

Greater Pittsburgh OA Intergroup Meeting Minutes

October 10, 2021 GPI Meeting held via Zoom

NEXT MEETINGS: Nov 14, Dec 5; 2022-Jan 9, Feb 6, Mar 6, Apr 3, no May meeting, Jun 12

NEXT Mailing, Literature Order & Deadline: unknown due to COVID-19

ROLL CALL: 17 people present (16 voting members)

3 Executive board: **Kristi K.** (Chair), **Linda A.** (Vice Chair), **Ruth D.** (Treasurer)

5 Standing Chair(s)/Regional Reps/WSBC Delegates: **Jessica F.** (Outreach), **Donna G.** (Speakers), **Shawn N.** (VOR), **Sheree C.** (Special Events), **Tricia S.** (Region 7 Rep)

8 Reps: **Kathleen/Kathy M.** (Sun 5p Pgh-Shadyside), **Kathi W.** (Wed 10a Pgh-E Liberty), **Ethel H.** (Wed 7p Greenfield), **M. Elaine R.** (Thu 10a Aspinwall), **Judy D.** (Sat 9a Pgh-Shadyside), **Beth D.** (Sat 10a Monroeville), **Liv S.** (Sat 10:30a Castle Shannon), **Karen A.** (Sat 10:30a Cranberry Twp)

1 guest: Amy C.

Beth D shared on Tradition 10

ANNIVERSARIES: none

MINUTES: Chair has asked that in the interest of time management, would everyone please review meeting documents prior to the meeting; this announcement will be made for several months. September minutes approved as amended, Linda A took minutes for the October meeting.

REPORTS (Executive Board):

Chair: report reviewed, typical month, no questions for Chair or regarding Executive Board minutes

Vice-Chair: report reviewed, typical month, no questions

Treasurer: reports & financials reviewed, Ruth did not receive checks in time for the deposit to be reflected this month, they will appear on next month's financial report

REPORTS (Standing Committee Chairs):

12th Step Within: vacant, no report

Outreach: report reviewed, no questions, Jessica stated that she will stay on as a committee member

Speakers: report reviewed, no questions

VOR Editor: report reviewed, 4th Quarter VOR was finalized – themed “Growth.” Next issue's theme will be “Newcomers and Renewers.” Shawn thanked our R7 Rep for her lead on who to contact to obtain articles to reprint in our newsletter.

Special Events: report reviewed, no questions

REPORTS (Other Trusted Servants):

Region 7 Representatives: report reviewed, because the WSO Convention was cancelled, OA lost the \$50,000 down payment and committed to having the 2025 convention at the same hotel. Groups could send money for help if they desire. The WSO is proposing reducing the number of Trustees from 16 to 12 to save money and for simplification.

WSBC Delegates: vacant, no report

Webmaster/Administrator: report reviewed, no questions

NEW BUSINESS:

- **Annual elections:**
 - Executive Board:

- Chair Kristi K. reelected for second 2 year term
- Standing Chairs:
 - 12th Step Within Beth D (412-271-2431) elected for a one year term
 - Outreach Karen A (412-716-0892) elected for a one year term
 - Speakers Bureau Kathy W (412-725-9551) elected for a one year term
 - VOR Editor Shawn N reelected for second one year term
- Representatives and Delegates:
 - Region 7 Representative Tricia S reelected for second 2 year term
- Newly elected chairpersons will receive their information by 11-1
- **Special GPI contribution to WSO:** Shawn asked if we could contribute funds to WSO towards the \$50,000 loss. Ruth will ask the Financial Committee first. That meeting is coming up soon.

