

Oahu Intergroup of Hawaii, Inc.
Steering Committee Meeting
ONLINE Wednesday, March 05, 2025

ONLINE:
ID 850 196 4385
PW: service (lowercase)

(5:00 P.M.) OPENING: (5:00 pm) Serenity Prayer(All)

ATTENDANCE/INTRODUCTIONS/ESTABLISHMENT OF QUORUM

Voting:

Oahu Central Office Manager, Georgette W. (present)
OIG Volunteer Coordinator, Mark O. (present)
OIG Secretary, Beverly H. (present)

OIG Treasurer, Lisa F., outgoing
OIG Vice Chair/Vice President, Patti L. (present)
OIG Chair/President, Mary N. (present)

OIG Treasurer, Karen S, Incoming(present)

Non-voting:

OIG Webmaster, JP
OIG Activity Event Chair, Sally T-DCM D04 - Workshop

Current vacant positions:

OIG Finance Comm. Member, TBD
OIG Finance Comm. Member, TBD

OIG Activity Comm. Member, TBD
OIG Activity Comm. Member, TBD

ACCEPTANCE of OIG Steering Committee Meeting Minutes from February 06 2025:

1. Comments
2. Corrections
3. Motion made to accept as presented/as corrected by the Vol. Coord
4. Seconded : Vice Chair
5. Vote: unanimous
6. Motion passed/defeated

REVIEW of OIG Business Meeting Minutes from February 12, 2025, for corrections

REVIEW of OIG Business Meeting Agenda for March 12, 2025, for approval

OIG STEERING COMMITTEE MEMBER REPORTS:

Volunteer Coordinator: Mark O.

- Need to find new coordinator; he is willing to train. Retired and dedicated to serve

Secretary: Beverly H. (standard announcements at every meeting –

- Please send your written report (agenda items) to OIG Secretary by the last Monday of each month for the Business meeting.

• **Treasurer: Karen S.**

- Met with Lisa for several hours for training.
- Georgette will try to deposit 2-3 times per month
- Consider addition to the contribution line item for 'birthday contributions'

Vice Chair: Patti L.

- Working on timeline for workshops and events for the remainder of year.

Oahu Central Office Manager: Georgette W.

- Georgette can put together AD for JP to post for all open positions (Volunteer, Finance, S&G)
- Hours taking photos of checks. Need to streamline!
- Sent out several overviews of positions and reviewed Intergroup Governance & Service Leadership Packet and job responsibilities. No one person is the boss of her and can direct her activities.
- Mentioned that the Chair is to develop and send out the Steering Committee Agenda.

Oahu Volunteer Web Master: J.P.

- **Re: accepting payments** – are we making it hard to accept money? (there is precedence at other groups)
 - Potentially add payment forms to accept – direct into bank accounts
 - PayPal – in existence since 2011 and is a non-profit account, Add Apple cash and Venmo
 - Stripe 2.3% + 33 cents (current) – direct into bank account
 - Paypal would be 1.99% transaction fee + 49 cents
 - Contributing on recurring basis – only 12 ppl currently (moon clerk, can take CCs - \$18/month)
 - Additional functionality would be \$29 month / \$349 a year for app for look/feel/functionality/integration with word press.
 - Later down the road: woo commerce potentially can have Data field enter directly into QuickBooks
 - Guidelines (GSO):
 - AA member
 - Anonymous as a choice
 - \$7,500 cap per person
 - In memory of
 - Transfer out. Two people access. Accountability through monthly statements.

Motion to approve accepting additional forms of payment on the OIG website: VChair, 2nd Vcoord, 5 in favor, 1 abstain

Chair, Mary N.

Requested that her time be directed to overall communications review and asked for areas of concern.

- **OIG Secy:** Communications concern regarding security measures being overridden, and to be notified.
 - Chair understood.
- **OIG Manger:** Text approvals: Literature is an ongoing and balances are known. Currently needs permission to spend over \$500. However to get free shipping is over \$1k. Typically, she is requesting \$1k to \$2. Cannot predict and needs understanding that this process will probably not change.
 - **OIG Secy provided:**
 - Reference: 2025 budget \$14,569 for year *on average* \$1,221 per month.
 - Free shipping at \$500 or more at AAWS? Georgette will verify, also quantity of purchase to discount.
 - Tiered discounts. Ordering during specials.
 - **OIG Chair:** requested that the new Treasurer and the OIG Manger meet to review details, options and then to provide findings at future meeting. The current process to remain in place until this can be accomplished.
- **OIG Webmaster:** Regarding requests and changes to website. Please be directed to Georgette and she will meet with J.P.

