

Greater Pittsburgh OA Intergroup Meeting Minutes

April 3, 2022 GPI Meeting held via Zoom

NEXT MEETINGS: 2022-no May meeting, Jun 12, no July meeting, Aug 7, Sep 11, Oct 2, Nov 6, Dec 4
NEXT Mailing, Literature Order & Deadline: unknown due to COVID-19

ROLL CALL: 16 people present (15 voting members)

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

3 Standing Chair(s)/Regional Reps/WSBC Delegates: **Karen A.** (Outreach), **Kathi W.** (Speakers), **Shawn N.** (VOR)

9 Reps: **Lynn W.** (Sun 6p Brentwood), **Melanie G.** (Mon 7p Sewickley), **Sheree C.** (Mon 7:30p Lower Burrell), **Gene M.** (Tue 5:45p Monesson), **Dee C.** (Tue 7p Plum Borough), **Elaine R.** (Thu 10a Aspinwall), **Judy D.** (Sat 9a Shadyside), **Elaine T.** (Sat 10a Monroeville), **Liv S.** (Sat 10:30a Castle Shannon)

1 guest: Jessica F (Webmaster/Administrator)

ANNIVERSARIES: Sheree C celebrated 9 years back in OA on 3/21

MINUTES: March minutes approved as amended, February minutes approved as amended, Sheree C took minutes for April

Discussion regarding Responsibility Pledge: Karen A. suggested GPI might benefit from the reading, Jessica stated that at either the December 2021 or January 2022 meeting, we voted to read the OA Responsibility Pledge at the beginning of each GPI meeting, therefore it had been included on the monthly meeting agenda. Chair suggested that it be spelled out in full on the agenda to facilitate familiarity.

REPORTS (Executive Board):

Chair: report reviewed, no questions. A volunteer will type the GPI Inventory Questions into Survey Monkey.

Vice-Chair: report reviewed, Linda is working with Jessica on the webmaster job description

Treasurer: report reviewed

- Two Verizon bills are reflected for one month, as per the bank statement, no bill reflected for March.
- Form 990 was filed a bit early.
- Website certificate was late paid, and affected the website operations temporarily, but has been corrected and website operations are fine now.

REPORTS (Standing Committee Chairs):

12th Step Within: vacant, no report

Outreach: no report submitted, mailboxes cleaned, committee will meet in April (currently 3 outreach committee members, would like to have more), Karen wrote an article for VOR which is in final editing.

Speaker's Bureau: report reviewed. Question asked: are chairs and web hosts needed for monthly speaker meeting? Answer: We have a volunteer to regularly Tech Host. Need chair volunteers for each month.

VOR: no report submitted, Second quarter VOR is ready to submit, should be posted by the end of the day.

Third quarter issue theme will be Service, to coincide with the elections. Deadline for submissions is June 15.

Special Events: vacant, no report

REPORTS (Other Trusted Servants):

Region 7 Representatives: absent, no report submitted, attending Region 7 Spring Assembly

WSBC Delegates: vacant, no report

Webmaster/Administrator: report reviewed, report details will be covered under agenda item, will start printing entire Responsibility Pledge on the agenda.

OLD BUSINESS:

- **Board Development:** on hold pending completion of the GPI inventory
- **Updating GPI Website:** new website shared, uses more responsive format, most information is the same. No committee specific pages as yet, or password protected document storage.
 - Kristi reported that it looks spiffy on a smartphone
 - The Tech committee will confirm that all links are working
 - Executive Board and/or Tech Committee will look at GPI Newcomers and other documents
 - Comments/suggestions re: the new website will be taken until May 5
 - Member asked for link to WSO 55+ page be added to homepage, Jessica will add it to her list for consideration
- **GPI Intergroup Inventory:**
 - Chair spoke with the volunteer who was typing in the survey. The survey will take approximately 19 minutes to complete. There is no ability to save and complete it later, it will need to be done in one sitting. There will be no cost to GPI for the survey.
 - Chair emphasized that this is an Intergroup Inventory, NOT an all-member survey. The survey link will be sent to the Executive Board, Standing Chairs, Intergroup reps, not all groups/members.
 - Active committee members could also legitimately participate if they wish to. (heads up to Committee Chairs)
 - May 15 Deadline to complete Survey/Inventory.
 - Q: The Intro to the Mother Document helps to set the tone of purpose of the Inventory. A: Jess will send link to the source document.
 - Motion was made to remove gender identity question from the survey, motion passed. Question regarding age was retained.
 - Jessica asked: Do we need feedback by May 15 (The date of the Executive Board meeting.): Chair said that is fine.