OLD BUSINESS:

- **Meeting Minutes:** Sign-up Sheet to Take Meeting Minutes is not working
- **Resuming Quarterly Mailings & Identifying Meetings that are out of touch with GPI & organizing members to attend at least monthly**
 - M. Elaine R, offered to help make calls. Kristi said someone would call her this month.
- **Board Development:** No updates

ASK IT BASKET/GROUP CONCERNS:

- M. Elaine R. asked if IDEA event in November will be Hybrid. It will not. Another group could hold a zoom meeting on Sunday if they want to.
- Ethel asked whether a zoom meeting should be affiliated with the Virtual Intergroup or our Intergroup. Groups can only be affiliated with one intergroup.
- Since there is no Special Events Chair, there will be no retreat. A Special Events Chair could be appointed by the Executive Board as long as they complete an application and meet the qualifications. There are other events that need to be covered throughout the year.

ANNOUNCEMENTS:

- The 12th Step Within Committee is working on a December 12th Event. Sunday afternoon. “Overcoming Isolation by Building Connection.” This will be a Zoom event.
- All GPI meetings are scheduled to meet via Zoom through June of 2022.
- Monroeville Saturday will be doing OA’s Birthday Celebration in January. It will be a Face to Face event.

Meeting adjourned

GPI Reports for 10/10/2021

VACANT: 12th Step Within, Region 7 Reps-3 / Alts-2, WSBC Delegates-3 / Alts-2

Chair (Kristi K): September

- Prepped for October GPI meeting
- Cleaned out Chair, Ex Officio and Executive Board mailboxes
- Attended Executive Board Zoom meeting on 10/3, typed and distributed minutes

Chair (Kristi K): October Goals

- Be available to Standing Chairs
- Clean out mailboxes
- Prep agenda and facilitate monthly Executive Board Zoom
- Draft proposed goals for leadership retreat
- Organize resource materials for leadership retreat

Vice-Chair (Linda A): September

- Attended Executive Board Zoom meeting
- Shared results of phone calls with Executive Board
- Cleaned out mailboxes

Vice-Chair (Linda A): October Goals

- Prepare for more Policy & Procedure (Pnp) Manual amendments and attend any scheduled meetings
- Attend Executive Board Conference call
- Clean out mailboxes

Treasurer (Ruth D): September

- Paid all bills
- Deposited group contributions & was available to facilitate electronic donations by groups
- Updated spreadsheet, reconciled spreadsheet with bank statement
- Attended Executive Board Zoom meeting
- Cleaned out Treasurer and Finance Committee emails

Treasurer (Ruth D): October 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 Zoom meeting(s)
- Be available to facilitate electronic donations by groups
- Attend 4th quarter Finance Committee meeting
- Send another \$2,000 to WSO for the third quarter (per the Finance Committee) so as to move our bank balance closer to an appropriate prudent reserve amount
- Ask the Finance Committee to review our current practice of approving travel to WSBC and Region 7 Assemblies, if virtual attendance opportunities are available
- Create Event Expense Reporting Form to track all expenses, donations, and receipts for future reference

Outreach (Jessica F): September

- Committee member cleaned out email boxes
- Sent Outreach material to a social work student who attended an OA meeting for a school requirement

Outreach (Jessica F): October Goals

- Committee member to clean out mailboxes
- Transition to committee member under new Outreach chair should one be elected

Speakers Bureau (Donna G): no report submitted**VOR (Shawn N): September**

- VOR committee met once and finalized the 4Q 2021 issue - themed "Growth"
- Mailbox clean-up

VOR (Shawn N): October

- Mailbox clean-up
- Solicit articles for next issue ("Newcomers and Renewers")
- Meet with VOR committee to layout goals for 1Q 2022 issue
- Reach out to the other Region 7 newsletters for potential article exchange

Special Events (Sheree C): September

- Cleaned out email boxes

Special Events (Sheree C): October Goals

- Attend GPI meeting
- Find out where Event & Retreat materials should go
- Be available to the new chair (if there is one)

Region 7 Representatives (Tricia S): September

- Cleaned out all mailboxes
- Attended Intergroup Renewal Committee (IGRC) meeting 9-14-21
- Attended Fall Assembly October 3-5:
 - Fri: Zoom orientation, Committee Chairs mtg, Intergroup/Officers meet & greet
 - Sat: Jump Start mtg, Committee meetings (3 hrs), Speaker closed event about 1:30pm
 - Sun: Standing Rules, Adopt Agenda, Reg7 Officer Reports, Parliamentary Moment, Elections, Committee Reports(5), Trustee Report
- Intergroup Renewal Committee (IGRC) meeting:
 - Elected new Officers
 - Requested \$1000 budget
 - Brainstormed almost 20 topic choices; chose 5 for next 6 months
 - Next Mtg: 11-4-21; set meeting schedule for 3rd Thursday of each month
- Committee Reports:
 - Finance & Bylaws: bylaws updated for virtual meetings. Motion to send \$29,000 to WSO failed because too many questions
 - Convention: decision to go virtual
 - Intergroup Renewal Committee (IGRC): see committee meeting above
 - Outreach: new venues after Pandemic, review how to do newcomer meeting in Pandemic, post newcomer meetings on Reg 7 web & ads on social media, set link to Beginners pamphlet on Reg 7 website, creating Power Point presentation to Professionals for Reg 7 web by August, 2021
 - 12 Step Within: Trifold pamphlet presented & available on Reg 7 web for all intergroups
- Trustee Report (Karen B):
 - WSO Convention in August was cancelled. Negotiated with hotel to forfeit \$50,000 down payment and committed to 2025 convention there. Saved thousands of dollars.
 - WSO Board is proposing reducing the number of Trustees from 16 to 12 for savings and simplification.
- General Comment: A board member suggested that Reps share what service at this level has done for us. This is one way to encourage others to at least attend an Assembly (especially when it is on Zoom and free). I made a list of 10 benefits; some material and some spiritual

Region 7 Representatives (Tricia S): October Goals

- Clean out all mailboxes
- Attend IGRC committee meeting on 11/4/21
- Work on assigned tasks

GPI Webmaster/Administrative Special Worker (Jessica F): September

- Website, gpi.org email aliases, database & online archive current, pairList active, WSO meeting list up to date, Zoom account & calendar current
- Responded to email requests for meeting information
 - 2021 5 sent: 0 Jan, 0 Feb, 1 Mar, 1 Apr, 1 May, 0 Jun, 0 Jul, 2 Aug, 1 Sep (as of 10/7)
- Jeanne H is checking voicemail & sending out meeting packets:
 - 2021 5 sent: 1 Jan, 0 Feb, 0 Mar, 0 Apr, 2 May, 2 Jun, 0 Jul, 1 Aug, 0 Sep (as of 10/7/2021)
 - August calls to voicemail: 3, September calls to voicemail: 0
- Sent out all GPI emails re: upcoming events & announcements

- Attended Exec Board meeting
- Prepared for October GPI meeting: emailed task reminders, compiled all needed documents & posted online, cleaned email boxes & sent monthly reminder, prepared Zoom polls for elections and election applications for screen sharing

GPI Webmaster/Administrative Special Worker (Jessica F): October Goals

- Keep website, gpioa.org email aliases, database & online archive current, continue work w/Tech Committee re:WSO meeting list, clean out email boxes, maintain Zoom account & calendar
- Send proposed contract to Finance Committee & Executive Board
- Continue work on PnP Manual & Bylaw amendments with Linda A & Katie H (particularly how to handle GPI Zoom Account including details on consistent committee Zoom meeting info, pairList approvals)
- Continue work with Executive Board on contingency planning issues such as approving all-GPI emails and how to best delegate some of my administrative tasks
- (future goal) Create prototype of password protected online archive page for Exec Board
- (future goal) review GPI physical documents & scan for online archive
- (informational note) Researched options for setting up a GPI Facebook page (we can disable the “Top Fan” feature but there’s no way to prevent people from liking the page or its posts, it’s not clear if we can set up each post so that no one can comment or if we would have to have someone monitoring and pulling down all comments)