OLD BUSINESS: Chair / Mary N

1. **Panel 75 Open Position:** **OIG Volunteer Coordinator - BYLAWS appointment, Vice Chair**
 - a. Georgette to write AD for JP to post on website.
2. **Copier**
 - a. Chair to send the proposal to Mgr.
 - b. Georgette will need in her hand any items to be printed a minimum 2 day before the business meeting.
3. (not discussed) **Literature Cost and OIG Pricing:** New Treasurer will address when turnover complete
4. (not discussed) **New Treasurer Access: Completed and turnover in process** DCCA & Bank, Building, Office, Gmail, Google Drive, QBO
5. (not discussed) **Review of Orientation: asking for your feedback:** comments, lessons learned for next panel - document this now.
6. (not discussed) **Review of Survey: status update (Screen share)**
7. (not discussed) **Business Meeting: - Proposal of new changes**
 - a. Room set-up (Tables/Chairs, Projector, Sound System, Recording system, name plates, Ask It Basket
 - b. Recording quality
 - c. Hospitality (Nameplates, materials, Orientation for newbies)
 - d. Sign in once seated.
8. (not discussed) **Chair's Planned Travel:**

- a. Report from Area 17 Orientation Assembly and / or Area 17 Committee Meetings *Chair will report on each the meeting following the Area event*
 - b. ITD Assembly (Kihei, Maui) *ditto to the above*
9. (not discussed) **IGR Involvement: review**
- i. Whiteboard/projector activity,
 - ii. Survey, Reports? Will need on Business Meeting Agenda
 - iii. Ask It basket?

NEW BUSINESS:

- 1. *ITD process necessary due to shortened timeline. SCREEN SHARE*
 - a. *Chair to simplify and ask OIG secy to send out asap to IGRs, SC*

(not discussed) **NEW BUSINESS:**

- 2. **Simplification of agendas – discussion and decision**
- 3. **Discussion on agenda and meeting minutes**
- 4. **Finance Committee Agenda Items**

NEXT OIG STEERING COMMITTEE MEETING: **ONLINE** Wednesday, **APRIL 2 , 2025** at 5:00 P.M. **ONLINE**

ADJOURNMENT:

Motion: Second: Simple majority: Against: Motion [passed]

CLOSURE with the A.A. Responsibility Statement:

I Am Responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there.

And for that: I am responsible.

ALCOHOLICS ANONYMOUS REFERENCE MATERIALS:

Serenity Prayer from Alcoholics Anonymous
Twelve Steps of Alcoholics Anonymous
Twelve Traditions of Alcoholics Anonymous from A.A. Service Manual
Twelve Concepts of Service from A.A. Service Manual
Upside Down Triangle from A.A. Service Manual
A.A. Service Manual
A.A. Declaration of Unity
A,A, Responsibility Statement

My question: Is this necessary EVERY MONTH?

OAHU INTERGROUP OF HAWAI'I INC. REFERENCE MATERIALS:

OIG Preamble
OIG ByLaws.amended 06/12/2019
OIG Structure & Guidelines.Panel 71.revised 01/13/2021
OIG Financial Policies
OIG Orientation Presentation.Panel 75
OIG Orientation Presentation.Panel 73

ATTACHMENTS TO BE PROVIDED AT MEETING:ATTACHMENTS:

2025 VOLUNTEER DOCUMENTS: 2025 FEBRUARY

2025 VOLUNTEER CALENDAR
2025 VOLUNTEER ROSTER
2025.01 VOLUNTEER MEETING REPORT

2025 SECRETARIAL DOCUMENTS: 2025 FEBRUARY

2025 OIG MEMBER ROSTER
2025.01.02 OIG SC MTG MINUTES
2025.01.02 OIG SC MTG TRANSCRIPT
2025.01.08 OIG BUS MTG ATTENDANCE
2025.01.08 OIG BUS MTG MINUTES
2025.01.08 OIG BUS MTG TRANSCRIPT
2025.01.08 OIG BUS MTG MINUTES ADDENDUM: A17 CHAIR AND DELEGATE REPO

2025 FINANCIAL DOCUMENTS: 2025 FEBRUARY

2025.01.31 CONTRIBUTIONS
2025.01.31 PROFIT & LOSS
2025.01.31 BALANCE SHEET

2025 ACTIVITIES DOCUMENTS: 2025 FEBRUARY

2025.01 ACTIVITIES COMMITTEE REPORT
2024.12 ACTIVITY EVENT FINAL REPORT (CORRECTED)

2025.02 SC MTG REFERENCE DOCUMENTS FROM THE CENTRAL OFFICE MANAGER 2025 FEBRUARY

2025 CALENDAR OF EVENTS
2025 COPIER LEASE PROPOSAL

2025.02 SC MTG REFERENCE DOCUMENTS FROM THE CHAIR 2025 FEBRUARY

2022 OAHU CENTRAL OFFICE MANAGER JOB DESCRIPTION
2020 OAHU CENTRAL OFFICE MANAGER EVALUATION FORM

My question: Is this necessary EVERY MONTH?
Simply insert QR code where to find old docs online.

DRAFT