

San Gabriel Valley Inland Empire Intergroup (SGVIE)
BOARD MEETING
Saturday, June 11, 2022 - 9:47 AM

| # | TOPIC | DISCUSSION | RESPONSIBLE PARTY |
|--------------------------|----------------------------|---|--|
| 1 | Welcome/Call to Order | Teri L called the meeting to order with the Serenity Prayer | Teri L, Volunteer leader (Chair position currently open) |
| 2 | Roll Call | <p><u>Board Members: 7 of 15 elected board members were present</u> Chair - OPEN Vice Chair - OPEN Zoom Leader - Lance S Secretary - Charlotte C Treasurer - Janice B Meeting Liaison - OPEN Literature - Teri L R2 Delegate - Lorraine S Public information - OPEN Special Events - My N (absent) 12 Steps within - OPEN Briefs Coordinator - Sandy D (absent) Professional Outreach - OPEN Facilities Manager - Lorraine S Phone Tree - Susan T Webmaster - Shelby M</p> <p><u>Intergroup Representatives: 2 of 26 IG reps</u> Susan T - 3 Phone Meetings (Mon/Tues/Thurs) & Sat am meeting (Pro Temp)</p> <p><u>Members at large</u> none</p> | Charlotte C - Secretary |
| 3 | 12 Steps | Lance S read the 12 steps | -- |
| 4 | 12 Traditions | Lorraine S read the 12 Traditions | -- |
| 5 | 12 Concepts of Service | Susan T read the 12 Concepts | -- |
| 6 | Review/Approval of Minutes | Shelby M made a motion to approve the June meeting minutes w/ the change Lorraine had regarding the phone, which was to replace the landline phone w/ a mobile phone not adding a mobile in addition to landline. Seconded by Lance S and unanimously voted to accept minutes. | Charlotte C - Secretary |
| Committee Reports | | | |
| a. | Chair | Teri L, as the temporary chair, wanted to discuss literature w/ re: to the very well attended recent Teen Mental Health Fair at a school in Pasadena, she and other fellows brought the newcomers packages for the students along with the literature for teens. Counselors at school requested that some literature be left for their offices which Teri L did. | OPEN |
| b. | Vice Chair | OPEN POSITION / NO REPORT | OPEN |
| b. | Zoom/Hybrid Equip Leader | Lance S says that we are still not being targeted for Zoom bombing as much now due to new security measures implimented: 1) Participants not allowed to unmute themselves & 2) Use of waiting rooms. Lance is still helping those running the zoom to get them up to speed w/ how these security measures work. Also, loosing power to the room/equipment does require re-setting the input, hit the input on the back of the moniter until it is back on comuter. Also instructions are on a paper in the podium on how to do this. | Lance S - Zoom Leader |
| b.1 | Facility Manager | Lorraine S 1) asked about the Facility Manager position and it was described by Shelby V as being "an ad hoc position under vice chair". 2) Regarding the distribution of keys, Lorraine asked do these need to be approved by board? Teri L said that "Historically board members are allowed keys" 3) Regarding the 27 Colloring books, had ideas of how they could be used & wanted to know if they could be used, Shelby M said that they could be used for whatever Loraine wants to do with them. Teri added that a note was left in the room that we have a need for 2 D batteries and toilet cleaner. Janice will be donating D batteries within the next few days for the flashlight near the door. | Lorraine S |

