

Minutes: Executive Board Meeting July 21, 2024, 4:00 p.m.

Attendees: Ro M. Chair, Tricia S. Vice Chair, Dee C. Treasurer, Sheree C. Secretary-took minutes, Roger R., Finance Committee Chair (attended for Budget portion of meeting)

Serenity Prayer & Quick Check-in

2025 Budget Planning/Dee C. and Roger R.

- Budget is balanced on expected contributions, and WSO and R7 representative expenses are to be taken from our unrestricted fund balance, as would outreach.
- We are researching a \$5/month phone line that we could retrieve messages from would save us about \$58 a month.
- Brainstormed outreach ideas, i.e., High school or college and addiction counselors, etc.

Abusive Texts: Three meeting contacts have received these texts. One option is to not put a contact phone number. Another is to reinforce that people should not respond to newcomer requests to meet one on one on Zoom

Definition of Abstinence: We mistakenly told GPI attendees that the definition had changed, and subsequently found that this was incorrect. We need to issue a correction to GPI at the next meeting.

Intergroup Renewal/What Makes A Strong Intergroup.

<https://oaregion7.org/pdfs/What%20Makes%20a%20Strong%20IG.pdf>

- How much enthusiasm do attendees have for Intergroup?
- Concrete service to the groups: We are good at communication, the VOR, the take-aways and emails, the special meetings and events. Suggested article for VOR outlining the benefits to meetings of Intergroup.
- Standard GPI emphasis on ways to carry the message and take suggestions for outreach. Ask each meeting to put up a poster in its community.
- Leadership with strong recovery, yes.
- Trying to get every group represented: Would we be willing to attend/reach out to meetings without GPI reps to encourage them to attend? There was not a lot of response to this suggestion.
- Generate and accomplish goals: Response to Fall 2023 Survey: Have events, bring back VOR, outreach to attract new members, encourage service, support Zoom and F2F meetings
- Clarity of purpose

2025 Proposed Schedule for GPI/Executive Board Meetings: (See chart)

<u>GPI Meeting</u>	<u>Executive Meeting</u>	<u>Possible Conflicts</u>
1/5	1/19	Orthodox Christmas 1/7
2/2	2/16	
3/2	3/16	
4/6	No April	Passover 4/12, Easter 4/20
No May	5/18	Mothers Day 5/11
6/8	6/22	Fathers Day 6/15
7/13	7/20	Independence Day Weekend 7/4-6
8/3	8/17	WSO Convention 8/21-23
9/7	9/21	Labor Day 9/1, Rosh Hashanah 9/23
10/5	10/19	Yom Kippur 10/2
11/2	11/16	Region 7 Convention 11/7-9?, Thanksgiving 11/27
12/7	12/21	

Other Issues & Concerns:

- Correction of June minutes: Attendance correction after minutes were accepted
- Gene M.'s status as Events chair is not resolved at this time

8/4 GPI Agenda Items

- **Minutes**
- **Reports (due by noon on 7/29)**
- **Treasurer Role/Dee**
- **Abusive Texts Directions**
- **Definition of Abstinence**
- **Attract new members**
- **\$5/meeting suggested contribution**
- **Upcoming Events**

Adjourn

Next Executive Board Meeting: August 18, 4-5 pm

Notes from a Review of Board/Chair Responsibilities & Resources 6/26/24 & 6/29/24

Everyone should review PnP Manual & Bylaws for all related information to their specific position (see table below).

Committee Attendees

- Please provide Jessica F./Webmaster with names & email addresses of all committee members so we have a record of participants.
- With the emails above, Jessica F. will set up the email system so that committee members get GPI emails directed to their personal inbox as well.
- Every position should be cultivating successors for October elections so that their position is filled at election time, and that the candidate is somewhat familiar with the duties.

Committee Meetings

- Please send Jessica F. committee meeting days and times (zoom, phone or in-person) so that she can put this information on the website calendar so that others may attend.
- All committees may use the GPI Zoom Account for GPI activity. Zoom meeting information will be posted on the website calendar for easy access to the meeting, with the exceptions of the Executive Board, Finance Committee, and Policy Committee meetings. Jessica F. will forward host code by text to chairs who use the zoom account.
- Sheree C. has offered to walk any zoom host through using the host codes in advance of their meeting.

