

SGVIE IG OA Board Meeting 2/11/23 Minutes

Submitted by Teri L. — temporary secretary

#	TOPIC	DISCUSSION
1	Welcome/Call to Order	Cindy S called meeting to order with serenity prayer at 9:45 am.
2	Roll Call	<p>Chair - Cindy S. Vice Chair - OPEN <i>Facilities Manager — Ad hoc position - OPEN (Reports to V-Chair)</i> <i>Zoom/Admin #1 — Jill — Ad hoc position (Reports to V-Chair)</i> Secretary — OPEN — (Teri L. temporary) Treasurer - Karen D. Meeting Liaison- OPEN Literature - Teri L R2 Delegate - Lorraine S. Public Information - Shelby M <i>Website/Social Media — Ad hoc position</i> <i>Phone call forwarding/Recycling — Susan T. — Ad hoc position</i> Special Events - My N (Excused Absence) 12 Steps Within - OPEN Briefs Coordinator - OPEN Professional Outreach - OPEN</p> <p>Intergroup Representatives Susan T. - Tues Phone Meeting Victoria — Rancho Thurs 7 PM Dee - Friday 7am Pat W — Friday noon Darryl — Men’s Meeting</p> <p>Members at Large Sandy M Christine</p>
3	12 Steps/Tradition/ Concepts	Lorraine read 12 Steps; Susan T. read 12 Traditions; Shelby read Concept 2 (long version)
4	Review/Approval of minutes	Cindy made motion that January minutes should be approved with requested changes. Lorraine seconded. Minutes approved.
5		COMMITTEE REPORTS
a.	Chair	<p>Cindy S.</p> <ol style="list-style-type: none"> Sent an open letter to fellowship re: vacant Board positions and announcement re: rent reduction for returning meetings

b.	Vice Chair	<p>OPEN POSITION</p> <p><u>Facilities:</u> (Ad hoc position) (OPEN) — Reports to Vice Chair) <u>Zoom/Admin Host#2:</u> (Ad hoc position) - Reports to V-Chair. Cindy said that Lance resigned from all OA duties related to Zoom/Admin host and as computer technical person. Jill is Zoom/Admin Host.</p> <p>Susan T reported that phone had received 5 calls for in-person “open” meetings.</p>
c.	Treasurer	<p>Karen D.</p> <ol style="list-style-type: none"> 1. Financial report sent to fellowship by email and posted by door. Karen invites discussion and questions 2. Income \$920.01; expense \$1420.19 — deficit \$500.18
d.	Public info	<p>Shelby M.</p> <ol style="list-style-type: none"> 1. Discussed followers on social media: 225 on Facebook and 500 on Instagram. 2. Discussed podcast downloads: \$35K all time; 2300 in last 30 days. 3. Thanked Lance and Jill for posting podcasts. Requested upload of workshops to website. 4. Responded to Karen D. question regarding nominal revenue from podcast. Shelby confirmed that there is a donation button.
e.	Special events	<p>My (absent - (Excused absence)</p> <p>Cindy S —</p> <ol style="list-style-type: none"> 1. Requested Shelby send her the original flyer for the Living Steps event so Cindy can send to R2/WSO for approval and use of OA logo <p>Karen D. —</p> <ol style="list-style-type: none"> 1. Presented memo from My dated 2/11/23 stating that the January 8 2023 work shop had: 66 people in attendance in room and \$148 was collected in room and 16 on-line payments of \$156.79. On -line payment fees were \$10.46. Net proceeds were \$294.15.
f.	Literature	<p>Teri L.</p> <ol style="list-style-type: none"> 1. Made literature purchase totaling \$150.65. Request for reimbursement given to treasurer Karen. D. <p>Lorraine</p> <ol style="list-style-type: none"> 1. Brought in literature from the Monday 10:00 am meeting at Joslyn Center that had closed. 2. Teri invited discussion regarding disbursement. New items will be place for sale in SGVIE cabinet. Used items will be discounted and put out for sale. Pamphlets will be put out for free distribution to fellowship in SGVIE meeting room.
g.	R2 Rep	<p>Lorraine</p> <ol style="list-style-type: none"> 1. Lorraine reported that with Cindy's help Lorraine put together estimated expense budget for scholarship request for March 2023 R2 Assembly in Burlingame. 2. Cindy brought motion to send Lorraine to R2 convention. Karen seconded. Motion carried.
h.	Meeting Liaison	<p>OPEN POSITION</p> <p>Cindy S</p> <ol style="list-style-type: none"> 1. Cindy reported she updated the Meeting Directory, distributed it to the fellowship, made copies for SGVIE meeting room and request Shelby to post online.