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| c. | Secretary | Charlotte requested additions and/or changes to email list by way of emailing her at: chuckthegirl885@gmail.com | Charlotte C - Secretary |
| d. | Treasurer | Janice B said that our BofA bank balance as of the end of May was \$5,224.07 she said that she has been traveling and not feeling well so she has not gone over to the offices to get what she needs to prepare the May report but it should be done soon. Also will be completing April report as well. Email to come. Email or text her with questions. | Janice B - Treasurer |
| e. | Public Info | OPEN POSITION | Public Information (Open) |
| e.1 | Phone tree | 1) Lorraine S asked Susan T what is the amount needed for an outgoing message, Susan T said that the amount she thought would be sufficient would be about 3 mins. 2) Susan T reported that she has received 8 calls since the last board meeting. She was able to refer everyone to current meetings. The calls are being answered now bankers hours and call forwarding and retrieving is now working. Susan T read the outgoing message currently on the SGVIE phone. 3) Susan T confirmed that she will be officially doing Phone Tree going forward. | Phone tree - Susan T |
| e.2 | Webmaster | Shelby M says website updates are going well, let her know if there are any issues or corrections needed. Got an email from Mary Higgins, our web provider, reminded her that the logo must be approved every 2 years. She is sending in for approval now for logo/trademark. Be careful using the OA logo, Shelby says she has something that she uses and we can use instead. Currently have 214 members on Facebook and 466 on Instagram (!!!! going great!!!) Shelby M is willing to take on officially the title for Social Media, Teri L nominated, Lorraine 2nd'd and unanimously approved. Janice B asked about domain name fee, Shelby M said that yes we will have to pay this year. Janice B said she can look up who we paid last year so she knows who to pay. Podcasts are doing extremely well, analytics available and Shelby M went over data. Teri L brought up that the postings on website, should the advertising of other anonymous events. Discussion insuid, Shelby M offered to take it down since the event is sold out. | Web - Shelby M |
| f. | Literature | Teri said there have been no recent ordering. Lorraine had inquired about the free literature from other meetings that have been closed down and have been delivered to the room by Susan T. Teri L listed off these items and offered it to anyone along with where they were located in the rooms. Lorraine will email this info along to Sandy for the briefs via email. | Literature - Teri L |
| g | Special Events | (My N absent) | Special Events coordinator - (absent) My N |
| h | Twelve Step Within | OPEN POSITION / NO REPORT | 12 Steps Within (Open) |
| i | Briefs | (Sandy D absent) Janice brought up the printing of Briefs and discussion of where they are distributed and how many we need. Janice B will be reimbursing Sandy D. | Brief - Sandy D (absent) |

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| j | R-2 Representative | Lorraine S reported that for the convention in July it's still face to face, they are only allowing Alaska & Hawaii to "zoom in" for it. Lorraine asked if anyone has anyone seen any "R2" mail coming in addressed to either her or to Shelby V for a response from her financial aid application? In the event that the financial aid is not available the travel expenses cost (she thought would be about \$700) she would be looking for the intergroup to come up with the amount and was inquiring about that as well. Lorraine will persue a contact to follow up on the status of her finacial aid application. | R2 Delegate- Lorraine S |
| k | Meeting Liaison | OPEN POSITION / NO REPORT | Meeting Liaison (Open) |
| m | Professional Outreach | OPEN POSITION / NO REPORT | Professional Outreach (Open) |
| 7 | Intergroup Representative Sharing | Susan T said thank you to Shelby M for the promotional flyers, and reported that participation in recent weeks has fluctuated due to surgeries and vacations. | Intergroup Representatives |
| 8 | New Business | 1) Issue of posting Treasurers report, Board meeting minutes etc at the SGVIE room suggested by Susan T. Shelby M offered to post all of the items on the website including historical viewing via the web of those documents as well. Tabled for future meeting. 2) Janice B suggested maybe switching to a mobile from a landline and discussion, Cel phone vs Business Landline costs, transferring our number to be discussed in the future. | Entire Board |
| 9 | Old Business: | 1) Teri L went over all open positions. 2) Lorraine S encouraged everyone to contact those people you haven't seen in awhile, tomorrow is "12 steps within day". | Entire Board |
| 10 | SGVIE Volunteers | No volunteer for next meeting, will be decided on the day of the meeting | Teri L Chair pro temp |
| 11 | Close Meeting | Teri L ended the meeting, Teri L lead the closing with the Serenity Prayer | Teri L- Chair pro temp |
| Charlotte C Secretary, Dated July 6, 2022 | | | |

Attachments: July 2022 Meeting Agenda