

Oahu Intergroup of Hawaii, Inc.
Business Meeting Agenda
May 10, 2023

OPENING: (6:30 pm) Serenity Prayer(All)

READINGS

1. **Intergroup Preamble** ()
2. **12 Traditions** ()
The Seventh Tradition is both a privilege and responsibility of individual groups and members to ensure that our organization, at every level, remains forever self supporting and free of outside influences that might divert us from our primary purpose. We invite you to contribute to the Oahu Intergroup of Hawaii, Inc. To make your contribution online, please go to <https://oahu.aa.org/online-contributions>

DECLARATION OF UNITY: (all)

ESTABLISHING A QUORUM: (secretary - Patti H.)

MAY ANNIVERSARIES: Happy Anniversary to:

READING: An Informed Group Conscience - ()

APPROVAL OF 3/8/2023 OIG BUSINESS MEETING MINUTES:

Motion: _ Second: _ Simple Majority Y: _ N: _ Motion (passed)

OIG REPORTS:

Chair: Donnie K.

1. Continue Election for Treasurer
2. We have our new Directors and Officers Insurance Policy. Broker: Insurance Associates, INC. (Allen Wada). The D&O Limit is \$1,000,000, the Retention (deductible) is \$10,000, and the new annual premium is \$685.00 (old policy \$1,080.00).
3. Presented the April 2023 Financial Reports and the hope is to present Quickbooks Balance Sheet for April 2023 Business Meeting..
4. Parking concerns were addressed with parking lot management around our volunteers' paid parking stall. The 2nd Volunteer coming into the office needs to download the parking barcode for the two hour free parking so the 1st volunteer does not need to rush out of the office or have overlapping time with the change of shifts with the volunteers in the office.
5. We have been paying for payroll and taxes with QuickBooks, but during the switch from desktop to online it was not transferred or not explained clearly. QuickBooks will take care of our payroll and payroll taxes as of 5/1/23.
6. We are still looking for a tax company to do our 2022 taxes. Agreed to go to TaxesRUs to have them file an extension.
7. We are still receiving additional charges with Xerox and will follow up with the Xerox representative.

Vice Chair: David L.

1. We are still looking for a venue for a Founders Day event for Saturday, June 10, 2023.
2. David attended the Hawaii Convention meeting on 4/25/23. Link to convention:<https://www.annualhawaiiconvention.com/> There are still service positions available.

Treasurer: (open position):

Volunteer Coordinator: Mark O.

1. 1st Monthly Volunteer Meeting on April 29, 2023 went well. Feedback was that it was informative.
2. Office Volunteers and "Phone Angels" are going well

Secretary: Patti H.

1. Please help me with the minutes by clearly & loudly stating your name when making a motion or seconding a motion. (The room has an echo)

2. The secretary completed the April Steering Committee & OIG Business meeting agendas and minutes and sent them out to the OIG body.
3. FYI - I check the email for OIG when I can, weekly or so, *not daily*. If there is something urgent, please contact the OIG Central Office.

Oahu Central Office Manager Report: Georgette W.

1. Visitors to Central Office must scan the QR code to park in the parking lot (1st two hours are free) or find parking on the street.
2. The office manager will be on the Mainland from May 9 to May 23. The Chair will monitor her gmail account and ensure that petty cash change will be available for the volunteers for literature sales.
3. The Volunteer Coordinator will be added to the eVoice account so he can adjust the routing schedule as needed (when a volunteer will need a sub, for example).
4. The office manager's name will be removed from the income/expense sheet before the reports are posted online. The documents are viewable publicly, by anyone, and their personal financial information should not be made public.

Area Report: Alt Chair - Deborah L.

- 1.

Alt. Delegate: Deborah S.

- 1.

OLD BUSINESS:

1. Election for Treasurer.
2. Reduce prices for Grapevine Books has been sent back to groups for suggestions.
3. There are issues with credit card payments for literature so the Central Office will not pursue credit cards payment in the office.

NEW BUSINESS:

- 1.

WHAT TO TAKE BACK TO YOUR GROUPS:

- 1.

NEXT OIG MEETING:

Wednesday, June 14, 2023 at 6:30 pm at Susannah Wesley Community Center, 1117 Kaili Street, Honolulu, Hawaii 96819

ADJOURNMENT:

Motion: Second: Simple majority: Against: Motion (passed)

Closed with the Responsibility Statement. (:00 pm)

ATTACHMENTS:

-  April 12, 2023 OIG Business meeting unapproved minutes
-  April 8 Extra Steering Committee meeting minutes approved
-  May 2 Steering Committee minutes
-  Intergroup - Contribution by Group YTD Comparision - April 2023.doc
-  Intergroup - May 1 - Balance Sheet April 2023.docx
-  Intergroup - May 1 - Income & Expenses for April 2023.docx