

2026.02.03

FinalSC Meeting Notes

**Oahu Intergroup of Hawaii, Inc.
Steering Committee Meeting
Final Meeting Notes
ONLINE Tuesday February 3, 2026**

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

6:00 PM

OPENING: ___6:07_pm_____ – Serenity Prayer (All)

ATTENDANCE/INTRODUCTIONS/ESTABLISHMENT OF QUORUM

Voting:

- Oahu Central Office Manager, Georgette W. OIG , **present**
- Volunteer Coord, D'Ann G., **present**
- OIG Treasurer, Beverly H., **present**
- OIG, Secretary Rochelle A., **present**
- OIG Vice Chair, Larry J. **absent**
- OIG Chair, Mary N. **present**

ACCEPTANCE of OIG Steering Committee Meeting NOTES from January 5, 2025:

After SC accepts, Secretary to print and distribute at BUS MTG per job description. Comments / Corrections

Motion: (D'Ann) Seconded: (Georgette)

Vote: (Yay /4 un / Nay: / Abstain: / Pass/ Defeat

OIG Business Meeting MINUTES -

January Meeting Minutes were distributed by the deadline by Rochelle

December 10 minutes distributed at January Meeting.

REPORTS from OIG STEERING COMMITTEE MEMBERS

- **Volunteer Coordinator: D'Ann G.**
 - **Mark has retired/really!**
 - **1 person training**
 - **12-step call list updated**
 - **Log out of OIG email tbd**
- **Secretary: Rochelle A.**
 - **Minutes completed on due date of January Business Meeting;**
 - **Agenda items for Business Meeting to be set by Thursday and to be distributed on Friday**
 - **Need help switching emails**
 - **Has prepared template for Manager report moving forward.**
- **Treasurer: Beverly H.**
 - **Bank Reconciliation**
 - **Prudent Reserve Status (exceeds average of 3 mo expense) &**
 - **Funding Recommendations within QBO (will request motion in March at SC):**
 - **\$1,200 in activities fund (2 x \$600 deposit)**
 - **\$18k budget divided by 12 * 15% to cover new increase = \$1,800 / mo Book Bank Literature Fund**
 - **Accounts Payable Process Reset – Manager to use templates for reoccurring invoices and to push payment moving forward.**
 - **Weekly Financial Review**
 - **December 2025 and January 2025 Financial Statements – Budget updated with YE actuals. Prudent Reserve Requirement about the same.**
 - **Contributions statement needed. Rochelle to assist.**
 - **Suggest line item in Managers Report (Beverly to review with Rochelle as well)**
 - **Inventory & COGS (GAAP Alignment)**
 - **Payroll Process & GAAP Compliance (semimonthly payroll is being discussed to simplify)**
 - **QBO Database Management & Access – perhaps special volunteers**
 - **Code of Conduct Policy Alignment w/Area**
 - **Audit Committee Coordination**
 - **Access to QBO by SC members, with caution discussed.**
 - **(Mary to forward email with details of the above)**

- *All January Financial Reports to be sent to Rochelle by Thursday.*
- **Vice Chair: Larry / absent / no report but will email by Wednesday.**
- **Oahu Central Office Manger: Georgette W**
 - Changes to website and price increases did not convey to order form and not paid.
 - Website forms for contributions retaining past persons data – this needs correction!
 - Insurance boiler plates saying we were diffident. State Farm / Ebix and corrected on 1/15
 - Charges to Chart of Accounts.
 - Book Consignment at PRAASA ... in process.
 - Metropolis charging us for other property ... eg parking SALT with same license plate for example. Has written to Asst. Property Manager. More to come.
- **Chair: Mary N**
 - **Group Inventory**
 - Feedback from one group on attendance at HG meetings.
 - Discuss OIG Business Meeting, who will do what ... agenda, distro, sign in with updated b-days and typical DAY/DATE of their monthly GC (table till Thursday and discuss in person.)
 - Caravan to these GC's ... who is with me?
 - Joint workshop on the upside down triangle with all-island Intergroups. Suggests on day/date in late March?
 - Received approval for \$300 for Computer migration – date to be determined IWC, later this Month

OLD BUSINESS:

- **OIG Manager**
 - Awaiting signed review with response
 - Job Description delivered and needs to be replaced on website.
- **OIG Website update: Awaiting former Secretaries help with the pukas**
- **Colliers's update: Left msg for Sara, no reply.**
- **Website guidelines – did you review, how do we comply / discussion. (to be finalized March after tech help to mask emails and final review by SC)**

NEW BUSINESS:

○

Next SC Meeting: 3/3/26 (agenda items due 2/25)
(motion: Rochelle / 2nd Beverly)

I Am Responsible...

__7:05pm__ pm ADJOURNMENT: