

Oahu Intergroup of Hawaii, Inc.
Steering Committee Meeting Minutes Unapproved
Tuesday, April 2, 2024

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

INTRODUCTION OF OIG Steering Committee Members

APPROVAL OF March 5, 2024 OIG Steering Committee Meeting Minutes:

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

Review of March 13, 2024 OIG Business Meeting Minutes

OIG REPORTS:

Chair: Donnie K.

1. The office manager is working with the Xerox supervisor to receive OIG refund for inappropriate charges from the past.
2. OIG Chair attended the monthly Founders Day activity meeting on 3/28/24.
3. Letter received from State Farm requesting that we increase our workman's comp.insurance. Landlord also wants an insurance policy or form for OIG owned vehicles. There are no OIG vehicles.
4. David will attend the area assembly this weekend and OIG will reimburse him for \$35.

Vice Chair: (David L.)-

1. Connected with Adrianna and the committee is working on presale tickets for t-shirts and bentos. Founders Day activity at Palama Settlement is scheduled for Saturday, June 8, 2024. Monthly activity meetings are being held on the last Thursday of every month at 6:00 pm at Central Union Church in the amphitheater. For more information Adrianna's email is dcm1@area17aa.org.

Treasurer: Lisa F.-

1. Lisa presented March 2024 Financial Reports. Discussion.
2. Donnie shared 1st Quarter Review vs OIG 2024 Budget. Discussion.
3. Vote to accept the financial report: Motion made to accept financial report: _Mark made motion. David_ seconded. Motion passed.

Volunteer Coordinator: Mark O

1. Please continue to ask groups/individuals to submit their order forms in advance.
2. OIG got someone for Thursdays but still needs a volunteer for Wednesdays 9:00 am - 1:00 pm. We are hoping for a long term commitment.

Recording Secretary: Patti H

1. Worked on agendas and minutes for April and March 2024. If you see she is late sending out minutes please help by sending a reminder.

Oahu Central Office Manager's Report: Georgette

1. Georgette is finished inventorying boxes of archives. The inventories are just lists of contents. The next step is to better organize the boxes, as the contents were mixed during the move.
2. Georgette will discuss with the treasurer how to correct the literature inventory in QuickBooks. The averages may have to change.
3. Literature price list/calculator can be emailed to the group's literature person. The literature person can type their desired quantities right into the digital form and it calculates the cost for them. Then they email it back to get their order ready for pick up. Volunteers have used it which avoids errors.
4. We have changed voicemail/phone and internet services to Spectrum from Hawaiian Tel for financial savings of about \$900. for this year for introductory offer. The internet is more reliable.
5. Please continue asking Intergroup representatives to update contact persons to include at least two people as many listings are outdated.
6. The cost of literature has changed for us, as AAWS has decreased quantity discounts. For pamphlets especially, we are pretty much selling at our cost. For example, we order 100+ to get one penny off,

250+ to get three cents off. These discounts helped offset costs. Do we want to raise prices or keep them the same? Consensus was no, keep prices the same for now.

7. We need to order literature again, as we are nearly sold out of HC Big Books. AAWS only provides free shipping on orders over \$500, so Georgette can't order smaller amounts or order without permission without increasing our costs. She generally tries to limit order costs to \$1,000 to \$2,000 at one time so as not to stress our operating account. Question asked about raising the minimum to \$1000. for literature from \$500. so as to not have to ask for approval for literature each time. Everyone agreed that Georgette would buy about 100 books for about \$1000, which makes them eligible for free shipping.
8. Can we find a bank with a business savings account with a higher yield and move our prudent reserve? Discussion. Georgette will look into the feasibility of this.
9. Should one of us announce at the OIG meeting upcoming group events (maybe even offer flyers) that are on our event calendar? Donnie said he had asked.

OLD BUSINESS:

1. The Founders Day Activity at Palama Settlement is scheduled for June 8, 2024. Food is \$15. T-shirt is \$15. Each. They are discussing a bundle for both for \$25.

NEW BUSINESS:

- 1.


NEXT OIG STEERING COMMITTEE MEETING:


Thursday, May 2, 2024 at 5:00 pm (virtually) Georgette will be taking the minutes, as Patti will be absent.

ADJOURNMENT:

Motion: Georgette Second: David Simple majority: x Against: 0 Motion passed
Meeting Closed: 6:19 pm

ATTACHMENT:

 March 5, 2024 Steering Committee Minutes

 March 13, 2024 Business Meeting unapproved minutes.

End of March Financial Documents:

 1st Qtr OIG BUDGET 2024 Review.xlsx.pdf

 Balance Sheet Report.pdf

 Contributions by Group/Individuals Report.pdf

 Profit and Loss Report.pdf