

San Gabriel Valley Inland Empire Intergroup (SGVIE)
BOARD MEETING
Saturday, July 9, 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: 5 of 15 elected board members were present</u> Chair - OPEN Vice Chair - OPEN Zoom Leader - Lance S Secretary - Charlotte C (absent) Treasurer - Janice B (absent) Meeting Liaison - OPEN Literature - Teri L R2 Delegate - Lorraine S (absent) Public information - Shelby M Special Events - My N (absent) 12 Steps within - OPEN Briefs Coordinator - Sandy D Professional Outreach - OPEN Facilities Manager - Lorraine S (absent) 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), Cindy S - Sat am meeting</p> <p><u>Members at large</u> Dee & Cathy</p>	Charlotte C - Secretary (absent)
3	12 Steps	Cindy S read the 12 steps	--
4	12 Traditions	Susan T read the 12 Traditions	--
5	12 Concepts of Service	Teri L read the 12 Concepts	--
6	Review/Approval of Minutes	Teri L made a motion to approve the July meeting minutes. Seconded by Cindy S and unanimously voted to accept minutes.	Charlotte C - Secretary (absent)
Committee Reports			
a.	Chair	Teri L, as the temporary chair, asked all to consider chairing the next board meeting for August.	OPEN
b.	Vice Chair	OPEN POSITION / NO REPORT	OPEN
b.	Zoom/Hybrid Equip Leader	Lance S says there is no new information regarding Zoom/Hybrid equipment to report.	Lance S - Zoom Leader
b.1	Facility Manager	Lorraine S absent due to the R2 convention happening this weekend	Lorraine S (absent)
c.	Secretary	(Charlotte C absent) Cindy S said that it is stated in the rules that the most recent reporting (minutes & the treasurer's report) are to be posted in the room by the Secretary & the Treasurer each month.	Charlotte C - Secretary (absent)
d.	Treasurer	Janice B was absent but sent an email the morning of meeting explaining she would not be able to attend but said via email (as read by Teri L) she has gotten the material seperated by months and plans to be sending out the financial reporting before leaving on her trip July 18th. Shelby M said that previous board meetings there were discussions of what the web hosting company was and she remebered the company was "Easy as Pie" she says Janice can query in the treasurer's email and find the information for following up with to secure our domain name. Shelby M said she sent this info to Janice via text right now. Cindy S said that she thought there was a possibility that there was a hard copy file in the office filing cabinet under "Treasurer" or "Chair" a file of the domain information and suggested that Janice might check there for it.	Janice B - Treasurer (absent)

e.	Public Info	Discussion of what the Public Information board position was by group and Shelby M confirmed that at the last meeting she stepped up as the "Social Media" person since she has been doing this job for awhile now and made it official as of the July board meeting. She said that she would not be opposed to taking on the Public Info board position. Cindy S nominated Shelby M for the Public info board position and Susan T seconded the motion. Susan T and Shelby M discussed Phone/Net that she will need to work with Susan T on that. Voted and unanimously approved. Teri L requested that Shelby M clean out the older special events that are still on our website and Shelby M said she would.	Public Information - Shelby M
e.1	Phone tree	Susan T reported "6 productive calls" this month. She says that she is only keeping track of the "people" calls (not the advertisement calls). Most of them she was able to refer them on to other contact people for meetings and other pertinent info. She said that she is getting alot of inquiries from calls looking for face to face meetings, some calls resulted in attendance at the SGVIE face to face meetings there at the room. Calls being forwarded and answered during business hours and non business hours calls are receiving our outgoing message and have the oportunity to leave a message but no messages were left during the month so it appears to be working well. She said that she found that her meeting codes in the directories were incorrect so she contacted Shelby M, Sandy D and Lorraine S to correct (IE world service was corrected by Susan T via regular mail) For our website, newsletter and listings all missing codes for phone meetings are now corrected (Thank you to Sandy D for the beautiful briefs and to Shelby for the quick response!) Question from Susan T about who is currently the "Meeting Liason" was requested by Teri L that this question be put into the "new business" for the next meeting.	Phone tree - Susan T

