

**San Gabriel Valley Inland Empire Intergroup (SGVIE)  
Board Meeting "Minutes"  
Saturday, April 8, 2023**

#	Topic	Discussion
1	Welcome / Call to Order	Cindy S. called the meeting to order at 9:45 am and led us in the Serenity Prayer.
2	Roll Call	<p><b>Board Members: 6 of 12 elected Board Members were present:</b>  <i>Chair:</i> Cindy S. (Present)  <i>Vice Chair:</i> OPEN Position  <i>Secretary:</i> LaVonne S. (Present)  <i>Treasurer:</i> Karen D. (Present)  <i>Public Information:</i> Shelby V. (Excused Absence)  - Susan T., Phone Forwarding (Present)  <i>Literature:</i> Teri L. (Present)  <i>Special Events:</i> My N. (Excused Absence)  <i>12 Steps Within:</i> Open Position  <i>Briefs Coordinator:</i> Open Position  <i>Region 2 Representative:</i> Lorraine S. (Present)  <i>Meeting Liaison:</i> Open Position  <i>Professional Outreach:</i> Open Position</p> <p><b>Intergroup Representatives: 6 of 22 IG Reps</b>  Susan T., IG Rep for 10 am Tuesday Phone Meeting  Elaine B. (stand in for Dee), IG Rep for Friday a.m. Attitude Adjustment Meeting  Iris, IG Rep for Wednesday Promises Meeting  Sylmara A., IG Rep for Thursday 7:00 a.m. Attitude Adjustment Meeting  Darrel B., IG Rep for Men's Saturday Night Meeting  Pat, IG Rep for Friday Joslyn Center Meeting</p> <p><i>Visiting:</i>  - BJ J. Region 2 Trustee</p> <p><b>Members at Large</b>  Susie  Terri  Christine</p>
3	12-Steps, 12 Traditions, and Concepts of Service	Susan T. read the 12 Steps; Elaine B. Elaine B. read the 12 Traditions, and Karen D. read the long version of Concept 4.
4	Review / Approval of Minutes (March 2023)	Elaine B. motioned to approve last month's minutes. Karen D. seconded the motion. Approval granted by members.
5	Request from chairperson	<p>Visitors from Region 2 and OCI IG, were provided with the opportunity to announce R2's upcoming Convention, "PUTTING THE PIECES TOGETHER," July 7- 9, 2023 at the Hilton Orange County/Costa Mesa. Attendees can expect OA meetings, speakers, panels, special topic workshops, fellowship, entertainment and more! The convention planning committee needs help and volunteers. Hosted by OCI IG, anyone wanting to help out should visit oaoci.org.</p> <p>Cindy requested Agenda Item 7. "Unfilled board positions" be moved to nominate/vote LaVonne S. for board secretary and then resume following the Agenda. Cindy thanked MaryBeth for acting as secretary in March and Teri L. for helping out.</p>
6	Add LaVonne into Secretary Position	Terri L. motioned to nominate LaVonne S. as Secretary and Karen D. seconded the motion. Approval granted by members. Cindy S. welcomed LaVonne to the board and thanked her for her willingness to serve.
7	<b>Board/Committee Reports</b>	
a.	Chair	Cindy discussed the "Strong Meeting Checklist" distributed throughout the fellowship to help meetings create and sustain a strong meeting foundation. Cindy also thanked all of those who participated in the Board's Strategic Planning Retreat 3/31 to help guide SGVIE's future and on how best to serve the fellowship. A summary of the ideas and 2023 Strategic Plan will be distributed to the fellowship in April.
b.	Vice Chair	<p>(a) Facilities (Ad hoc Report to V-Chair): Cindy S. discussed the draft of the Key policy designed to help manage access to and the meeting room and office. Cindy advised that a notice from the property manager stated that the meeting parking lot will not be available on Saturday April 15th and the 16th for painting.</p> <p>(b) #1 Zoom/Hybrid (Ad Hoc): Jill discussed difficulty in zoom duties. Cindy recommended Jill reach out to Shelby for additional training.</p>
c.	Secretary	LaVonne S.. introduced herself and expressed gratitude for the position.
d.	Treasurer	<p>Karen discussed the March Financial report previously provided to the group. Highlights included:</p> <p>(a) Income exceeded expenses. Preponderance of donations came from meetings. Expenses are mostly fixed expenses. We will have a large expense next month for tax preparations (approval for expense was obtained in previous meeting).</p> <p>(b) Sylmara asked about a prudent reserve. Karen explained that prudent reserves included at least two months of expenses.</p> <p>(c) Shelby inquired (previously) if the financial statement could be posted online. Cindy noted that the Financial Report is (and should be) posted both online and within the room for easy review by OA members.</p>

