

Greater Pittsburgh OA Intergroup Meeting Minutes

March 3, 2019 GPI Meeting

Page 1 of 5

NEXT MEETINGS: 2019 -- Apr 7, no May meeting, Jun 2

NEXT Mailing, Literature Order & Deadline: delivered at Apr GPI meeting (deadline for submission Mar 15th)

ROLL CALL: 14 people present (14 voting members)

1 Executive board: **Linda A.** (Vice-Chair)

5 Standing Chair(s)/Regional Reps/WSBC Delegates: **Beth D.** (12th Step Within), **Elaine T.** (Speakers Bureau), **Jeanne H.** (VOR), **Lanie T.** (Marathon), **Kristi K.** (Region 7 Rep)

8 Reps: **Jessica F.** (Sun 6p Brentwood), **Sue C.** (Mon 7:30p Brentwood), **Lori M.** (Mon 7:30p Lower Burrell), **Jeannie M.** (Tue 10a Beaver), **Tricia S.** (Tue 7:15p Mt Lebanon), **Gene M.** (Wed 6p Monesson), **Marsha G.** (Wed 7:15p Franklin Park), **Frank G.** (Thu 7p Monroeville)

0 guests:

ANNIVERSARIES: Linda A celebrated 33 years of abstinence & 34 years in OA

MINUTES: February minutes approved as submitted.

REPORTS (Executive Board):

Chair: Beth D. chaired this month's GPI meeting

Vice-Chair: report reviewed, Jessica F will schedule a meeting w/Linda P to go over PnP Manual sometime in March

Treasurer: report & financials reviewed, no questions

REPORTS (Standing Committee Chairs):

12th Step Within: report reviewed, Lori M reported that the location here at Hillman is secured for the May 12th Step Within event, Jessica F confirmed literature order w/Beth D

PO: vacant, no report

PI: report reviewed, Linda A asked about the Altoona PI event, Jess answered that it's for Blair County mental health clients who most likely won't be able to get transportation to the closest live OA meetings in Johnstown but we want to check out the fair once to see if it's worth doing again and also to get them information about OA and virtual meetings

Speakers Bureau: no report submitted, there is a speaker for today, Elaine asked questions about Speaker's Chair duties, Jess answered that according to the PnP an updated speakers list should go out with the April and October mailings but that the requirement for recording GPI events is no longer relevant and will be removed from the PnP Manual

VOR Editor: report reviewed, all is well

Marathon: report reviewed, Lanie needs people to sign up to speak or chair meetings at the retreat, and asked for donations from groups for the White Elephant raffle

REPORTS (Other Trusted Servants):

Region 7 Representatives & Alternates: reports reviewed, no questions

World Service Business Conference Delegate: report reviewed, no questions

Webmaster/Administrator: report reviewed, Jessica passed out the 2019 detailed instructions document to all chairs which includes usernames and passwords, and Jess reminded everyone about the 3/15 deadline for literature orders and explained how that works for new GPI attendees

Greater Pittsburgh OA Intergroup Meeting Minutes

March 3, 2019 GPI Meeting

Page 2 of 5

OLD BUSINESS:

- Camp chairs are going from Beth D's car to Gene & Elaine T's car for the retreat, someone will bring them to the April GPI meeting for Jessica F. to return to storage locker
- Virtual GPI Committee on hold until after the retreat

NEW BUSINESS:

- GPI Chair sign-up sheet was passed around, Tricia S will chair in April
- GPI meeting dates for 2019-2020 approved & sent to Lori M for approval by UPMC
2019: July 14, Aug 4, Sep 8, Oct 6, Nov 10, Dec 8
2020: Jan 5, Feb 2, Mar 1, Apr 5, no May meeting, Jun 7

ANNOUNCEMENTS

- Monday 6:30p Allison Park meeting at Memorial Park Church needs support, particularly from seasoned OA members (let Jessica know if the Wheelchair Accessible information changes)
- please get any meeting change information about Holy Week & Passover to Jessica F for the website
- Vandergrift meeting has reopened after the church bell tower fire

There were no ASK IT BASKET/GROUP CONCERNS

Meeting adjourned

GPI Reports for 3/3/19

VACANT: Chair, Professional Outreach, Region 7 Reps-3 / Alts-3, World Service Delegates-2 / Alts-2

Vice-Chair (Linda A): February

- Met informally with Marathon chair per retreat program
- Corresponded with VOR chair per Virtual IG meeting attendance article
- Attended Executive Board Conference Call, took minutes
- Cleaned out mail boxes

Vice-Chair (Linda A): March Goals

- Continue work on Policy & Procedure Manual
- Attend any Retreat Committee Meetings invited to
- Attend Executive Board conference call
- Prepare for April meeting & clean out mail boxes

Treasurer (Ruth D): February

- Cleaned out Treasurer, Finance Committee and Ex-Officio mailboxes
- Received mail from PO Box from Cecelia
- Paid all bills
- Deposited group contributions and Annual Retreat registration monies
- Updated spreadsheet, reconciled spreadsheet with bank statement
- Available to facilitate electronic donations by groups
- Attended Executive Board Conference Call
- Submitted additional copies of 1099 with 1096 form to IRS
- Completed 990 N form to IRS

Greater Pittsburgh OA Intergroup Meeting Minutes

March 3, 2019 GPI Meeting

Page 3 of 5

Treasurer (Ruth D): March Goals

- Clean out Treasurer, Finance Committee and Ex-officio mailboxes
- Continue to receive and (distribute where appropriate) mail from PO Box
- Pay all bills and deposit group contributions and other receipts
- Update spreadsheet, reconcile bank statement with spreadsheet & bank statement
- Attend Executive Board conference call
- Be available to facilitate electronic donations by groups
- Attend March Annual Retreat and pay all related bills
- Pray for all my intergroup friends as I sit by the pool in Jamaica on 3/3/19 :-)

12th Step Within (Beth D): February

- Cleaned out mailboxes
- Location for the spring workshop requested no confirmation yet.
- Will have a panel at the picnic discuss food plans as the program for the picnic. Worked on a workshop for May 19, topic is relapse prevention. We plan to base it on material from the OA website. "Been slipping and sliding" a reading and writing tool.
- Have questionnaire for the spring retreat
- Ordered literature for the workshop.