i	Prof. Outreach	OPEN POSITION - NO REPORT
j.	Secretary	POSITION OPEN - NO REPORT – Teri L. temporary secretary
6		IG REP REPORTS
		<p>Victoria said that the Rancho Cucamonga Thurs 7pm needs IG to promote meeting. Shelby will post flyer regarding meeting on SGVIE website when available.</p> <p>Darryl requested that the men’s meeting be issued a second key. Cindy suggested that second fellow that attends that meeting make request to the board. This second key was requested for times when Darryl not available to open room.</p> <p>Darryl stated that there is a men’s retreat in San Diego March 2023. Darryl requested that SGVIE considered sponsoring its own retreat as done in the past.</p> <p>Jill requested information on requirements for becoming an intergroup representative. Shelby and Cindy explained Jill can upload the “Duties” document outlined at oasgvie.org under Intergroup Documents.</p> <p>Dee requested guidance on “10 minute” coins. Teri L. stated that in the past SGVIE had sought guidance from R2 regarding distribution of these coins. R2 had recommended against.</p>
7		NEW BUSINESS
		<ol style="list-style-type: none"> 1. Cindy working on strategic planning meeting to discuss budget and other intergroup plans. Date and time to be determined. 2. Cindy suggested all meetings take a group inventorying OA’s “Strong Meeting Checklist.” Cindy will e-blast Checklist to fellowship.
8		UNFINISHED BUSINESS
		<ol style="list-style-type: none"> 1. Open Board positions. <ol style="list-style-type: none"> a. Cindy requested additional continued outreach to include IR’s print/take or announce January Open Letter to fellowship at their meetings and help spread the word. b. Cindy sent January Letter / Rent "Announcement" to intergroup and posted via all SGVIE communication methods incl. Facebook
9		SCHEDULING OF OFFICE VOLUNTEERS
		No discussion
10		CLOSE & SERENITY PRAYER
		Meeting closed with the Serenity Prayer at 11:10 a.m.

Attachments/Reports: R2 Rep, Lorraine S
Special Events, My N

Estimated Costs for 1 R2 Rep. to attend R2 Spring Assembly:

When: March 24-25-26, 2023

Where: Double Tree by Hilton Hotel San Francisco Airport

835 Airport Blvd. Burlingame CA

Mileage

miles from SGVIE Glendora to S.F. (one way) 400.15 =

400.15 x 2 = Round Trip: 800.3 miles

R2 provides \$0.585 for mileage: 800.3 x \$0.585 = \$468.18

Air Flight – Southwest Round Trip = \$404.96

Shuttle provided by Doubletree

Lodging

\$109.00 x2 nights = 109.00 + tax \$27.69 = \$245.69

Food & Tips

Friday thru Sunday approx. \$150.00

Registration: Free for R2 Intergroup Reps.

\$404.96 + 245.69 + 150.00 = *\$800.65

Respectfully submitted by Lorraine Sandoval SGVIE R2 rep. 2/11/2023



Special Events Chair
My N.
My4savings@yahoo.com
(626) 831-1487

February 11, 2023

Dear SGVIE Board of Directors and Intergroup Representatives:

The following is a recap of the SGVIE sponsored workshop, *Don't Let Walls Stand in Your Way*, presented on January 8, 2023:

In Person:

- Approximately 66 attended in person (Room was packed!)
- \$148.00 was collected that day (passing the basket) and through SGVIE office mailbox

On line:

- Sixteen on line payments equaling \$156.79 were received
- On line payment fees were \$10.46

NET PROCEEDS - \$294.15

Respectfully submitted,

My N



February 21, 2023

To: SGVIE Board Members: Karen D., Treasurer, Lorraine S. R2 Representative, Teri L., Literature, Shelby M., Public Information, My N., Special Events
From: SGVIE Chairperson Cynthia Smith
SUBJECT: S.G.V.I.E. IG - "SPECIAL MEETING" OF THE BOARD "**MINUTES**" & FOLLOW-UP

"SPECIAL MEETING" OF THE BOARD "**MINUTES**" & FOLLOW-UP

11:30 a.m. - Saturday, February 11, 2023
Submitted by: Cynthia Smith, Chairperson

