

San Gabriel Valley-Inland Empire (SGVIE) Intergroup BOARD MEETING "MINUTES" Saturday, May 13, 2023		
#	Topic	Discussion
1	Welcome / Call to Order	Cindy S. called the meeting to order at 9:45 a.m. and led us in the Serenity Prayer.
2	Roll Call	<p>Board Members: 7 of 12 elected Board Members were present: Chair: Cindy S. (Present) Vice Chair: OPEN Position Secretary: LaVonne S. (Present) Treasurer: Karen D. (Excused Absence) Public Information: Shelby V. (Present) - Susan T., Phone Forwarding & Recycling (Present) Literature: Teri L. (Present) Special Events: My N. (Present) 12 Steps Within: Open Position Briefs Coordinator: Open Position Region 2 Representative: Lorraine S. (Present) Meeting Liaison: Open Position Professional Outreach: Open Position</p> <p>Intergroup Representatives: 5 of 22 IG Reps Darrel B., IG Rep for Sunday, 7:30 p.m. Meeting Susan T., IG Rep for Tuesday, 10:00 a.m. Meeting Iris J., IG Rep for Wednesday 12:00 p.m. Meeting Dee W., IG Rep for Friday, 7:00 a.m. Meeting Pat W., IG Rep for Friday, 12:00 p.m. Meeting</p> <p>Members at Large Georga G. Elaine B. Teri M. Monica D. Marcia B.</p>
3	12-Steps, 12 Traditions, and Concepts of Service	LaVonne S. read the 12 Steps; Elaine B. read the 12 Traditions, and Georga G. read the long version of Concept 5.
4	Review / Approval of Minutes (March 2023)	Cindy S. motioned to approve last month's minutes. Elaine B. seconded the motion. Approval granted by members.
5	Board/Committee Reports	
a.	Chair	<p>Cindy S. noted that in absence of the SGVIE Briefs Coordinator, she sent out a SGVIE-wide news bulletin regarding information important to the SGVIE fellowship.</p> <p>Cindy S. sent out an email disseminating the results of the Board Strategic Planning Retreat; additionally, she thanked all of the individuals who participated in the planning.</p> <p>There will be a short volunteer committee meeting following the Board meeting to discuss the May 28th Living steps workshop.</p> <p>Cindy S. requested a \$227 reimbursement for easels and flip charts she had purchased for SGVIE. Jill A. motioned to reimburse Cindy S. and Georga G. seconded the motion.</p>
b.	Vice Chair	<p>Position still open</p> <p>Cindy S. advised that she provided a second front door key to Darren H. for the Sunday night men's meeting, and provided him a copy of the policy and procedure for the key.</p> <p>Jill A. noted that the Board meeting recording upload is going smoothly.</p>
c.	Secretary	LaVonne S. noted that she and Cindy S. have compiled a comprehensive list of names, phone numbers, and email addresses for Board Members, Meeting IG Reps, and Members at Large that LaVonne S. will use when sending out Board materials.
d.	Treasurer	<p>Cindy S. provided the finance report for Karen D. Expenses exceeded income by \$758 due to fees paid to tax preparer, filing fees, delinquent fees for non-existent past tax filings. Karen D. anticipates that we'll make up the deficit by Q3. The payment of these fees secures SGVIE's efforts to obtain a non-profit status and that all federal and state income tax filings have been met.</p> <p>Other highlights, as of April 30th, 17 people signed up for Living Steps workshop.</p>

