

O`AHU INTERGROUP OF HAWAI`I, Inc.
Steering Committee Minutes
January 3, 2023

Opening: Serenity Prayer

Approval of December 7, 2022 Steering Committee Meeting minutes
Motion by Patti Seconded David. Motion passed.

Chair Report - Donnie King

- We have new policies for Workman's Comp (savings: \$1,700 annually) and Liability Insurance (savings: \$700 annually).
- We moved to our new office on Dec. 17, 2022.
- Reviewed December Financial Reports with adjustments made. Finances balance.

Checking/Savings Balance as of 12/31/22:

Oahu Intergroup - Operations	\$5,345.30
Oahu Intergroup - Savings	21,785.92
Total Income	\$27,131.22

We transferred from Savings to Checking \$2,721.00 on 12/5/22 to pay 1st month rent & security deposit for new office.

- 2023 Elections for Volunteer Coordinator and Treasurer will be held at Jan 11 Business meeting. Next week we will start the business meeting at 6 pm instead of 6:30 for this meeting only.
- Looking for a new Directors and Officers Insurance Policy. Current Philadelphia policy is paid until August, 2023.
- Searching for wheelchair-accessible locations for OIG business meetings.
- Will buy a single-cup Keurig coffee maker and pods for the office.
- Volunteers and phone angels require 1 year sobriety.

Patti made motion, Georgette seconded, unanimously passed.

- Discussed thank you notes for contributions. Will send receipts by email to the current sender. Put this under Georgette's report at the business meeting.

*Donnie not going to the Big Island area assembly on Big Island due to scheduling conflict. No one else is available to go.

Vice-Chair - David Ludlow

- Waiting for the next panel to plan activities and aid the chairperson in any way needed.
- Will be looking for a location to hold a hybrid workshop in March.

Treasurer - open position

- No report.

Volunteer Coordinator - open position

- No report.

Secretary - Patti Harrington

1. Carrie A. completed December Steering Committee Minutes.
2. Patti will pick up a key and make an appointment to learn how to do binders.
3. Patti needs the link for the master address list.
4. Patti will write something about starting a new master list and put it at the bottom of emails for a couple of months along the lines of: "If you don't let us know that you want to stay on our email list, we will remove you from the list."

Manager's Report - Georgette Woo

- Adjusting to the new office. Volunteers and visitors are very pleased with the environment and the parking is awesome.
- Excited to be working with new Steering Committee members!

- Website want-to-volunteer forms and volunteer contact logs need to be updated. Georgette will work on this.
- The manager wants to investigate different systems for accounting and inventory, instead of quickbooks.

Discussion.

*There is a pile of papers going to be dropped off at the Central Office to go through.

*Lots of stuff needs shredding. Georgette will buy a shredder for the office.

Old Business:

1. Second round of 2023 Steering Committee Member Elections will be held on 1/11/2022 at Palama Settlement at 6:00 pm.

New Business:

1. none

Adjournment: Motion by David. Seconded by Georgette. Motion carried unanimously.

Close at 6:19 pm

Donnie King, OIG Chair

Patti Harrington, OIG Secretary