NEW BUSINESS:

- **WSBC Delegate:** Tricia S is interested in attending World Service Business Conference virtually. The E-Board met to discuss and found no objections or issues with the proposed delegate. Therefore, Tricia has been appointed a WSO Delegate until the elections in the fall. We haven't had a delegate since Dorothy W, whose term ended a couple years ago. WSBC dates are April 22-30, not April 27-30, as noted on the agenda. There will be minimal cost, as it is a virtual event. Jessica noted that we voted a few years ago that we would not ask for financial help with this, since we are self-supporting. Linda replied, we can apply, but not press for funding assistance. It will be left to the Treasurer and Finance Committee to determine whether or not to apply.

ASK IT BASKET/GROUP CONCERNS:

- none

ANNOUNCEMENTS:

- Kathi W invited members to stay after for the GPI speaker meeting
- Please update Jessica about holiday meetings and any changes from virtual to face to face.

Meeting adjourned

GPI Reports for 4/3/2022

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

Chair (Kristi K): March

- Attended Executive Board Zoom meeting on 3/27, typed and distributed minutes
- Developed draft agenda for April GPI meeting
- Worked with the volunteer who is creating the IG Inventory Survey
- Cleaned out Chair, Ex Officio and Executive Board mailboxes

Chair (Kristi K): April Goals

- Be available to Standing Chairs
- Clean out mailboxes
- Prep agenda and facilitate monthly Executive Board meeting
- Encourage members to attend a monthly GPI meeting as a guest
- Encourage groups to send a member to monthly GPI meetings as their IG representative

Vice-Chair (Linda A): March

- Cleaned out mailboxes (including 12th step within)
- Attended Executive Board Zoom Meeting
- Prepared GPI Report

Vice-Chair (Linda A): April Goals

- Clean out mailboxes
- Attend Executive Board Zoom Meeting
- Prepare report for next GPI meeting
- Be available as needed for Policy Committee needs regarding Policy & Procedure Manual updates with the Webmaster's job description

Treasurer (Ruth D): March

- 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
- Filed Form 990 with the IRS

Treasurer (Ruth D): April 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
- Be available to facilitate electronic donations by groups
- Create Event Expense Reporting Form to track all expenses
- Seek out potential candidates for next treasurer effective October 2022

Outreach (Karen A): no report submitted**Speakers Bureau (Kathi W): March**

- Obtained speaker and chair for April 3 speaker meeting
- No requests received for speakers for OA meetings

Speakers Bureau (Kathi W): April Goals

- Arrange meeting chair, speaker & Zoom host for June Speaker Meeting
- Continue to update current speakers list for both speakers and moderators
- Fulfill requests for speakers at OA meetings as needed

VOR (Shawn N): no report submitted

Region 7 Representatives (Tricia S): no report submitted

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

- Website, gpioa.org email aliases, database & online archive current, pairList active, WSO meeting list up to date, Zoom account & calendar current
- Conversion of existing website to responsive format completed
- Reviewed GPI Inventory survey with Kristi K & Roger R
 - Discussed possibility of adding question re: new website feedback
 - Discussed survey closing date not being later than 5/15 to allow time to compile results for 6/5 GPI meeting
 - Because the GPI Inventory is so long, there will be a cost to doing the survey. This cost can come out of the webmaster budget, as the webmaster is currently under budget for the year
- Responded to email requests for meeting information
 - 2022-1 sent: 0 Jan, 0 Feb, 1 Mar (as of 3/30)
 - 2021-7 sent: 0 Jan, 0 Feb, 1 Mar, 1 Apr, 1 May, 0 Jun, 0 Jul, 2 Aug, 1 Sep, 0 Oct, 0 Nov, 1 Dec
- Jeanne H is checking voicemail & sending out meeting packets:
 - 2022-2 sent: 0 Jan, 0 Feb, 2 Mar
 - Add'l 2022 legitimate voicemails: 0 Jan, 0 Feb, 0 Mar
 - 2021-8 sent: 1 Jan, 0 Feb, 0 Mar, 0 Apr, 2 May, 2 Jun, 0 Jul, 1 Aug, 0 Sep, 1 Oct, 0 Nov, 1 Dec
 - Add'l 2021 legitimate voicemails: Aug 3, Sep 0, Oct 0, Nov 0, Dec 0
- Sent out all GPI emails re: upcoming events & announcements
- Prepared for April GPI meeting: emailed task reminders, compiled all needed documents & posted online, cleaned email boxes & sent monthly reminder

GPI Webmaster/Administrative Special Worker (Jessica F): April 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
- Present converted website to April GPI meeting, incorporate any suggestions before rolling out live
- Send out all-GPI email announcing new website & requesting feedback by 5/5/22 (confirm that this does not overlap the GPI Inventory deadline)
- 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 on job description pending GPI inventory results & possibly set up an administrative committee
- Continue work with Executive Board on contingency planning issues such as approving all-GPI emails and maintaining GPI website
- (future goal) Create prototype of password protected online archive page for Exec Board
- (future goal) review GPI physical documents & scan for online archive