

**Oahu Intergroup of Hawaii, Inc.**  
**Approved Steering Committee Meeting Minutes**  
**Tuesday, December 5, 2023**

**OPENING:** (5:10 pm) Serenity Prayer(All)

**INTRODUCTION OF STEERING COMMITTEE MEMBERS**

**APPROVAL OF November 2, 2023 OIG STEERING MEETING MINUTES:**

Motion: \_ Georgette    Second: \_Mark    Simple Majority Y: \_x    N: \_    Motion passed

**OIG REPORTS:**

**Chair: Donnie K.**

1. I contacted our Xerox representative to find out about our refund for connection charges. The representative is no longer with the company and I was given a new representative to contact. Contact was made and is awaiting his follow-up.
2. We have a Hawaii Area assembly on January 20 - 21, 2024 in Hilo and I may not be able to attend.
3. Remember that December 9, is the OIG Christmas Activity and all the Steering Committee members should be there if possible.

**Vice Chair: David L.**

1. The OIG Christmas Activity Committee is ready for the event on 12/9/23. Some bills have not yet been submitted for payment.
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.

**Treasurer: Lisa F.(absent- Donnie shared)**

1. November Financial Reports presented and discussed.
2. The Treasurer met with the Office Manager and Chair on 11/27/23 in the office and completed some financial goals.

**Volunteer Coordinator: Mark O.**

1. The office volunteers and phone angels are doing great. Volunteers are taking vacations, but other volunteers are stepping up.
2. We closed the office for Thanksgiving Holidays and we will close the office on Christmas, the day after Christmas, and New Year's day...
3. Please continue to ask groups/individuals to submit their order forms in advance, so the volunteers can have the orders prepared rather than scrambling when the buyers arrive.

**Recording Secretary: Patti H**

1. Completed minutes for November OIG Business Meeting Minutes and December Steering Committee Minutes. We will send out reports for December 2023 and January 2024 in January 2024 before the OIG Business Meeting.

**Oahu Central Office Manager's Report: Georgette W**

1. Continuing to inventory boxes of Archives as time permits.
2. Completed the Literature Inventory and inputted into QuickBooks.
3. FedX lost 3 of our 5 boxes of books. The office manager will be working on this claim with AAWS and they reported that future orders may be running late.

**OLD BUSINESS:**

1. The OIG Christmas Activity at Palama Settlement is December 9, 2023.
2. The Founders Day Activity at Palama Settlement is June 8, 2024

**NEW BUSINESS**

**NEXT OIG STEERING COMMITTEE MEETING:**

Tuesday, January 2, 2024 at 5:00 pm (virtually)

**ADJOURNMENT:**


Motion: Mark Second: BJ Simple majority: x 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:**

 November 1 Steering Committee minutes unapproved

 November 8, 2023 Business meeting unapproved minutes

 Balance Sheet Report.pdf

 Contributions by Group Report.pdf

 Profit and Loss Report.pdf