

Oahu Intergroup of Hawaii, Inc.
Business Meeting Agenda
Wednesday, February 12, 2025
6:30 PM

(18:30) OPENING: Serenity Prayer (All)

(18:31) READINGS

Intergroup Preamble: (Member Group IGR/ALT-IGR Volunteer)

In all its proceedings, Intergroup shall observe the spirit of A.A. tradition, taking great care that it never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its members shall ever be placed in a position of unqualified authority over any of the others; that important decisions be reached by discussion, vote and whenever possible by substantial unanimity; that though it may act for the service of Alcoholics Anonymous groups on the island of Oahu, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action. (adapted from the Twelfth Concept for World Service p.C-VI in The A.A. Service Manual)

Practicing The Seventh Tradition of Alcoholics Anonymous: (Finance Committee)

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/>.

Tradition 2 of the Twelve Traditions Of Alcoholics Anonymous (long form): (Oahu DCM)

Our A.A. experience has taught us that:...For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience.

Declaration of Unity (all)

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depends on our lives, and the lives of those to come.

(18:38) SOBRIETY ANNIVERSARIES: Happy Anniversary to January and February Celebrants!

January:

February:

(18:40) READINGS

The Twelve Concepts for World Service: Concept I & II (A17 volunteer)

- I. The final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. When, in 1955, the A.A. groups confirmed the permanent charter for their General Service Conference, they thereby delegated to the Conference complete authority for the active maintenance of our world services and thereby made the Conference— excepting for any change in the Twelve Traditions or in Article 12 of the Conference Charter— the actual voice and the effective conscience for our whole Society.

(18:42) INTRODUCTION OF PANEL 75 OAHU INTERGROUP MEMBERS NEW THIS MONTH:
InterGroup Representatives (IGRs) and their alternates, if present
Area 17 District Committee Members (DCMs) and their alternates, if present
OIG Steering Committee Members

Oahu Central Office Manager - Georgette W.
P73 Serving 1/1/2023-until filled Volunteer Coordinator - Mark O.
P75 Serving 1/1/2025-12/31/2026 Secretary - Beverly H
P75 Serving 1/1/2025-12/31/2006 Treasurer - Lisa F.
P75 Serving 1/1/2025-12/31/2026 Vice Chair - Patti L
P75 Serving 1/1/2025-12/31/2026 Chair - Mary N.

(18:50) READING PRIOR TO REPORTS:

What Is an Informed A.A. Group Conscience?

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind. On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before 29 personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a “yes” or “no” count — precisely because it is the spiritual expression of the group conscience. The term “informed group conscience” implies that pertinent information has been studied and all views have been heard before the group votes.

(18:52) ANNOUNCEMENTS & REPORTS - FOLLOWED WITH CONSENT MOTIONS TO ACCEPT:

Please make sure you give a copy of your report to the Secretary for inclusion in the minutes.

(18:52) Panel 75 Oahu IGRs and Oahu DCMs Reports by District:

1. D01-Diamond Head Oahu District:
2. D02-Honolulu Oahu District:
3. D03-Leeward Oahu District:
4. D04-Windward Oahu District: Sally T., et al
5. D09-Central North Shore Oahu District:
6. D10-Waikiki Oahu District:
7. D17-Waianae Oahu District:

(19:06) Panel 75 Area Chair/Alt-Chair: Deborah L / Sean C.

- 1.
- 2.
- 3.

(19:08) Panel 75 Area 17 Delegate/Alt Delegate: Deborah S. / Sean F

- 1.
- 2.
- 3.

(19:10) Oahu Central Office Manager: Georgette W.

1. Safety in A.A.: Our Common Welfare
2. Report on Central Office
3. Literature
4. Webmaster (JP) is working on an e-commerce page for literature

(19:12) Panel 73 OIG Volunteer Coordinator: Mark O. (continuing until P75 position filled).

- 1.
- 2.

3.

(19:14) Panel 75 OIG Secretary: Beverly H. (Please see report)

1. January 8, 2025 Business Meeting Recording and Minutes
2. Secretary Announcements
3. Secretary Report - January 2025

(19:16) Treasurer: Lisa F.

