

**GPI Reports for 9/13/2020**  
**VACANT: Vice Chair, Region 7 Reps-3 / Alts-2, WSBC Delegates-3 / Alts-2**

**Chair (Kristi K): August**

- Facilitated September 8th Executive Board call, typed & distributed minutes
- Prepped for September GPI meeting
- Cleaned out Chair mailbox

**Chair (Kristi K): September Goals**

- Be available to all Standing Chairs
- Touch base with outgoing committee chairs
- Clean out mailboxes
- Prep agenda for and facilitate monthly Executive Board Conference Call
- Prep for October GPI meeting
- Attend Zoom election run-through for October election

**Treasurer (Ruth D): August**

- Cleaned out Treasurer and Finance Committee (FC) mailboxes
- Paid all bills
- Deposited group contributions & was available to facilitate electronic donations by groups
- Updated spreadsheet, reconciled spreadsheet with bank statement
- Attended Executive Board Conference Call
- Issued Annual Retreat refunds to all registrants
- Attended follow-up 3rd quarter Finance Committee conference call on 8/8/20 to continue 2021 budget process

**Treasurer (Ruth D): September Goals**

- Clean out Treasurer and Finance Committee 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

**12th Step Within (Beth R): August**

- Cleared email boxes
- Gathered info from sponsorship weekend
- Info from sponsorship weekend used to create format for Sponsorship workshop Oct 18th
- Sally V to speak
- Alecia to provide Zoom access
- Zoom info forwarded to webmaster & VOR
- To observe our tradition of being self supporting, 12th Step Within will pay Alecia's October Zoom cost
- Began discussing ideas for 12th Step Within day on 12-12-20 (possibly a phone marathon)

**12th Step Within (Beth R): September Goals**

- Secure a host or receive training to host the Zoom sponsorship workshop
- Plan 12th Step Within Day
- Clear email boxes

**Professional Outreach (PO-Jessica F): August**

- Committee member checked & cleaned out mailboxes
- Discussed literature order with Monica for sending to UPMC for stuffing of bags in Blair county
- Started review of PnP Manual with Monica F

### **Professional Outreach (PO-Jessica F): September Goals**

- Deliver literature orders to groups for Adopt a Rack if groups reopen for live meetings
- Contact Carla Clipper re: 9/29 virtual Where to Turn Resource Fair and upcoming Tuesday morning 10a speakers series and if/how GPI can participate (email just came out September 8th, Monica forwarded it to me as it's a PO event)
- Contact Patty H to see if she can attend the virtual event at 8:30a on 9/29
- Hold meeting with Patty H & Monica F to see what PI/PO work we can do during COVID-19
- Clean out mailboxes
- Determine PI/PO schedule for remainder of 2020 & which events should be handled by each committee

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

- Cleaned out both mailboxes
- Mailed 500 Fifteen Question cards to UPMC Altoona Mental Health Dept. for distribution to their Blair County MH clients
- Started review of PnP Manual with Jessica F

### **Public Information (PI-Monica): September Goals**

- Clean out both email boxes
- Follow up via the CMU website for news about the yearly November Health Fair
- Continue to research and identify future PI opportunities

### **Speakers Bureau (Elaine T): August**

- Cleaned out both mailboxes
- Attended Executive Board meeting re: speakers meeting and Zoom
- Preparing for September GPI Speaker meeting via Zoom
- Working on updating Speakers List for October
- Sent prospective replacement election information to apply & info for this month's GPI meeting
- November & December on hold for now

### **Speakers Bureau (Elaine T): September Goals**

- Work with mentoring prospective replacement
- Finish October's Speaker's List

### **VOR (Jeanne H): August**

- Cleaned out both mailboxes
- Q4 VOR issue is being finalized for print

### **VOR (Jeanne H): September Goals**

- Clean out both mailboxes

### **Marathon (Sheree C): August**

- Cancelled in-person retreat with Antiochian, deposit has been returned to GPI treasurer.
- All 2020 Retreat participants were contacted and registration refunds are being processed by the treasurer.
- Held committee meetings August 13 and September 3, to begin actively planning to use the Zoom platform to handle OA holidays; IDEA Day, OA Birthday, Unity Day, and Retreat.
- Attended an New Jersey Intergroup Zoom workshop to see how it was set up and handled.
- The Committee is actively working on IDEA Day plans and 3 speakers have been found and scheduled for IDEA and Unity day.
- The groups that have handled those holidays in years past were contacted and we are coordinating with them where possible.
- We are working on speakers for the OA Birthday and Unity Day.
- Met with a Committee member to transfer materials for the mailing packet to 2020 Retreat registrants.

- Cleaned out all email boxes.

### **Marathon (Sheree C): September Goals**

- Set up and chair Committee meeting scheduled for September 23, 7:00 on Zoom
- Get flyer for IDEA Day prepared and into (virtual) circulation, work on database for emailing flyers to group contacts.
- Get flyers into the works for other holidays and retreat.
- Work on finding a tech person for events.
- Contact scheduled speakers by phone.

### **Region 7 Representatives (Tricia S): August**

- Cleaned out all mailboxes

### **Region 7 Representatives (Tricia S): September Goals**

- Clean out all mailboxes
- Gather information for Region 7 Fall Business meeting and register to attend

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

- Website, gpioa.org email aliases, database & online archive current, pairList active, WSO meeting list up to date, continuing work with Technical Committee, checked voicemail & sent out meeting packets:
  - 2020 1 sent: 0 Jan, 1 Feb, 0 Mar, 0 Apr, 0 May, 0 June, 0 July, 0 August (as of 9/6/2020)
- Sent out all GPI emails re: upcoming events & announcements
- Worked on PnP Manual updates
- Worked on documents for password protected online archive page
- Prepared for September GPI meeting: created reporting document, cleaned email boxes & sent monthly reminder, posted documents online

### **GPI Webmaster/Administrative Special Worker (Jessica F): September 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
- Work on PnP Manual & Bylaw amendments with Linda A
- Continue work on password protected online archive page on GPI website
- (future goal) Find a Tech Committee member to add GPI events to the Region 7 events online calendar (as of 7/30/2020, the WSO events calendar has disappeared)
- (future goal) review GPI physical documents & scan for online archive