<div align="center">**Greater Pittsburgh OA Intergroup Zoom Meeting Minutes**</div>

February 4, 2024 Minutes taken by Sheree C.

Reading of the Second Concept of OA Service

<u>ROLL CALL:</u> (15 people present, 15 voting members)
<u>5 Executive board</u>: **Ro M.** (Chair), **Tricia S.** (Vice-Chair), **Dee C.** (Treasurer), **Sheree C.** (Secretary), **Kristi K.** (Ex-Officio and Region 7 Rep)
<u>4 Standing Chair(s)/Regional Reps/WSBC Delegates</u>: **Linda A.** (12 Step Within), **Liv S.** (Speakers), **Beth A.** (VOR Editor), **Melanie G.** (Region 7 Rep) (Outreach and Special Events positions are Vacant)
Jessica F. (Webmaster) (Voting as Thu. 5:30p Bellevue Rep)
<u>6 Reps</u>: **Susan C.** (Mon 7:30p Brentwood), **Linda C.** (Tue 7p Butler), **Ethel H.** (Wed 7p Greenfield), **Jessica F.** (Thu 5:30p Bellevue), **Judy D.** (Sat 9a Pgh-Shadyside), **Juanita K.** (Sat 10:30a Erie)

Anniversaries: None

<u>**MINUTES**</u>: Motion made/accepted to approve January minutes as corrected.

<u>**REPORTS (Executive Board)**</u>: All officer's reports reviewed.
Chair (Ro M): Working on letting people know about OA. Focus groups held on Website and Obstacles to Service. Planning to execute PCP mailing and help Beth A. get oriented as VOR editor.
Ex-Officio (Kristi K): Helping Anne A with forming a 12-step workshop. The workshop is covered in fifteen 2-hour sessions. The E-board approved the workshop, and it is now being organized. Please contact Ann (contact info was shared in the chat) if you are interested in attending or organizing, co-facilitating. Indicate if you are interested in an in-person or virtual meeting, and perhaps what day of the week you would be available for the workshop.
Vice Chair (Tricia S.): No additions or questions.
Treasurer (Dee C.) - Financials Reviewed. Over $1,000 in contributions for January. IRS forms have been filed and liability insurance was paid.
Secretary (Sheree C): No additions or questions.
<u>**REPORTS (Standing Committee Chairs)**</u>: All chairs' reports reviewed.
12th Step Chair (Linda A.): Finished up planning for Unity Day to be held on February 24. There is a "Service at all Levels" handout available for people that would be helpful for people. There are three OA events left for the year and individual meetings are welcome to organize them. They are the OA Picnic, date TBD, Sponsorship Weekend in August and IDEA Day in November. IDEA Day would be under the auspices of the next 12th Step Within chair.
Speaker's Bureau Chair (Liv S.) Still getting settled into the position.
VOR Editor: Recovery from Relapse is the theme of the next issue. Submissions are welcomed and are due by Friday, March 15, 2024.
<u>**REPORTS (Other Trusted Servants)**</u>: All trusted servants' reports reviewed.
Region 7 (Kristi K & Melanie G): The Northern NJ IG is having a winter retreat in February.; Region 7 Monthly Roundtable: February 20, 2024, 7pm, virtual meeting, "Preparing for Participation in a Health Fair."
https://oabaltimore.org/region-7-roundtable-preparing-for-participation-in-a-health-fairfebruary-20-2024/
WSBC (Tricia S): Report reviewed. No questions.
Webmaster (Jessica): No questions on Jessica's report. Ro thanked Jessica for incorporating suggestions from the Website Focus group onto the GPI website. Please take a look at the changes to the website Home Page. Feedback would be appreciated. Please be sure to update your email addresses with Jessica for the All-GPI list, and add GPI to your address book to avoid having emails go to spam. Reps should encourage active members to email Jessica their addresses for inclusion.

DISCUSSION ITEMS:

- **Service Opportunities:**
- Ask all members to register their email addresses with us so they can receive all-gpi emails.
- Help us to display OA posters at local colleges (see updated list) 13 distributed so far, need more volunteers to help get posters hung in local colleges.
- Write a contribution for the Q2 VOR: Recovery from Relapse
- Help to Co-host a 15-week 12 Step Study
- We have found someone to respond to phone calls, but still need someone to respond to GPI emails from people looking for OA information in the area. Please reach out to Sheree C. if you are interested.

World Service Bylaw and Policy Amendments Review: All motions were affirmed. Secretary will register votes with World Service prior to 3/7 deadline..