Attending GPI Meetings/Committee News

- Elected Officers, Chairs and Regional Representatives/WSBC Delegates can miss no more than 3 GPI meetings and still retain their position.
- Please let Sheree C./Secretary know if you will not be attending a GPI meeting.

- Elected Officers, Chairs and Regional Representatives/WSBC Delegates need to submit reports on their activity by the Monday prior to each GPI meeting. Please keep these reports brief and of import to the meeting attendees. Otherwise, you can submit “All routine work completed.”
- Please submit any items to include in Executive Board agenda a week in advance (see page 2 of GPI agenda)
- Please submit any items to include in GPI agenda/GPI takeaways 10 days in advance (see page 2 of GPI agenda)

GPI Mailboxes

- Jessica F. has set up GPI email addresses such that they forward messages to your personal email inbox.
- Please respond to GPI email requests as quickly as possible, even if it is simply acknowledging that you have received the email. The Pair system supporting our GPI email does not have an “out of office” function.
- Please empty GPI email mailboxes when Sheree C. prompts you for monthly reports. Capacity is limited and emails will bounce back if the mailbox is full.

PnP Change Process

- The Policy Committee needs 30 days’ advance notice of requests for changes in policies, procedures or bylaws.
- Changes in policies, procedures or bylaws require approvals by the PnP Committee, then the Executive Board, and finally the full GPI meeting.

Process By Which Written Items Get onto Website

- Jessica F./Webmaster’s role: gatekeeper for everything going onto the GPI website.
- Sheree C./Secretary’s role: completing/assembling GPI meeting materials (agenda, minutes, reports, financial statements, any other attachments), then turning over to Jessica F. for emailing to all and posting on the website
- Ro M./Chair’s role: completing & emailing GPI meeting highlights, then turning over to Jessica for website posting
- Beth A./VOR Editor’s role: completing & emailing VOR, then turning over to Jessica F. for posting
- Tricia S./Vice Chair’s role—revising PnP amendments in Policy Committee and Executive Board, turning over to Sheree C. for review at GPI meetings, then back to Sheree to incorporate any edits, turning over finals to Jessica F. for posting
- GPI & meeting event coordinators—completing event flyer, turning over to Jessica for posting

Resources to Support Your Efforts

- Budget (must be proposed and approved in advance), expense advance, travel reimbursement
- WSO Materials: service manuals exist for 12th Step Within and Outreach, a 12 Step Workshop Guide, 12 Step Workshop Participant Guide, and Service, Traditions and Concepts Workshop materials are available for sale, and free downloadable OA Guidelines/documents exist for most other purposes.
- OA literature: GPI has a stock of literature on hand for Outreach events (to be given away free) and OA events (to be sold as per the PnP Manual), many zoom meetings have materials available as well at no charge
- Promotion
 - GPI Highlights to take back to meetings (Ro M/Chair)
 - Posting of event on GPI website calendar (Jessica F/Webmaster)
 - Event Flyers emailed to GPI mail list (Ro M/Chair)
 - Event Flyers on GPI website if different for emailed flyer (event coordinator to Jessica F/Webmaster)
 - Posting of event information on Region 7 and WSO calendar if appropriate (event coordinator)
 - VOR article describing event (Beth A/Vor Editor)
- Miscellaneous resources: 500-pound capacity folding camping chairs, logo table cover, folding literature racks, Fun Not Food picnic materials, etc.

Policies & Procedures, Bylaws Related to GPI Positions

PnP Manual: <https://www.gpioa.org/docs/gpi/240707GPI-PnP.pdf>

Bylaws: <https://www.gpioa.org/docs/gpi/221204GPIbylaws.pdf>

Position	PnP Position Description Pages	PnP Detail of Activity Pages	Bylaw Pages (qualifications & term)
Executive Board	7		1-2
Chair	8		
Ex Officio	8		
Vice Chair	8		
Treasurer	8-10		
Secretary	10-11		
Regional Representatives/Alts	12-13		3-4
WSBC Delegates/Alts	13		3-4
Standing Chairs	13-14		
12th Step Within	14		
Outreach	14-15		
Speakers	15-16		
VOR Editor	16	Style Guide 27-29	
Special Events	16	Retreat 23-26 Fun Not Food Picnic 26 Special Event 26-27	
Webmaster	16-18		