

San Gabriel Valley-Inland Empire (SGVIE) Intergroup BOARD MEETING AGENDA September 9, 2023 - 9:45 a.m. (Meeting is open to all OA members)		
#	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><b>Board Members: 7 of 12 elected Board Members were present:</b>                      Chair: Cindy S. (Present)                      Vice Chair: Open Position                          - Facilities (Ad-hoc): Open Position                          - Zoom/Admin (Ad-hoc): Jill A. (Present)                      Secretary: LaVonne S. (Present)                      Treasurer: Karen D. (Present)                      Public Information: Shelby V. (Unexcused Absence)                          - Phone Forwarding (Ad-hoc): Susan T. (Present)                      Literature: Teri L. (Present)                      Special Events: My N. (Excused Absence)                      12 Steps Within: Open Position                      Brief's Coordinator: Open Position                      Region 2 Representative: Lorraine S. (Present)                      Meeting Liaison: Open Position                      Professional Outreach: Open Position</p> <p><b>Intergroup Representatives (IRs): 5 of 22 IRs</b>                      Lana K. IR for Monday, 11:00 a.m. Meeting                      Sherri M., IR for Tuesday, 7:00 a.m. Meeting                      Susan T. IR for Tuesday, 10:00 a.m. Meeting                      Pat W. IR for Friday, 12:00 a.m. Meeting                      Sheryl C., IR for Saturday, 8:15 a.m. Meeting</p> <p><b>Members at Large:</b>                      Marcia B.                      Andie G.</p>
3	12-Steps, 12 Traditions, and Concepts of Service	LaVonne S. read the 12 Steps; Karen D. read the 12 Traditions, and Teri L. read the long version of Concept 9.
4	Review / Approval of Minutes (March 2023)	Teri L. motioned to approve last month's minutes. Karen D. seconded the motion. Approval granted by members.
5	<b>Board/Committee Reports</b>	
a.	Chair	Cindy S. advised that she reached out to Lance S. to set up a meeting to discuss creating a troubleshooting manual on the equipment.
b.	Vice Chair	1. Cindy S. stated that she has defrosted the refrigerator and noted that it needs to be replaced. Cindy S. asked for volunteers to get estimates on replacing the refrigerator and a single pod coffee machine. Sherry, TX and Karen D. volunteered to get estimates.  2. Jill A. - Nothing to report.
c.	Secretary	LaVonne S. expressed her thanks to Karen D. and Cindy S. for helping with the secretarial duties during her absence due to a family emergency.

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d.	Treasurer	<p>Treasurer’s Report:                      August income was \$1266.89, expenses were \$1369.17 resulting in a deficit of \$102.28. Year-to-date we are \$604.69 in the positive.</p> <p><i>Karen D. provided the following information after the Intergroup meeting:</i> We had \$991.65 in donations (which excludes recycling, soda, literature, and rent). Of this amount, \$765.15 was donated online and \$176.50 was donated in meetings and via the meeting room mailbox.</p> <p>Karen D. also reported that she has added extra security precautions with Bank of America, including alerts of checks over \$200 and out of the area charges to our debit card number.</p> <p>A question and discussion followed regarding how member contributions are credited. Karen D. explained that all contributions are credited as the member requests, including specific meetings. Donations that do not include specific instructions are included in the line item “Not Specified”. On line contributions designated to a specific meeting are added to any donations made by the meeting treasurer on the Contributions by Meeting report. Karen D. tracks every donation with the designation and maintains all documentation submitted by meeting treasurers. Questions can be directed to her at 909/450-6209 or <a href="mailto:sgvie.treasurer@gmail.com">sgvie.treasurer@gmail.com</a>. It is better to contact her before the board meeting so she has the opportunity to research the donation.</p> <p>Cindy S. stated that SGVIE had events that brought in income and we could most likely afford to purchase the refrigerator and coffee pot.</p> <p>Cindy S. commented that the previous treasurer had established a practice that the Intergroup did not make donations to R2 and World Service until we consistently had an excess of funds, for at least two months. Cindy S. stated that the Intergroup has not been in the black consistently for two or three months. Cindy S. stated that it would be risky to depend on the income from our events.</p> <p>Cindy S. stated that the entire budget is made available online and is sent to the entire Intergroup.</p>
e.	Public Information / Phone Tree	<p>1. Shelby V. is absent. No report.</p> <p>2. Susan T. stated that there were 30 calls that needed to be blocked and deleted. Ten women, three men, two students, one young person, and five newcomers called in. One person called from a locked facility.</p>
f.	Literature	<p>Teri L. advised that she entered one literature order last week in the amount of \$118.45. She submitted the bill to Treasurer. The order included five abstinence books. Teri L. and Karen D. made the decision to add a standard 15% on the base amount of orders, rounded up to nearest .50 cents, to cover shipping costs.</p>