Other Workshops & Special Events

- 1/20 OA Birthday in January report: Had a nice turnout despite messy weather.
- 2/10 NJIOA Time to recover Virtual Retreat
- 2/24 GPI Unity Day Workshop on Zoom (flyer https://gpioa.org/docs/events/24Unity.pdf)
- May 7 Beaver 43rd Anniversary, Flyer is forthcoming
- 4/12-13 Region 7 Spring Assembly
- 4/26-28 Diamond State IG 45th Annual Retreat, OC, MD: Link to the flyer is at https://oaregion7.org/wp-content/uploads/2024/01/DSIG-Retreat-2024.pdf
- Events sponsored by individual meetings in absence of events chair. Links will be in the take-away

Other Issues & Concerns:

- Bookmarks are now available. Contact Sheree at Secretary@gpioa.org
- We have made reports more concise. We would like feedback as to whether things are too concise: Should we highlight descriptions as to what individual positions entail?
- Could the mentoring system cover new positions? Details are in the Policy & Procedures Manual. How would we report changes in our position since the last PnP changes?
- We do not have a clear idea of what a group is/vs what a meeting is. Some groups sponsor multiple meetings and share resources/positions
- WSBC proposed amendments presentation was concise and seamless and fairly painless!
- Next Executive Board meeting is February 18, please submit agenda items before that.

ITEMS TO TAKE BACK TO MEETINGS:

- Asking all members to register their email addresses with us so they can receive all-gpi emails
- Help us to display OA posters at colleges
- Write a contribution to the Q2 VOR: Topic is Recovery from Relapse. Submissions are due Friday March 15, 2024.
- Upcoming special events: 2/24 GPI Unity Day Workshop from 2-4:30pm on zoom (flyer is at https://gpioa.org/docs/events/24Unity.pdf)
- We are looking for meetings to sponsor special events
- Bookmarks are available. Contact Sheree C. at secretary@gpioa.org to request some.
- 12th Step Workshop: Ann's contact information was shared in the chat for interested attendees to take. She Is looking for anyone who is interested in helping to facilitate or attending the workshop.
- We are looking for someone to respond to email inquiries on the website. Contact Sheree C. at secretary@gpioa.org if you might be interested in this important but low-time commitment service opportunity.

Meeting adjourned with OA Responsibility Pledge.

Next Meeting: March 3, 2024, 2pm, same Zoom info.

GPI Reports for 2/4/2024
VACANT: Outreach, Special Events, Region 7 Reps-2/ Alts-2, WSBC Delegates-2 / Alts-2

Chair (Ro M.): January Accomplishments
- Sent OA PSAs to 12 TV stations
- Distributed posters to volunteers displayed at 13 local colleges
- Held focus group discussions on barriers to service and website experience
- Began preparation for mailing to 100 UPMC primary care practices

Chair (Ro M.): FebruaryGoals
- Finish the PCP mailing
- Follow-up with Executive Board and Webmaster on January focus group feedback
- Help new VOR editor in her new role

Ex-Officio (Kristi K.): January Accomplishments
- Approached OA member about open service opportunity
- Discussed possibility of holding 12 Step Workshop series at Executive Board meeting

Ex-Officio (Kristi K.): February Goals
- Organize Intergroup Rep Mentor program documents and resources
- Hang 3 OA outreach posters at colleges in the North Hills area

Vice Chair/Policy Committee (Patricia S.): January
- Committee meeting canceled due to illness/travel. 3 mailboxes cleaned. Clarified past process for speaker requests and made suggestions.

Vice Chair/Policy Committee (Patricia S.): February Goals:
- Committee to work on several PnP manual amendments to present at a later date.

Treasurer (Dee C.): December
- Current financial spreadsheet available at https://gpioa.org/docs/gpimtgs/2401Financials.pdf
- Financial Facts: Report Date: January 31, 2024, GPI - February 4, 2024 Meeting
  - Balance: $10,174.85
  - Receipts vs Expenses: + $ 131.15
  - January Contributions: $1,098.72
  - 2024 Total Contributions $1098.72   Average Per Month: $1098.72
  - Unrestricted Fund Balance: $ 5,390.85
- Note: IRS Forms 990-N (e-Postcard), 1096, and 1099 NEC completed. Paid renewal fee to USLI for 2024 liability insurance.

Secretary (Sheree C): January
- All routine tasks completed in cooperation with Jessica

Secretary (Sheree C): February Goals
- Prepare meeting documents for March 1 upload to website before March 3 GPI meeting
- Learn about the GPI emails and phone system and assist new volunteers in taking over from Jeanne H.

12th Step Within (Linda A): January
- Finished planning the Unity Day Workshop. This event has been posted on both Region 7 and World Service sites.

