

Oahu Intergroup of Hawaii, Inc.
Unapproved Steering Committee Meeting Minutes
Tuesday, May 2, 2023

OPENING: (5:30 pm) Serenity Prayer(All)

INTRODUCTION OF STEERING COMMITTEE MEMBERS

APPROVAL OF Tuesday, April 4, 2023 Steering Committee Meeting minutes:

Motion: _ Mark Second: _Georgette Simple Majority Y: _x N: _ Motion passed

APPROVAL OF Saturday, April 8, 2023 Emergency Steering Committee minutes:

Motion: _ Mark Second: _David Simple Majority Y: _x N: _ Motion passed

Review of April 12, 2023 OIG Body minutes - Consensus to share as written.

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 on Saturday, June 10, 2023.
2. David attended the Hawaii Convention meeting on 4/25/23. Link to convention:<https://www.annualhawaiiiconvention.com/> There are still open chair positions.

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. The secretary completed the April Steering Committee meeting minutes and OIG Business meeting minutes and sent them out to the OIG body.

Oahu Central Office Manager's 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.

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:

NEXT OIG STEERING COMMITTEE MEETING:

Tuesday, June 6, 2023 at **5:00 pm (virtually)

ADJOURNMENT:

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

Closed with the Responsibility Statement.(6:20 pm)