1. January Financial Reports.
 - a. January 31, 2025 Balance Sheet
 - b. January 2025 Profit & Loss Statement
 - c. January 2025 Contributions Statement
2. Anonymity concern has been raised regarding the change to the way OIG reports Individual Contributions detail. The steering committee proposes that we return to presenting Group Contributions with Detail and Individual Contributions in Total. Please take this back to your group and return with voice & vote at the March Business Meeting.
3. Literature Costs at GSO have increased through larger quantities required for free shipping. Beverly has been asked to assist the Treasurer/Finance Committee in preparing a presentation for member groups to consider in March regarding literature replenishment.
4. Treasurer announcement regarding limited availability due to increased professional travel.

(19:28) Vice Chair: Patti L.

1. Update: Holiday Event Incident at Palama Settlement
2. Announcement: Activities Committee Members needed
3. Event: Service Workshop Event spearheaded DCM-District 04 Windward Oahu, Sally T
4. 2025 Events Planning:
Home Group Day, Founders Day (JUNE), Bill & Lois Dinner (McCoy Pavillion venue), Holiday Event

(19:30) Chair: Mary N.

1. **Black & White Office Copier** (month-to-month lease) at same monthly amount with slight per copy increase. This next month's billing should give us a good idea of what the increased costs will be as we are now fully self-supporting with regard to declined use of workplace copiers outside of A.A. membership. The donated printers may also reduce printing costs along with increased use of online tools, rather than printing on paper.
2. **Susannah Wesley Lease** (month-to-month lease) has been signed for the remainder of 2025 and we are working on technology to overcome the acoustics problem.
3. **Office Location Lease** (36 month renews in July) is due to renew in July and we anticipate that it will go up again since both base rent and CAM fees (Common Area Maintenance) have increased over the last 30 months, so alternatives are being researched now so we have options. Please notify the chair in writing if you have any leads.
4. **Ad Hoc Committee Volunteers** Need those interested and experienced in service in the areas of Activities/Events, Finance and Structures & Guidelines
5. **A.A. Service Structure of the Upside Down Triangle** (p107 of the A.A. Service Manual) reflected in OIG Agenda Order and Steering Committee Focus
6. **Online Survey** : Webmaster posted on the website and can be accessed now
7. **IGR Involvement**: An Ask It Basket is now available! If your question isn't answered tonight it will be at the next Business Meeting. Questions, compliments and comments can be dropped in any time during the meeting and as you depart.
8. **Website Traffic Insights**: JP, OIG Webmaster, provided the following metrics: 3049 average monthly visitors w/ avg 9 visits per month per visitor, 78% to meeting schedule page, so enhancement recommended of this critical information resource. Use of AAWS offered Meeting Guide App may contribute to an understatement in use numbers. An alphabetical "Where To Find It" list on the OahuAA.org website is being considered.

(19:46) ESTABLISHING A QUORUM: PLEASE MAKE SURE YOU HAVE SIGNED IN

Total Present:

Non-Voting:

Voting:

Quorum (50%+1):

SM (Simple Majority) 51%:

SU (Substantial Unanimity) 67%:

(19:48) CONSENT AGENDA:

A QUORUM HAVING BEEN ESTABLISHED AND PRESENT TO ACT, A CONSENT MOTION TO ACCEPT THE REPORTS AS PRESENTED AND/OR CORRECTED IS HEREBY CALLED:

1. Acceptance of OIG Business Meeting Minutes dated January 08, 2025, written report provided
2. Acceptance of OIG Financial Statements dated January 31, 2025, written report provided
3. Acceptance of foregoing Business Meeting Reports read into the record and/or provided for the record.

Motion:_____. Second:_____ Vote Count:_____. SM / SU / Unanimous

(19:50) OLD BUSINESS:

Election of Panel 75 Volunteer Coordinator

(19:52) NEW BUSINESS:

OIG Business Meeting Room Sound Quality, Amplification, and Recording for accuracy

(19:54) NEXT OIG BUSINESS MEETING:

Wednesday, February 12, 2025 at 6:30 pm at the
Susannah Wesley Community Center, 1117 Kaili Street, Honolulu, HI 96819.

