- Current financial spreadsheet available at [link redacted]
- Financial Facts:
  - Balance: \$10,793.85
  - Receipts vs Expenses: +\$1,386.57
  - October Contributions: \$1,865.96 (Many September Contributions were received in October)
    - Averaged to reflect late mail = \$947.98 per month
- Current Balance Overview:
  - After Restricted Fund Balance for Prudent Reserve of \$3,000 = \$7,615.60

- After Restricted Fund Balance for Retreat Scholarship of \$1,784.00 = \$5,831.60
- Unrestricted Fund Balance = \$5,831.60

**Secretary (Sheree C): October**

- Working on editing minutes to make them more concise
- Have meeting documents available for Jessica before November 10 upload to website

**Secretary (Sheree C): November Goals**

- Prepare meeting documents for December 1 upload to website

**12th Step Within (Linda A): October**

- 12th Step Within Day Flyer is finished. It's on our website
- Began working on Unity Day Workshop

**12th Step Within (Linda A): November Goals**

- Remind groups about IDEA Day
- Encourage groups to plan 12th Step Within Day Activities
- Continue working on Unity Day Workshop which will be held on ZOOM February 24, 2024
- Continue writing 12th Step Within Tips (for VOR?)

**Speakers Bureau (Liv S.): October Accomplishments and November Goals**

- Obtained the Speaker's List from the previous person and began to make calls to see if people wanted to remain on the list. I will continue to do this next month.
- Attended additional meetings to introduce myself and ask if anyone wanted to be added to the list. My goal is to attend as many meetings as possible in the next several months to talk about the Speaker's Bureau.

**Region 7 ANNOUNCEMENTS to share with your Groups:**

- Free download on oa.org: Service, Traditions, and Concepts workshop
- To receive information on the events listed below, join Reg 7 email list at: <https://oaregion7.org/forms/request-google-group-access>  
Region 7 Assembly and Convention are listed on the 1st pg of Reg 7 website. Other events, including flyers, are available from the Region 7 email list.

**World Service Business Conference (WSBC) Delegate (Patricia S.): October**

- PI/PO meeting: Oct 25th: Subcommittee reports:
- Military Pamphlet: work continues
- Medical Professional: Presentation folder: reviewed enclosed letter via email; to send to Material Approval Committee (MAC) for approval
- Online Documents Audit (20+): to Publications Dept for revision to comply with Bylaws
- PI Poster: sent to WSO; available in 1-2 weeks at PI bookstore
- Lifeline/Social Media: create new ideas:
  - Lifeline workshop for Svc groups to present and to create new content
  - Produce written transcripts of podcasts
  - Produce something to put on Social Media.

**WSBC Delegate (Patricia S.): November Goals**

- Attend PI/PO Committee: November 29 at 2:30pm (4 th Wednesday)
- **ANNOUNCEMENTS:**
  - 2024 WSBC Conference: May 7-11, 2024 in Albuquerque, NM. F2F only
  - MR8 (international region): TIPS series to answer "how to" questions: grow/develop new groups/meetings; use PIPO efforts to bring newcomers; host recovery events.

### **GPI Webmaster/Administrative Special Worker (Jessica F): October Accomplishments**

- Determined that the existing PairList will not allow sending of richly formatted emails
- Incorporated suggested changes to website and documents re: GPI meetings
- Jeanne H responded to email requests for meeting information
  - 2023-5 sent: 1 Jan, 0 Feb, 1 Mar, 0 Apr/May, 1 Jun, 2 Jul, 0 Aug, 0 Sep, 0 Oct.
- Jeanne H is checking voicemail & sending out meeting packets:
  - 2023-8 sent: 3 Jan, 1 Feb, 0 Mar, 1 Apr/May, 2 Jun, 1 Jul, 0 Aug, 0 Sep, 0 Oct.
  - Add'l 2023 legit vm: 5 in March re: PO box

### **GPI Webmaster/Administrative Special Worker (Jessica F): November Goals**

- Meet with Chair and Ex Officio re: PairList alternatives and next steps
- Send editable documents to Policy Committee prior to 11/15 meeting
- Continue work on adding “search” function to GPI website, and ensure it can search within publicly available documents on our website
- Fix issue with editable GPI Election form
- Work with Exec Board & secretarial committee member on contingency planning & GPI Archive policy
- (future goal) restart work with Tech committee to keep WSO meeting list current & review our website
- (future goal) Move publicly available archive documents to GPI website from google as appropriate
- (future goal) Create prototype of password protected online archive page for Exec Board
- (future goal) review GPI physical documents & scan for online archive