

## GPI Reports for 3/3/19

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

### **Vice-Chair: 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: February 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: 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

### **Treasurer: 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: 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: 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): 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 placements. Cost to place a 2”x2” OA ad on a placement will cost \$243 for 30,000 placements. Restaurants using these placements are in Ford City, Freeport, Leechburg and New Kensington. Will continue to pursue other printers for costs and restaurant location distribution.

**Public Information (PI): 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: February**

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

**Speakers Bureau: March Goals**

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

**VOR: February**

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

**VOR: March Goals**

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

**Marathon: February**

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

**Marathon: 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: 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
- 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: 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