

San Gabriel Valley Inland Empire Intergroup (SGVIE)			
BOARD MEETING			
Saturday, December 10, 2022 - 9:45 AM			
#	TOPIC	DISCUSSION	RESPONSIBLE PARTY
1	Welcome/Call to Order	Cindy called the meeting to order with the Serenity Prayer	Cindy (Vice Chair)
2	Roll Call	<p><b><u>Board Members: 3 of 5 board members were present; 2 of 5 Ad Hoc members present</u></b>            Chair - Open  <b>Vice Chair - Cindy</b>            Facilities Manager - OPEN  <b>Zoom Admin - Lance S (Ad hoc)</b>            Secretary - OPEN            Treasurer - Janice B (absent)            Meeting Liaison - OPEN  <b>Literature - Teri L</b>            R2 Delegate - Lorraine (absent)  <b>Public information - Shelby M</b>            Call Forwarding &amp; Recycling - Susan T (Ad hoc)            Webmaster/Social Media - Shelby M (Ad hoc)            Special Events - My N (absent)            12 Steps within - OPEN            Briefs Coordinator - OPEN            Professional Outreach - OPEN</p> <p><b><u>Intergroup Representatives: 4 of 26 IG reps</u></b>            Karen D Wednesday 7am meeting            Melia Sat 815            Susan Tuesday 10AM phone            Darryl Sunday 730pm men meeting</p>	Secretary (OPEN), Shelby Pro temp for this meeting
3	12 Steps	Not read	--
4	12 Traditions	Not read	--
5	12 Concepts of Service	Cindy read the 12 Concepts of Service	Cindy (Vice Chair)
6	Review/Approval of Minutes	Shelby M made a motion to approve the November meeting minutes. Seconded by Melia and unanimously voted to accept minutes.	Secretary (OPEN), Shelby Pro temp for this meeting
<b>Committee Reports</b>			
a.	Chair	OPEN POSITION / NO REPORT	OPEN
b.	Vice Chair	Susan T made a motion to read one concept of service for each board meeting. Shelby seconded the motion. Motion approved  Cindy is updating the key list. She will be verifying the keys that are assigned to everyone is correct.	OPEN
b.1	Zoom/Hybrid Equip Leader (adhoc)	Lance S did a zoom host workshop after that November Board meeting. Jill agreed will take over as the zoom administrator in January. Lance will still have to be available for any hands on issues that arise in the SGVIE room but Jill will be able to conduct the majority of zoom administrator roll from her home in New Mexico	Lance S - Zoom Leader
b.2	Facility Manager (adhoc)	OPEN POSITION / NO REPORT	OPEN
c.	Secretary	The position of Secretary is open. Cindy completed the November meeting minutes. Meeting meetings do not have to be a detailed translation of exactly what was stated in the meeting. Shelby stated that meeting minutes only have to capture the roll call, motions, status of the votes (approved/not approved/tabled) and some brief notes. Shelby volunteered to do the December Meeting Minutes and asked that everyone state their name before speaking on the recording.	OPEN
d.	Treasurer	Karen D is the incoming treasurer for January 2023. Janice is up to date with all the financials except December. Janice will be training Karen in the treasurer duties in January. Susan said mail for the domain and taxes is in the treasurer mailbox.	Janice B - Treasurer (absent)

<b>e.</b>	Public Info	Shelby asked for the incoming board members to provide their contact information for the website. Social media: 224 members on Facebook, down 20% in our member activity due to the holidays. Instagram page 485 followers, Shelby needs to keep posting to keep up engagement. Podcast: 89 permanent followers, 3,482 downloads in the last 30 days, and 30,529 all time downloads. Shelby is getting phone calls and emails from advertisers asking to pay us to place ads on our podcast but according to our 7th tradition we do not accept outside donations. Most popular episodes right now are the workshop recordings. 90% of people are downloading the podcast using their phone and the most popular Apps are Spotify, Apple Podcasts and Google Podcasts.  Shelby made a flyer for the Thursday meeting and posted to the website.  Cindy would like us to set up emails with a consistent sgvie.org email address. Shelby M will follow up on how to do that. ☐ Karen D. said she would just take over the e-mail Janice used as treasurer.	Public Information - Shelby M	
<b>e.1</b>	Phone net/Recycling	Susan T has been checking the phone net and most calls are being answered. No missed messages. 7 calls since the last board meeting since the last board meeting.	Phone tree - Susan T	
<b>e.2</b>	Webmaster	See public info report	Web - Shelby M	
<b>f.</b>	Literature	Teri L made a literature order and have been placed. 4 abstinence, 3 For today, 3 A new plan of eating. The total order was \$100.62 and she was reimbursed by Janice using Zelle.	Literature - Teri L	
<b>g</b>	Special Events	No report - absent.  Shelby reported the Living steps workshop will be postponed until March. My is working on another workshop for January.  Cindy would like the board members to read the Traditions 6 and 7 before the next meeting to discuss the Living Steps Workshop.	Special Events coordinator - My N (absent)	
<b>h</b>	Twelve Step Within	OPEN POSITION / NO REPORT	12 Steps Within (Open)	
<b>i</b>	Briefs	OPEN POSITION / NO REPORT	Briefs - Sandy D	
<b>j</b>	R-2 Representative	No report - absent.	R2 Delegate- Lorraine S (absent)	
<b>k</b>	Meeting Liaison	OPEN POSITION / NO REPORT	Meeting Liaison (Open)	
<b>m</b>	Professional Outreach	OPEN POSITION / NO REPORT	Professional Outreach (Open)	
<b>7</b>	Intergroup Representative Sharing	Susan T - Tues 10am. Used to be at the Joselyn Center. May evolve into a zoom meeting. Susan said the meeting will discuss making a possible change to the meeting topic in January.	Intergroup Representatives	
<b>8</b>	New Business	1) Fee waiver rent reduction form. Group agreed to leave process as is for the present, i.e., new and/or returning groups that want to use SGVIE as a meeting place and apply for rent reduction or waiver, to approach board for permission. If needed in the future, process can include "form" to be developed.	Entire Board	
<b>9</b>	Old Business:	1) Unfilled board positions	Entire Board	
<b>10</b>	SGVIE Volunteers	None	Cindy (Vice Chair)	
<b>11</b>	Close Meeting	Cindy ended the meeting with the Serenity Prayer. Cindy closed the meeting at 1032am.	Cindy (Vice Chair)	
<b>Shelby M Pro temp Secretary, Dated January 8, 2023, revised 1/13/2023</b>				