(19:55) ADJOURNMENT:

Motion: Second: Substantial Unanimity Y / N Motion passed Y / N

(19:56) CLOSING:

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.*

MEETING REFERENCE MATERIALS:

A.A. and OAHU INTERGROUP OF HAWAI'I INC. REFERENCE MATERIALS:

OIG Preamble (listed on both BYLAWS and STRUCTURE & GUIDELINES)	document link provided on website
OIG ByLaws.amended 06/12/2019	document link provided on website
OIG Structure & Guidelines.Panel 71.revised 01/13/2021	document link provided on website
OIG Financial Policies	document link provided on website
A.A. Service Manual	document link provided on website
(Twelve Steps of Recovery, Twelve Traditions of Unity, Twelve Concepts of Service, Serenity Prayer, Declaration of Unity, Statement of Responsibility, Upside Down Triangle A.A. Service Structure)	

SECRETARIAL DOCUMENTS FOR END OF JANUARY 2025:

2025.02.12 BUS MTG.RPT.2025.01.02 SC MTG MINS.FINAL
2025.02.12 BUS MTG.RPT.2025.01.08 BUS MTG DRAFT MINS
2025.02.12 BUS MTG.RPT.2025.01 SECRETARY'S REPORT

FINANCIAL DOCUMENTS FOR END OF JANUARY 2025:

2025.02.12 BUS MTG.FS1 CONTRIB.2025.01.31 DISTRIB..PDF
2025.02.12 BUS MTG.FS2 P&L,2025.01.31 DISTRIB.PDF
2025.02.12 BUS MTG.FS3 BS,2025..01.31 DISTRIB.PDF

ANNOUNCEMENTS/ WHAT TO TAKE BACK TO YOUR GROUPS:

1. OIG is “looking for a few good alcoholics” to serve on **Ad Hoc committees** (Activities/Events, Finance, and Structure & Guidelines), and to fill two (2) critical officer positions for Panel 75: treasurer and **Volunteer Coordinator**. Please notify the OIG Chair via email (Chair@OahuCentralOffice.com) of your interest. Please continue to announce that **OIG needs VOLUNTEERS!**
 - a. Ad Hoc Committees
 - i. Panel Activities Committee Members/2025 Event Chairs
 - ii. Panel 75 Finance Committee Members
 - iii. Panel 75 Structure & Guidelines
 - b. Panel 75 OIG Officers
 - i. Panel 75 Treasurer.
 - ii. Panel 75 Volunteer Coordinator
 - c. Let the Chair know of your interest in writing via email to chair@OahuCentralOffice.com
2. Please take the **Individual Contributions Report Issue** back to your group for group conscience voice and vote at the next March Business Meeting.
3. Also at the March Business Meeting we will be taking a look at **Literature replenishment pricing**. OIG Steering Committee is actively looking at multiple budget items to simultaneously improve services and lower costs, and the OIG Chair is investigating best practices of other Intergroups to see how OIG might improve
4. Should we offer an alphabetical **“Where To Find It”** list on the OahuAA.org website?
5. For **upcoming events**, please see the OIG website calendar of events. You can contact the OIG Central Office to have events added to the calendar.
<https://oahuaa.org/events/>
The next **ALOHA ROUNDUP is February 21 to 23** and the NO BOOZE CRUISE is filling up! For more information see <https://oahuaa.org/event/32nd-annual-aloha-round-up/> .

Note Here Other Events from from the Announcements and Reports of Member Group IGRs / Area 17 DCMs of Oahu Districts / Hawaii Area 17 Officers

Diamond Head District

Honolulu District

Leeward District

Windward District

Central North Shore District

Waikiki District

Waianae District

Area 17 Officers:

Secretary Announcements & Report - January 2025

Panel 75 OIG Secretary: Beverly H.

