Aloha,

An Intergroup Representative sent a lengthy email to the Oahu Central Office manager and requested it be attached to this month’s Intergroup packets. The Steering Committee voted to exclude this email as it was difficult to understand. We reviewed the email line by line to decipher its content and agreed that the issues raised should be put before the body for discussion.

* **Income & Expense Monthly & YTD comparison should be provided as a part of the OIG monthly Intergroup packets**
  + The Steering Committee has voted on this issues 3 times. Each time we discuss the issue at length and have decided that it would take too much time in our business meeting to review Monthly & YTD Comparisons each month.
  + Please see Eatin Meetin’s proposal
* **Eliminate the Icebreaker**
* **Structures & Guidelines updated on line** 
  + Completed 10/14/17
* **Who produces the financial reports?**
  + Usually it is a combination of both the Treasurer and the Oahu Central Office Manager.
  + The reason that both parties are able to produce the reports in the Structures & Guidelines; incase one is absent, the other can fill in. Or if we need an audit it can be done without the Oahu Central Office Manager.
    - One of the procedures we put in place to ensure there is a checks and balance with our income and expenses
* **How do items from Homegroups get discussed?**
  + The OIG Chair sets the Agenda and it is at their discretion to alter or modify the agenda
  + Any IGR may contact a Steering Committee member directly or
  + Submit a proposal in writing
    - The Steering Committee will review at the next OIG Steering Committee meeting and if warranted place on the Agenda for IGR’s discussion
* For clarity we will most likely request any proposals be submitted in writing – see the Eatin Meetin’s proposal attached for an example
* For more information see section 6.1 in the Structures & Guidelines
* **How do we (Oahu Intergroup) conduct business?**
* Oahu Intergroup of Hawaii Inc., is a 501 (c) 3 nonprofit, as such we are required to have a board of directors.
  + - Our board of directors is called the **Steering Committee**
      * **They are ultimately responsible for all of the functions of the Oahu Intergroup of Hawaii, Inc.**
      * Including the hiring, firing and supervision, of the Oahu Central Office Manager who is responsible for maintaining the Oahu Central Office.
        + According to the Manager’s job description; she reports directly to the Steering Committee
* According to our ByLaws – “**The Steering Committee may adopt such methods of** **operation and operational procedures**”
* If **major decisions** are made in between Oahu Intergroup Business meeting; the Steering Committee is required to tell the OIG Business meeting attendees what transpired at the next OIG Business meeting.
* The Steering Committee members are trusted servants and were elected from the OIG Business meeting in November 2017
* They create the policies and procedures for the Oahu Intergroup and Oahu Central Office
* **How does Oahu Central Office serve the groups on Oahu?**
* Providing an up to date list of AA meetings on Oahu (hard copy and website)
* Providing GSO Conference approved and Grapevine literature for sale
* Providing a 24 hour answering service for those seeking help from alcoholism
* Coordinating 12th step calls
* Providing opportunities to be in service to help the next suffering alcoholic.
  + Intergroup Rep, Phone Angel, Office Volunteer, and OIG Event service positions
* **Misappropriation of funds:**
  + It was discovered in **August of 2015** that the past Central Office Manager misappropriated all of the Oahu Intergroup of Hawaii, Inc assets
  + **This was done by deception**, not apathy.
  + She lied and produced false reports for the Oahu Intergroup Business meetings. There is no way an Intergroup Rep could have discovered the theft before the Steering Committee did.
    - The current Steering Committee has gone to great pains to make sure we have multiple checks and balances in place to ensure this does not occur again.
* **Professionalism & respect in the OIG Business Meeting:**
  + Please read and utilize the IGR hand book and the Structures & Guidelines
  + Please bring items up when appropriate, direct questions to the appropriate individual; and please remember love and tolerance is our code.