

**GPI Reports for 11/14/2021**  
**VACANT: Special Events, Region 7 Reps-3 / Alts-2, WSBC Delegates-3 / Alts-2**

**Chair (Kristi K): October**

- Cleaned out Chair, Ex Officio and Executive Board mailboxes
- Attended Executive Board Zoom meeting on 11/7, typed and distributed minutes
- Prepped agenda for November GPI meeting

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

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

**Vice-Chair (Linda A): October**

- Attended Executive Board Zoom meeting
- Reviewed Minutes from June through September-There were no MAIN MOTIONS
- Cleaned out mailboxes

**Vice-Chair (Linda A): November Goals**

- Review/update Standing Chair responsibilities in Policy & Procedure (PnP) Manual
- Attend any scheduled Policy committee meetings
- Attend Executive Board Conference call
- Clean out mailboxes

**Treasurer (Ruth D): October**

- 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
- Attended Fourth Quarter Finance Committee meeting
- Per the Finance Committee's instruction, we sent an additional \$1000 to WSO, (to help defray WSO Conference losses), along with the \$2000 the Finance Committee had decided on previously, (to get our bank balance closer to the recommended prudent reserve amount)

**Treasurer (Ruth D): November 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
- Create Event Expense Reporting Form to track all expenses, donations, and receipts for future reference

**12th Step Within (Beth D): October**

- Worked on plans for Dec workshop
- Got speaker & Zoom host for workshop, submitted flyer to webmaster
- Cleaned out mailboxes

**12th Step Within (Beth D): November goals**

- Finalize plans for workshop
- Clean out mailboxes

**Outreach (Karen A): October**

- Cleaned out the email in both “outreach” & “outreachcomm” @gpioa.org
- Spoke with Monica F who gave me some great insight and information on the past efforts of the Outreach Committee and some tips and possible contacts for future outreach.
- Spoke with Jessica F who guided me to the information I need to get the committee up and running.

**Outreach (Karen A): November Goals**

- Contacted Carla Clipper and arranged to do a presentation on behalf of OA at the “Where to Turn” virtual event held on Tuesday, November 9 at 9:30 a.m.
- Contact committee members to find the best time for me to hold my first meeting with them. Hopefully sometime before the end of the month.
- Clean out email boxes

**Speakers Bureau (Kathi W): October**

- Received initial information from Jessica F re: GPI procedures
- Spoke with Donna G re: transition
- Cleaned out email boxes

**Speakers Bureau (Kathi W): November**

- Clean out email boxes

**VOR (Shawn N): no report submitted****Region 7 Representatives (Tricia S): October**

- Cleaned out all mailboxes
- Attended Intergroup Renewal Committee (IGRC) meeting at Assembly (details reported last month)
- Attended Fall Assembly October 3-5 (details reported last month)

**Region 7 Representatives (Tricia S): November Goals**

- Clean out all mailboxes
- Attend IGRC committee meeting on 11/4/21 (absent because ill)
  - Assigned to read two articles and summarize information on Hybrid meetings
  - Create summary of all members’ research with another member for next mtg
  - Next meeting: 12-2-21
- Attend Region 7 Fall Convention Nov 5-7 on Zoom

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

- Website, gpioa.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
  - 2021-6 sent: 0 Jan, 0 Feb, 1 Mar, 1 Apr, 1 May, 0 Jun, 0 Jul, 2 Aug, 1 Sep, 0 Oct (as of 11/10)
- 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, 1 Oct (as of 11/10)
  - Additional legitimate voicemail calls: August 3, September 0, October 0
- Sent out all GPI emails re: upcoming events & announcements
- Attended Exec Board meeting
- Contacted colleague at Red Tree re: revamp of GPI website & online archive options
- Asked Tech Committee member to contact 4 Face to Face meetings re: need for physical mailings
- Prepared for November GPI meeting: emailed task reminders, compiled all needed documents & posted online, cleaned email boxes & sent monthly reminder

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

- Keep website, gpioa.org email aliases, database & online archive current, continue work w/Tech

Committee re: WSO meeting list & website, clean out email boxes, maintain Zoom account & calendar

- Send scope of work to Meesha at Red Tree to get pricing information
- 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)