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g.	Special Events	<p>My N. has an excused absence.</p> <p>Cindy S. helped My N. with outreach for a co-events special events coordinator. No one has responded at this time.</p> <p>Cindy S. stated that the art focused workshop, mention in the August minutes, is off the table. The next planned service, traditions, concepts workshop will be co-hosted by R2 and SGVIE. The tentative date for this event is Saturday, November 4.</p> <p>Cindy S. stated that volunteer evaluations, for the Living Steps workshop, received a score of 9.5. She noted that the tools used for that event and the improved marketing are two of the major factors that brought in donations of over \$800.00. Cindy S. sent the board and other individuals on the email the guidelines for OA events which calls out that doing the Living Steps event is in conflict with traditions 5 and 6. Further, at the last Board meeting, we discussed that SGVIE is not interesting in hosting or providing that event in the future.</p>
h.	12 Steps Within	Still open. No report.
i.	Briefs / Website Coordinator	Still open. No report.
j.	Region 2 Representative	Lorraine S stated that the Region 2 Fall Assembly will be held on October 27th, 28th, and 29th. Registration is now open and will be held in Burlingame, CA at the Double Tree by Hilton. There is a preferred room rate available. You can find out more information at the Region 2 website or call Lorraine. The assembly will be Friday evening, all day Saturday, and half a day on Sunday. Region 2 Reps do not have to pay to register but visitors do. The registration cost is \$25.00. Financial assistance is available for those who travel. The assembly packet for this event is available online at: <a href="https://www.oar2.org/fall-assembly.html">https://www.oar2.org/fall-assembly.html</a>
k.	Meeting Liaison	Still open. No Report
l.	Professional Outreach	Still open. No report.
6	IG Rep. Sharing	<p>Lana K. IG Rep for Monday, 11:00 a.m. meeting - nothing to report.</p> <p>Susan T. IG Rep for Tuesday, 10:00 a.m. meeting - Susan T. stated that she is unofficially standing in as the IG Rep until they get one. This is a new meeting. Participation is currently low. She noted that she paid two months rent in one month but will go back to paying rent according to the donations that came in during the month.</p> <p>Susan T. IG Rep for Thursday, 12:00 p.m. meeting - Susan T. stated that she is the only person attending this phone meeting for the last couple months. This is a writing meeting using the Voices of Recovery. She is considering closing it.</p> <p>Pat W. IG Rep for Friday, 12:00 a.m. meeting - nothing to report.</p> <p>Sheryl C. IG Rep for Saturday, 8:15 a.m. meeting - nothing to report.</p>

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7	Unfinished Business	<p>Cindy S. listed the current five unfilled board (Vice Chair, 12 Steps Within, Brief's Coordinator, Meeting Liaison, and Professional Outreach)</p> <p><u>Board Member Intentions:</u>                      Cindy S. - Serve for 2024, which will complete her two year commitment                      LaVonne S. - Serve term until December 2024                      Karen D. - Serve term until December 2024                      Shelby V. - Serve term until December 2024                      Susan T. - Serve on Call Forwarding for another year but has let go of recycling                      Jill A. - Serve term until December 2023                      Teri L. - Has served 2 years and does not intend to serve in 2024                      Lorraine S. - Has served 2 years at end of 2023 and does not intend to serve in 2024</p>
8	New Business	Cindy S. stated that she needs to get information out about the Board's intentions and start seeking new board members.
9	Scheduling of Office Volunteers	Looking for an office volunteer to manage recycling.
10	Close & Serenity Prayer	Cindy S. closed with the Serenity prayer at 10:53 a.m.
11	Attachments:	
a.	September 2023 SGVIE Board Minutes	
b.	August 2023 Financial Report	
c.	August 2023 Contributions by Meeting	
d.	Guidelines for OA Events	
e.	2023 Nominations/ Elections Timeline SGVIE Board	