

## **GPI Reports for 4/7/19**

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

### **Vice-Chair (Linda A): March**

- Communicated with Retreat Committee members as needed
- Attended Executive Board Conference Call, proofread minutes
- Attended (First Annual) Spring Retreat at Antiochian Village
- Cleaned out mail boxes

### **Vice-Chair (Linda A): April/May Goals**

- Continue work on Policy & Procedure Manual and correspond with Committee Member and Special Worker
- Review Virtual Meeting Notes for next step and Policy and Procedure Manual
- Attend Executive Board conference call
- Prepare for June meeting & clean out mail boxes

### **Treasurer (Ruth D): March**

- 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
- Paid balance due to Antiochian Village for the Annual Retreat

### **Treasurer (Ruth D): April/May 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
- Attend Executive Board conference call
- Be available to facilitate electronic donations by groups
- Prepare 2018 Annual Financial Summary for review at June GPIOA meeting
- Pay all outstanding Annual Retreat bills

### **12th Step Within (Beth D): March**

- Cleaned out mailboxes
- Location for the spring workshop confirmed
- Will have a panel at the picnic discuss food plans as the program for the picnic. We have one speaker definite and one possible. We will have yoga.
- Worked on workshop for May 19, topic is relapse prevention. We have our program & speaker & flyer.
- Had questionnaire at the spring retreat

### **12th Step Within (Beth D): April/May Goals**

- Finalize plans for the spring workshop
- Clean out mailboxes.
- Continue to work on picnic.
- Work on ideas for the sponsorship day in August
- Arrange for flyers for the picnic and spring workshop.

### **Public Information (PI-Monica ): March**

- Cleaned out both email addresses

- PI Committee to participate in the UPMC Altoona Mental Health Event on May 16th from 3:00PM to 7:00PM @ the Jaffa Shrine. The event is titled: "Healing Trauma's Invisible Wounds". Attendance is open to any resident of Blair County receiving Mental Health Services. Monica and three members of the Saturday Johnstown meeting (Colleen, Sylvia and Bev) will attend to provide literature and answer questions. UPMC has requested a donated prize of \$20 for drawing. Will select appropriate OA literature for prize.
- PI Committee to participate in the Resource Fair at the David Lawrence Convention Center on May 22nd and October 8th free of charge. Event begins at 8:00 until 12:30 PM. Resource Fair attendees include Case Managers & Social workers from Allegheny County as well as surrounding counties. Lori and I will attend have have a table providing appropriate literature.

**Public Information (PI-Monica): April/May Goals**

- Attend the UPMC Altoona Mental Health event on May 16
- Attend the Where to Turn Allegheny County Resource Fair on May 22
- Continue to research other PI opportunities

**Speakers Bureau (Elaine T): March**

- Cleaned up mailboxes
- Lined up speaker for April GPI Speaker meeting

**Speakers Bureau (Elaine T): April/May Goals**

- Clean out email boxes
- Line up speakers for future GPI meetings
- Have contacts for new speakers from Johnstown thanks to Retreat.
- Working on verifying old contact list will submit as soon as all contacts made.

**VOR (Jeanne H): March**

- Cleaned out both mailboxes.
- Finalized for publication the Q2 edition

**VOR (Jeanne H): April/May Goals**

- Start soliciting for Q3 articles. Need to follow up with retreat committee to get feedback we can publish in Q3.

**Marathon (Lanie T): March**

- Had last marathon team meeting before retreat.
- Communicated with chair persons about any issues happening regarding any last minute problems with retreat.
- Shopped with members for gift package and assisted person with connecting serenity charm to donated bracelet beads.
- Attended retreat and grateful for every person who had a seat there and others who were not able to attend and still extended a helping hand.

**Marathon (Lanie T): April/May Goals**

- Attend a refresher class.
- Communicate "thank-you" to all speakers.
- Reviewed evaluations.
- Sent thank-you to Allison from Antiochian Village.

**Region 7 Representatives (Dorothy W): March Goals**

- Cleaned out mailbox
- Created an agenda for the Region 7 12th Step Within committee
- Emailed committee members about items needed for the assembly
- Contacted the person I will mentor at assembly

- Printed & updated Region 7 Rep binder

**Region 7 Representatives (Dorothy W): April/May Goals**

- Clean out mailbox
- Attend Spring Assembly
- Write assembly report for GPIOA

**Region 7 Representatives (Kristi K): no report submitted**

**World Service Delegates (Dorothy W): March Goals**

- Cleaned out mailbox
- Made airline & hotel reservations for World Service Business Conference (WSBC)
- Continued interviews for the Unity with Diversity Committee

**World Service Delegates (Dorothy W): April/May Goals**

- Clean out mailbox
- Review documents for WSBC
- Attend the WSBC
- Write WSBC report for GPIOA

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

- Website, gpioa.org email aliases, database & online archive current, pairList active, WSO meeting list up to date, 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, 1 Mar
- Sent out all GPI emails re: upcoming events & announcements
- Compiled literature packets for 3/6/19 Pitt Medical School event
- Worked w/Monica F re: May Mental Health Fair event in Altoona
- Spoke to Linda A & Katie H re:Policy and Procedure (PnP) manual updates
- Prepared for April GPI meeting & mailing: created reporting document, cleaned email boxes & sent monthly reminder, posted documents online, printed needed documents

**GPI Webmaster/Administrative Special Worker (Jessica F): April/May Goals**

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