

**Oahu Intergroup of Hawaii, Inc.**  
**Approved Extra Steering Committee Meeting Minutes**  
**Saturday, April 8, 2023**

**OPENING:** (4:00 pm) Serenity Prayer(All)

**Members present:** Chair (Donnie), Vice Chair (David), Volunteer Coordinator (Mark), Secretary (Patti), Office Manager (Georgette), Treasurer Committee member (Francesca).

**Chair: Donnie K.: NEW BUSINESS:**

1. The Chair explained to the other Steering Committee members that he had found two errors in the QuickBook payroll for the office manager salary on 4/6/23 **The original offer** in March 2022 was for \$20./hour, 6 hrs a day, for a total of 30 hours/week and paid every two weeks.
  - a) In June 2022 the Office Manager was paid for 65 hours each pay period (2x month) and from August 2022 to March 31, 2023 she was paid for 70 hours each pay period (2x month).
  - b) Office Manager was paid 2 times a month rather than every two weeks.
  
2. The Steering Committee discussed the office manager (**remove erroneously**) being paid for 35 hours/per week and looked at the overtime that the office manager has had to put in during this period of adjustment and the move of the office. We felt that this could be considered reasonable although it was an error. Items reviewed during the meeting:
  - a. **The extra hours** take us above our Proposed 2023 Budget without approval from the OIG body, even though we are still operating within the Budget. We reviewed the 1st quarter 2023 actual spending vs proposed Budget.
  - b. **The pay arrangement has been restored** to 30 hours weekly every two weeks as of 3/31/23.
  - c. We looked at the wages and compensation offer from OIG to office manager upon hiring dated 3/19/22 (30 hours a week at \$20 a hour, being paid 2x week)
  - d. We reviewed the approved 2023 Budget.
  
3. The steering committee is in agreement that we need to take this issue back to the body to discuss how we deal with the office manager's compensation from here. Discussion of possible solutions:
  - a. The groups may want to make a motion for 5 additional hours for the office manager.(Or 1-4 hours?) Questions discussed: Can we afford it? Do we have more than our prudent reserve?
  - b. Compensate office manager for time served above her hours when called in after hours for emergencies like **the plumbing disasters and recent move**. In case of emergency, **the steering committee could consider paying** her for extra time.
  - c. NO change: If there are to be no additional sums of money given for the position, Comp time will be given to make up for overtime.

Discussion: It is at the forefront of the steering committee's minds that we want to be mindful of how we openly conduct business with the support and feedback from the fellowship to ensure we are protecting the fellowship. It is to be brought up at the next OIG business meeting, so that the body can discuss it and take it back to their home groups for input, so as to make a decision regarding potential changes.

**ADJOURNMENT:**

Motion: Mark Second: David Simple majority: yes Against: 0 Motion passed

Closed with the Responsibility Statement.(5:15 pm)