1. January 02, 2025 Steering Committee Minutes were finalized and approved February 6, 2025
2. January 8, 2025 Business Meeting Minutes are flawed as the recording quality was very poor due to room acoustics. Minutes are attached for your questions, comments, corrections, and acceptance. I'm working with the Area Delegate to solve the recording problem.
3. Secretary's Announcements:
 - a. Speakers: As the meeting is being recorded and room acoustics are a challenge, the secretary requests Side conversations be taken outside the meeting
 - i. Speak from the microphone when recognized by the Chair
 1. State clearly, before commenting,
 - a. your name, service position, member group you represent
 2. Speak no longer than two minutes and
 3. Speak only once until all that wish to have had opportunity to speak.
 - b. Written Reports for Minutes: So that accurate information is included in the business meeting minutes, whenever possible please provide in writing in advance of the meeting via email sent to secretary@OahuCentralOffice.com or in person 15 minutes prior to the start of the meeting, the following:
 - i. Business Meeting: Agenda Items and Minute Corrections
 - ii. Member Group: Announcements, Event Flyers, and Service Reports
 - c. Calendar: The ByLaws and Structure & Guidelines require minutes be produced and distributed within 10 days following the meeting. The Secretary's goal is to have recordings transcribed so minutes can be abbreviated for website availability within 7 days following the meeting. Every Wednesday is devoted to OIG work, according to the following deadlines:
 - i. 1ST WED - BUS MTG AGENDA finalized at OIG SC MTG each month for publication.
 - ii. 2nd WED - Recording Transcription/Minutes due for last OIG SC MTG
 - iii. 3rd WED - Recording Transcription/Minutes due for last OIG BUS MTG
 - iv. 4th WED - OIG BUS Minutes Corrections due prior to OIG SC MTG and OIG BUS MTG
 - v. LAST WED - BUS MTG Agenda Items due for BUS MTG and SC MTG
4. Report for January 2025: After becoming familiar with each that follow,
 - a. Communicated continuity issues to the Oahu Central Office Manager and the OIG Chair for possible revision of the
 - i. OIG Secretary Job Description,
 - ii. OIG ByLaws,
 - iii. OIG Structure & Guidelines,
 - iv. OIG Financial Policies;
 - b. Worked on learning, updating, organizing
 - i. different office programs used for email, word document production, spreadsheet document production, drive file storage, and contacts for maintenance of orderly records
 - ii. naming convention application to existing documents for maintenance of orderly records
 - iii. drive file storage for maintenance of orderly records
 - c. Worked on creating Panel 75 OIG Rosters of the following, and their alternates
 - i. Panel 75 Member Groups, collaborating with Panel 75 Area 17 Registrar for WSO accuracy
 - ii. Panel 75 IGRs, including Activity and Finance Committee Members
 - iii. Panel 75 Area 17 District Committee Members on Oahu
 - iv. Panel 75 Area 17 Officers and Standing Committee
 - v. Panel 75 Steering Committee Members, including
 1. Officers: (Volunteer Coordinator, Secretary, Treasurer, Vice Chair, Chair)
 2. Special Workers: (Oahu Central Office Manager)
 - vi. Panel 75 Volunteers and Special Workers
 1. 12th Step Volunteers
 2. 24 HR Phone Angel Volunteers
 3. Central Office Volunteers
 4. Webmaster
 - d. Worked on items needed for meetings, including
 - i. Creating/Updating P75 standardized Sign-in Sheet and Annual Attendance Sheet
 - ii. Downloading/Learning Recording Software for meetings (BUS & SC)
 - iii. Transcribing Recordings of January 2025 meetings (BUS & SC)
 - iv. Abbreviating Minutes of January 2025 meetings (BUS & SC)
 - v. Formatted and producing content of Agendas for Jan/Feb 2025 Meetings (BUS & SC)
 - e. Assist Steering Committee members with
 - i. Executing, in absence of signed minutes, a Corporate Resolution certifying new officers for both Department of Commerce And Community Affairs (DCCA) and the Bank
 - ii. Inquiries of policy and document retention.
 - iii. Provision of recommended QBO Pro contact name