PURPOSE: REVIEW/DISCUSS MATTERS PERTAINING TO SGVIE IG'S CURRENT AND PAST TAX FILINGS AND NON-PROFIT STATUS

- Call to Order/Members Present

- Cynthia Smith, Chairperson
- Lorraine Sandoval, Region 2 Representative
- Karen Dupont, Treasurer
- Teri Lyddiard, Literature
- Shelby M, Public Information

BACKGROUND

At the September 10, 2022 board meeting a motion was made and approved to: *engage a tax preparer to file federal/state taxes and file an annual report of charitable organizations with the attorney general.* At that time the then board treasurer contacted a few Enrolled Agents (EAs) and identified a professional to complete the process.

Effective January 1, 2023, Karen Dupont was elected to the board as Treasurer. Although multiple attempts were made to contact the Enrolled Agent via e-mail and telephone to discuss the status of the filings, no response was received or message returned. Further research by board members indicated the necessity of calling a "Special Meeting" to update board members and answer any questions.

Saturday, February 11, 2023 - "Special Meeting"

SGVIE Treasurer Karen Dupont updated board members present as to the status of tax filings and the need for further research and documentation. The chairperson volunteered to reach out to other OA intergroups, OA members who are tax professionals, and local San Gabriel Valley tax consultants.

Below is a result of that outreach and additional follow-up information:

- *Providing all the books are in order, an overview of estimated costs for providing tax services can start at \$200./hour and/or range from \$750.00-\$2750.00.*

As of the writing of these Minutes (2/21/23), it has come to the treasurer and chairperson's attention that the 2020 and 2021 federal and state taxes were not filed. Additionally, although SGVIE IG has not lost its non-profit status, the intergroup's "Registry Status" is "delinquent" under the State of California, Department of Justice, Office of the Attorney General "Charity Registration."

A report from the Treasurer Karen Dupont is forthcoming. It is anticipated we will have a solution and recommendation for you. Following review of the treasurer's report, a "Special Meeting" may be called to vote on the recommendation.

/cs

A "Special Meeting" of the board was called via Zoom, Saturday, 3/04, after the Saturday morning 8:15am meeting. Purpose: To review/evaluate recommendation(s) by the Chair and Treasurer for hiring a tax professional to perform tax filing requirements for SGVIE IG.

SGVIE EXECUTIVE BOARD **"SPECIAL MEETING"**
 Saturday, March 4, 2023
AGENDA

- Call to Order/Welcome/Serenity Prayer
- Roll Call
- Approval of February 11 "*Special Meeting*" Minutes (Attached)
- Board Report(s): Chair / Treasurer
- Meeting ends with Serenity Prayer

 "SPECIAL MEETING" OF THE SGVIE BOARD
3/04/23 "MINUTES"

ACTION	WHO	WHAT
Call to Order/Welcome/Serenity Prayer	Chair Cindy S. Time: 9:43am	
Roll Call	Cindy S, Karen D, Shelby M, Lorraine S, Teri L.	
Approval of 2/11/23 "Special Minutes"	Motion to approve - Chair Cindy S. Second: Treasurer Karen D.	Motion carries
Board Reports	Chair Cindy S: 1.) Advised members of survey/outreach to local, independent tax professionals, and OA members and other IGs. Survey revealed the avg. cost for services (providing all is in order) could start at \$200/hr and range from \$750-2700. 2.) Cindy stressed the importance of hiring an independent tax professional and separate the board from actions which should be performed professionals.	
	Treasurer Karen D: 1.) Provided insight into previously submitted document prepared by potential tax professional Susan Matz, outlining SGVIE's status. Cost(s) to file current/previous years' taxes and non-profit status is \$670-\$880. 3.) Karen D and Susan filed SGVIE's 2022 taxes.	
Motion	Cindy S. made a motion to approve hiring, Susan Matz, an independent tax preparer to complete SGVIE's 2020 and 2021 Federal and State tax and other filing requirements. Estimated cost (including software utilization) is \$670.-\$880. Shelby M - Second	
Discussion/Comments	Discussion and comments centered around the need for transparency in communicating information to the fellowship; the responsibilities due our board positions and to the fellowship and in our endeavors, to place ' <i>principles above personalities.</i> '	
Vote	Board members present: (Unanimous) in favor of hiring Susan Matz.	Motion carries
	<ul style="list-style-type: none"> • Meeting ended with the Serenity Prayer at 10:10am. 	