

Oahu Intergroup of Hawaii, Inc.
Steering Committee Meeting Minutes
Thursday, November 2, 2023

OPENING: (5:00 pm) Serenity Prayer(All)

INTRODUCTION OF STEERING COMMITTEE MEMBERS

APPROVAL OF October 3, 2023 OIG STEERING MEETING MINUTES:

Motion: Mark Second: Georgette Simple Majority Y: N: Motion passed

OIG REPORTS:

Chair: Donnie K.

1. There was a member of the fellowship who asked a question about the Group/Individual Contribution Report. Donnie clarified the concerns and encouraged them to use a ruler as the contribution report format is not within our control as it comes from Quickbooks, so viewers need to read carefully.
2. We are still awaiting Xerox response to our refund for connection charges.
3. Group/Individual Contributions for the month of October were high.
4. David will attend the Hawaii Area Committee Meeting on 11/4/23 in Waianae.

Vice Chair: David L.

1. The Hui Kokua's Group is making progress with the OIG Christmas Activity on 12/9/23 at Palama Settlement. The Activity Committee meets at 5:30 pm every 2nd Monday of the month at Blaisdell park and the flier is posted on OIG Website.
2. Founders Day Activity at Palama Settlement for Saturday, June 8, 2024 is moving forward and Adrianna of Bad Brains has volunteered to be the Founder's day chair.
3. The Vice Chair is unable to lead an Ad Hoc Committee to work on the OIG Archives at this time. The work is extensive and a long term commitment is needed.

Treasurer: Lisa F. (Out of town - given by Chair)

1. The Chair explained that the Finance Committee needs to make a deposit on the last day of the month or the last Business day of the month so the QuickBooks report does not show undeposited funds. Undeposited funds could reflect deposits for the current month or previous month in QuickBooks. Chair reported correcting September 2023 Financial Reports (Balance Sheet, Profit & Loss, and Group/Individual Contributions).
2. The Chair gave the October 2023 Financial Reports (Balance Sheet, Profit & Loss, and Group/Individual Contributions)
3. Office Manager, Treasurer, and Chair are taking training modules in Quickbooks to learn more about inventory issues and completing a more accurate Balance Sheet..
4. Lisa is scheduled to give the Financial Reports at the OIG Business Meeting on November 8, 2023.

Volunteer Coordinator: Mark O.

1. The office volunteers and phone angels are doing great. Lots of people are taking vacations, but people are stepping up.
2. OIG continues to need people for the 12-step call list and is awaiting Intergroup Representatives' response at the next OIG Business meeting on November 8, 2023.
3. Continue to ask groups/individuals to submit their order forms in advance, so the volunteers can have the orders prepared so they don't need to scramble when the buyers arrive.

Recording Secretary: Patti H.

1. Completed OIG Steering and Business Meeting agendas and minutes for October 2023.

Oahu Central Office Manager's Report: Georgette W

1. Continuing to inventory boxes of Archives as time permits.
2. Upgraded to QuickBooks Advanced for the next two months to access their training modules and 24/7 access to an "expert." It will only cost \$10.00 more per month than we currently pay. In our profit and loss statements, COGS means "cost of goods sold," (what we paid for the literature), but our Profit/Loss and the Balance Sheet don't show any change until the books are sold.
3. Varsity Building has a new maintenance company and the Steering Committee has given them permission to enter the office when we are not there for collecting rubbish and vacuuming.

OLD BUSINESS:

1. The OIG Christmas Activity at Palama Settlement on December 9, 2023 is going good..
2. The Founders Day Activity at Palama Settlement on June 8, 2024 is moving forward with Adrianna of Bad Brains as the Founder’s Day Chair.
3. The Vice Chair is unable to lead an Ad Hoc Committee to work on the OIG Archives at this time. The work is extensive and a long term commitment is needed. The current OIG Chair would have to approve and appoint a member from the Fellowship to head this committee if no Steering Committee member is able to commit.

NEW BUSINESS:

NEXT OIG STEERING COMMITTEE MEETING:

Tuesday, December 5, 2023 at 5:00 pm (virtually)

ADJOURNMENT:


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


Closed with the Responsibility Statement. 5:55 pm


Responsibility Statement:


I am responsible... When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that, I am responsible.


ATTACHMENTS:

 Unapproved October 3 Steering Committee minutes

 October 11, 2023 Business meeting minutes unapproved

 Balance Sheet Report.pdf

 Contributions by Group Report.pdf

 Profit and Loss Report.pdf