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e.	Public Information / Phone Tree	<p><u>Shelby M.:</u> Social Media: Facebook is going well but posts have slowed up. There are 231 current members. Instagram has 496 followers, and there are approximately 104 unique visitors per week. On average 500 unique visits per months (could be different devices) with average visits accessing two pages.</p> <p>Podcasts: There was an increase in followers to 160 and there were over 40,000 downloads. In last 30 days, there were 3,500 downloads of podcasts.</p> <p>Shelby M. received meeting flyers from Iris J., which she posted on Social Media. Susan T. also provided fliers, which Shelby M. will post to Social media. Shelby M. has updated the events page. She has asked for attendees to send in notices of events page and will be working on the documents page this month. Fun Fact: 232 podcast downloads for Auckland, New Zealand.</p> <p><u>Susan T.:</u> SGVIE received a call from member who stated she was unable to access 2023 podcasts. Shelby M. advised the most recent podcast she posted was April 2023. Susan T. will reach out to the caller and provide them Shelby M.'s phone number.</p> <p>Incoming calls have included a demographic of seven women, two men, and no young people. Susan T. has blocked 22 more calls from people asking for an update of the Google listing. Susan T. noted that there were three messages left on office recorder that should have been forwarded to her, which included one call from Mexico that she forward to a contact in Mexico. Many of the calls are from people looking for assistance in finding a meeting because they don't have computer to check on it.</p>
f.	Literature	Teri L. stated that she did not buy any literature last month. Teri L. advised that she is willing to staff literature table for living steps workshop.
g.	Special Events	<p>My N. noted that she met with volunteers, on May 13th, to plan for the Living Steps workshop scheduled for May 28th. My N. advised that she decided to add a half hour for fellowship at the beginning of the workshop and a half hour at the end for Q&A after the workshop. She also advised that she is working on future workshops.</p> <p>My N. advised that there would be a special planning meeting after the Board meeting to further discuss the planning of the Living Steps workshop.</p>
h.	12 Steps Within	Position still open
i.	Briefs / Website Coordinator	Position still open
j.	Region 2 Representative	<p>Lorraine S. advised that Region 2 is working diligently on setting up the Region 2 convention, which occurs in approximately two months.</p> <p>The diversity community was asked to provide or suggest speakers (from diverse backgrounds), including people of color, men of any age, Spanish speakers, and gender diverse (LGBTQ2+) individuals. She noted that OA focusses on unity with diversity.</p> <p>Lorraine S. asked the group to reach out to her with the names of any individuals who might be willing to speak. The speaker should have 2 years abstinence (with some flexibility). They prefer that speakers are in person; however, virtual will be considered as well. The convention will include workshops, meetings, and business that will be disseminated within the meeting.</p> <p>Information and registration access may be found on the Region 2 website.</p> <p>Elaine B. and Iris J. both volunteered as speakers.</p> <p>Darrel B. advised this is an excellent opportunity to give service, such as helping with setup and asked that this information is passed on to the fellowship.</p>
k.	Meeting Liaison	Position still open Cindy S. noted that she had gone to every website to get the correct numbers and will follow-up again. We need a meeting liaison.
l.	Professional Outreach	Position still open
6	IG Rep. Sharing	<p>Susan T. noted that the office is running out of return labels and she needs help getting them printed.</p> <p>The Thursday night meeting that had requested help is now brimming with people. This is a young person's meeting but all are welcome.</p> <p>The Tuesday 10:00 am phone meeting will most likely close as of July. Susan T. may need help emailing supportatfreeconferencecalls.com to unregister.</p> <p>There is a new meeting starting in July. It will be a step-study, meditation, and writing meeting. Susan T. contacted world service a few weeks ago to let them know about this meeting and will call the again at the end of June to recommit that the new meeting will occur. Susan T. has updated the phone list.</p>
7	Unfinished Business	Cindy S. reminded the group that there are several unfilled Board & Ad Hoc positions, with the Meeting Liasson and SGVIE Brief's positions being the most important positions to fill.

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8	New Business	Cindy S. reminded us about Region 2 convention will occur July 7-9 in Costa Mesa. Cindy S. printed out Region 2 convention packet and will post up on the board. Region 2 needs volunteers for everything.
9	Scheduling of Office Volunteers	Cindy S. stated that she will look at scheduling in future.
10	Close & Serenity Prayer	Cindy S. closed with the Serenity prayer at 10:40 a.m..
11	Attachments:	
a.	April 2023 - Financial Report	
b.	April 2023 - Contributions by Meeting	
d.	Shelby V. - April 2023 Public Information Report	
e.	"Living Steps" Events Flyer	
f.	SGVIE Board Strategic Planning Results Memo	