e.2	Webmaster	Shelby M maintaining Facebook & Instagram accounts, not much has changed. We've added a few new members (we are at Facebook 217 & Instagram 469) Shelby M said that she is considering reviving the old Twitter account but we weren't getting a lot of interaction on it. She said that she may attempt to revive it because other OA accounts are being used (World Service & other OA groups) and she can use the same posts as Instagram. Recently there have been only small updates to web, let her know if there are any discrepancies specifically meeting info (IE: incorrect codes as discussed earlier). Shelby M said that we really do need a meeting liason or, she suggested that it could just be a temporary position that would just take on the task of cleaning up our meeting listing. Then make sure it is correct for the briefs, posted correctly on our website and, very important, also include updating World Service listing. Shelby M also brought up the documents that should be available on the website (minutes & financial reporting) and how important they are for accountability purposes. Shelby M asked Lance S to get us caught up on Podcasts and it was confirmed that we are only three weeks behind. Cindy S recommended that part of the Secretary's position should include a way for this project to be posted thru the website and she will discuss with Shelby M post meeting.	Web - Shelby M
f.	Literature	Teri L reported no purchases made this month, she went over inventory and mentioned the only thing we are out of is the "For Today" she said she got a call from Foothill looking for "Voices of Recovery" because World Services only has e-versions available. Let Teri L know if you have extra "Voices of Recovery" since they are needed.	Literature - Teri L
g	Special Events	(My N absent) Teri L requested that My N notify us if there was anything new coming up. Shelby M said that there are events being planned at this time, she knows that My N was working on a "big speaker" that has agreed to do a workshop in October or November possibly? Big news to come Shelby says.	Special Events coordinator - My N (absent)
h	Twelve Step Within	OPEN POSITION / NO REPORT	12 Steps Within (Open)
i	Briefs	Sandy D will be going to Paris and plans to have the next briefs out by next week. She said that she is already working of the following briefs right now since she will be gone. Sandy D said that she will need to get from My N the announcement information for the briefs that she is working on now. Sandy D confirmed that the meeting list is now updated and will be included with all future briefs.	Brief - Sandy D
j	R-2 Representative	Lorraine S absent due to the R2 convention happening this weekend. Teri L and Cindy S discussed the topic of any additional feedback regarding the convention from other fellows attending this event should be cleared in advance before sharing at a future board meeting by Lorraine S because as our R2 rep it is her responsibility to report back to the board the event information, Teri L said she will discuss this with Lorraine S. Susan T mentioned that the R2 basket was still in the room and was not taken to the event as planned, note, please take to the next convention.	R2 Delegate-Lorraine S (absent)
k	Meeting Liaison	OPEN POSITION / NO REPORT	Meeting Liaison (Open)
m	Professional Outreach	OPEN POSITION / NO REPORT	Professional Outreach (Open)

7	Intergroup Representative Sharing	Cindy S said that the Saturday morning meeting is possibly changing the way that the meeting looks awaiting the business meeting to be held in a couple of weeks to discuss. Susan T representing the phone meetings, she said that the phone meetings previously were well attended but recently people are not showing up. Posed a question to the board regarding positions on the board and term length. Wanted to pitch for the writing meeting which uses the "Voices of Recovery" literature and she said that it's an "into action" writing kind of a meeting and very helpful, she would also like to encourage participation for the abstinence meeting, they are considering reconfiguring the format to not include a 5 minute speaker in the future, awaiting group concensus. Big Book study phone meeting on Tuesday at 10 light attendance. All 3 phone meeting remain phone only no face to face at this time.	Intergroup Representatives
8	New Business	1) Question from Susan T about who is currently the "Meeting Liason" 2) Susan T wanted to check on board members length of terms of their board positions. Suggestion that each member report when their term ends in a "roll call" fashion. Also had a request that Lorraine could maybe check the office for this info? 3) Teri L would like to know what happened to the Literature box that was in the room? 4) Cindy added via 8/11/22 email: Distribution of office keys to board members and select OA members & 5) "Temporary" monthly rent reduction for new/returning face to face and hybrid groups meeting at SGVIE.	Entire Board
9	Old Business:	1) Teri L went over all open positions. 2) Teri L brought up the topic of considering a switch to a mobile from a landline and discussion, Cel phone vs Business Landline costs from her recolection that the costs of this was being gathered by Lorraine to be discussed at a future time. This will continue as unfinished business.	Entire Board
10	SGVIE Volunteers	No volunteer for next 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, Revision Dated August 11, 2022			

Attachments: August 2022 Meeting Agenda