- Workshop "Hand-out Giving Service at All Levels" sent to webmaster for inclusion on the website.

12th Step Within (Linda A): February Goals
- Hold Unity Day Event on February 24th. Report on it at the March IG meeting.
- Service Opportunities for any meeting or group of people:
    a. Organize an OA picnic - usually at a park in the summer or even September
    b. Host an event for Sponsorship Weekend - *August 16, 17, 18, 2024
    c. Host an event for IDEA Day - *November 15, 16, 17, 2024
        ■ (*3rd full weekend including Friday)

Speaker's Bureau (Liv S.): January Accomplishments:
- Responded to two requests for the Speaker List. Checked the PnP manual regarding anonymity within the program.

Speaker's Bureau (Liv S.): February Goals:
- Continue to update the Speaker List

VOR Editor (Beth A.): Appointed to position at January Executive Board meeting.
- The next Voice of Recovery issue Q2 is scheduled to come out at the beginning of April 2024. We are requesting submissions of several paragraphs on the topic of "Return from Relapse." Please submit thoughts to vor_editor@gpioa.org by Thursday, 3/29/24 and indicate if you would prefer your submission to be anonymous.

Region 7 Representative (Kristi K. and Melanie G.): January Accomplishments:
- Attended the Region 7 Special Assembly, January 5, 2024
    ○ 2 proposed Bylaw amendments amended, passed unanimously
    ○ 1st Amendment change: Change requirements for Trustee candidates to align Region 7 requirements on Region Assembly experience with World Service requirements.
    ○ 2nd Amendment change: Bylaw amendments shall take effect upon adoption.
- Next Region 7 Assembly planned for April 12-13, 2024, virtual meeting.
- Northern New Jersey Intergroup of OA proudly presents its 29th annual winter retreat "Time to Recover" Saturday February 10th register@njioa.org
- Region 7 Monthly Roundtable: February 20, 2024, 7pm, virtual meeting, "Preparing for Participation in a Health Fair."
- https://oabaltimore.org/region-7-roundtable-preparing-for-participation-in-a-health-fiarfebruary-20-2024

Region 7 representative (Kristi K. and Melanie G.): February Goals:
- Attend Region7 Monthly Roundtable on 2/20

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.): January
- PI/PO meeting: January 17 at 2:30 pm (3rd Wednesday) no minutes prior to this report
- Public Service Announcement (PSA) at: https://oa.org/service-bodies/public-information-and-professional-outreach/

- PI/PO poster available in bookstore; QR code links to 15 questions quiz
- Military Documents: subcommittee needs help with letters
- Professional Presentation Packet: approved; to submit to MAC
- Welcome Room: approved; to submit to MAC
- Lifeline/Social Media: work on exercises for local workshops; to transcribe podcasts
- Document audit: Hope to vote on their work at Dec or Jan meeting
- Committee/Subcommittee structure: co-chair to email to members?

WSBC Delegate (Patricia S.): February Goals
- PI/PO Committee: on 4th Wednesday. No minutes prior to my reports
- Prepare for WSBC Amendments at February GPI meeting

World Service ANNOUNCEMENTS to share with your groups:
- **BAD Day?** Check out **"PublicInformation"** at **oa.org** for hope and solutions
- 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): January Accomplishments
- Decided on roll out procedure for new MailChimp list with Chair
- Decided to transition GPI website calendar(s) to a new app based on recommendation from website focus group member Shannon P
- Prioritized website focus group recommendations to be implemented immediately and those to wait for site redesign
- Started redesign of website utilizing website focus group recommendations
- All other routine duties completed, nothing more to report
- Jeanne H responded to email requests for meeting information
  - 2023-7 sent: 1 Jan, 0 Feb, 1 Mar, 0 Apr/May, 1 Jun, 2 Jul, 0 Aug, 0 Sep, 0 Oct, 1 Nov, 1 Dec
  - 2024-0 Jan
- Jeanne H is checking voicemail & sending out meeting packets:
  - 2023-10 sent: 3 Jan, 1 Feb, 0 Mar, 1 Apr/May, 2 Jun, 1 Jul, 0 Aug, 0 Sep, 0 Oct, 0 Nov, 2 Dec
  - Add'l 2023 legit vm-6: 5 in March re: PO box, 1 in December
  - 2024-1 sent: 1 Jan

GPI Webmaster/Administrative Special Worker (Jessica F): February Goals
- Find committee member to input calendar data into teamup/Google
- Continue work on website redesign and adding "search" function to GPI website which will search within publicly available documents on our website
- 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) review GPI physical documents & scan for online archive