12th Step Within (Beth D): March Goals

- Secure location for the spring workshop.
- Work on program for it.
- Clean out mailboxes.
- Print out the questionnaire about topics of interest to be passed out and collected at the spring retreat.
- Work on ideas for the sponsorship day in August
- Arrange for flyers for the picnic and spring workshop.

Public Information (PI-Monica): February

- Cleaned out both email addresses
- Accepted invitation as a vendor at the UPMC Altoona May 16 Mental Health event entitled: "Healing Trauma's Invisible Wounds". Event is from 3-7 PM. One to two OA members from the Johnston meeting have agreed to help. Attendees are primarily Blair County mental health services consumers. Will use the virtual meeting list as part of the hand outs for this event. Organizers request that OA/PI provide a raffle item worth \$20.00.
- Located a printer who prints paper placemats. Cost to place a 2"x2" OA ad on a placemat will cost \$243 for 30,000 placemats. Restaurants using these placemats are in Ford City, Freeport, Leechburg and New Kensington. Will continue to pursue other printers for costs and restaurant location distribution.

Public Information (PI-Monica): March Goals

- Continue to research other PI opportunities
- Follow-up on the UPMC-Altoona event for literature order, and raffle item and other logistics.

Speakers Bureau (Elaine T): February

- Continuing having issues with cleaning out mailboxes and accessing reporting document
- Lined up speaker for March GPI Speaker meeting

Speakers Bureau (Elaine T): March Goals

- Clean out email boxes
- Line up speakers for future GPI meetings

VOR (Jeanne H): February

- Cleaned out both mailboxes.
- Collected articles and work with Ro for Q2 edition (it is full).

VOR (Jeanne H): March Goals

- Finalize the Q2 VOR (just need to confirm the future GPI meeting locations).

Marathon (Lanie T): February

- Committee meeting held by Frank G (notes sent out to members)
- Lanie on medical leave

Marathon (Lanie T): March Goals

- Communication calls with speakers for retreat
- Contact with individual committees for retreat
- Set Marathon Committee meeting for 12:30p immediately before March GPI meeting

Region 7 Representatives (Dorothy W): February Goals

- Cleaned out mailbox
- Sent Region 7 Region 7 Speakers List to those who requested

Region 7 Representatives (Dorothy W): March Goals

- Clean out mailbox
- Create agenda and other materials for the Region 7 Assembly, Twelfth Step Within Committee meeting
- Review motions for the Region 7 Assembly

Region 7 Representatives (Kristi K): February

- Facilitated Feb GPI meeting
- Registered for Region 7 Spring Assembly

Region 7 Representatives (Kristi K): March Goals

- Elicit help to move forward with development of guidelines for Virtual IG Meeting attendance
- Mock up new R7 Outreach Funding Application for presentation in March
- Touch base with Monica re: R7 Outreach resources
- Make contact with Central Virginia and Northern Blue Ridge IGs as their R7 Liaison
- Attend March Region 7 Outreach Committee conference call

World Service Delegates (Dorothy W): February Goals

- Cleaned out mailbox
- Registered for World Service Business Conference (WSBC)

World Service Delegates (Dorothy W): March Goals

- Clean out mailbox
- Participate in the Unity with Diversity Committee conference call
- Complete travel arrangements for the WSBC

GPI Webmaster/Administrative Special Worker (Jessica F): February

- Website, gpioa.org email aliases, database & online archive current, pairList active, continued to check voicemail box & send out meeting packets as needed:
 - '18 17 sent: 0 Jan, 1 Feb, 1 Mar, 2 Apr, 2 May, 2 Jun, 1 Jul, 4 Aug, 1 Sep, 0 Oct, 1 Nov, 2 Dec
 - '19 4 sent as of 2/28/19: 2 Jan, 2 Feb
- Sent out all GPI emails re: upcoming events & announcements
- Worked w/Monica F re: 3/6/19 Professional Outreach event at Pitt

Greater Pittsburgh OA Intergroup Meeting Minutes

March 3, 2019 GPI Meeting

Page 5 of 5

- Worked w/Monica F re: May Mental Health Fair event in Altoona
- Prepared for March GPI meeting: created reporting document, cleaned email boxes & sent monthly reminder, posted documents online, printed needed documents

GPI Webmaster/Administrative Special Worker (Jessica F): March Goals

- Keep website, gpioa.org email aliases, database & online archive current, continue work w/Tech Committee, clean out email boxes, check voicemail regularly & send out meeting lists as needed
- Talk to Linda P re: Policy & Procedure Manual updates
- Talk to Ruth D re: Treasurer's archive issues
- Submit meeting list changes to WSO as needed
- (future goal) review GPI physical documents & scan for online archive