e.	Public Information / Phone Tree	<p>(a) Web - Shelby provided report via email: "I recently updated the website with a few meeting flyers from Iris. For the weekend and weekday attitude adjustment meetings, Tuesday newcomer meeting, 9th step promises and the Thursday Vision for you meeting. I really appreciate Iris's help. The flyers are beautiful."</p> <p>(b) Social Media - Shelby provided report via email: "Facebook:228 members. Instagram: 497 members. Podcast: Followers: 111 increase of 11% from last month. Downloads today: 33. Downloads in last 30 days: 2612. All time downloads: 39,438. Top podcast is still the Body and Mind image Workshop with 662 downloads. Our Podcast numbers have increased because we are uploading more podcasts on a regular basis."</p> <p>(c) Susan T. advised: Phone Forwarding included 11 calls (8 women, 3 men). Susan T. noted that she may need begin making follow-up calls. Susan has learned to block calls. She had been receiving a lot of SGVIE business calls. She blocked 35 calls as of yesterday. Susan T. she had turned in \$51.00 In recycling funds(this is listed on the treasurer's report).</p> <p>(d) Susie T. spoke about upcoming Region 2 (California, Hawaii, Mexico) convention ("Putting the Pieces Together"), slated for July 7-9, 2023. Additional information may be found at: <a href="https://www.oar2.org/upcoming-convention.html">https://www.oar2.org/upcoming-convention.html</a>.</p>
f.	Literature	Teri L. advised that she has not purchased any literature as based on the Treasurer's report there has only been \$17 in literature sold.
g.	Special Events	My was absent, so Cindy S. provided the Special Events update, which included: The next event is May 28th. Cindy promoted the event on e-fellowship and provided information to Shelby and Lorraine so they have further action in promoting it. Cindy asked My to host a committee meeting prior to the event in early May. Cindy recommends that IG Reps email My if they have interest in helping.
h.	12 Steps Within	Still open
i.	Briefs / Website Coordinator	Still open
j.	Region 2 Representative	<p>Lorraine S. shared that she attended the Region 2 assembly in March. She noted that it was a streamlined event. Hawaii is at grass roots level and are pushing hard to recruit Hawaiian natives. Additionally, the diversity group met to discuss plans for 2023/2024. They are basing all work on traditions 3 and 5. They are functioning under a leadership committee with focus on finding diversity.</p> <p>Lorraine also discussed the workshop (digital) with push from virtual region group to use social media to reach out with a FB page to function as a welcome center. They will have a separate virtual workshop to show intergroups of how we can use it in the presentation for IGs. Also reaching out to medical community to create a partnership using social media.</p> <p>B. J. J., Region 2 Rep, advised that OA will be mentioned in the Ann Landers, April 29th, column.</p>
k.	Meeting Liaison	Cindy requested IG reps to reference that OA will be mentioned in the Ann Landers, April 29th, column, at meetings.
l.	Professional Outreach	Still open
8	IG Rep. Sharing	<p>Iris J., (IG Rep for the Wed promises meeting) created a flyer and to share with OA fellowship as she is not on Social Media. She has created flyers for SGVIE meetings. Iris has noted that numbers have increased as a result.</p> <p>Sylmara M. (IG Rep for Thursday 7:00 a.m. Attitude Adjustment Meeting) stated that her meeting is running well and group is growing. Average of 20 people.</p> <p>Elaine, standing in for Dee, reported the Friday Attitude Adjustment meeting is strong.</p> <p>Susan T. (IG Rep for 10 am Tuesday Phone Meeting) stated that a phone only meeting is changing to a Face-to-Face meeting due to a lack of attendance. The meeting is on Tuesdays at 10 am. Susan has put out a flyer regarding the change from the phone meeting to a new OA in-person meeting. She has requested a rent reduction of two months. The meeting ID number will be retained. The theme of the meeting is "seeking a spiritual solution." Additionally, Susan discussed a "Tips for getting more IG reps" flyer and noted that she had a comic book on Diversity through the Traditions. She made more flyers/posters, which she will send to Shelby, regarding diversity and another one on "we are meant to be connected." She is distributing them throughout the community.</p> <p>Darrel B. (Men's meeting, 7:30 pm Sunday meeting) discussed the men's retreat that was held last weekend. He noted that 25% of attendees were SGVIE men. Darrin H. is now the meeting's co-secretary. Darrel stated that Darrin H. needs a key to the SGVIE room. Cindy S. advised Darrin H. to contact Cindy S for the key.</p>
9	Unfinished Business	<p>1. Unfilled board &amp; ad hoc positions.</p> <p>No one volunteered.</p>
10	New Business	Karen D. has created an annual budget and will send it out for review.
11	Scheduling of Office Volunteers	No update.
12	Close & Serenity Prayer	Cindy S. closed with the Serenity prayer at 10:55 a.m.
13	<b>Attachments:</b>	
a.	March 2023 Financial Report / Contributions by Meetings	
b.	Shelby V. - Public Information Report Email	
c.	"Living Steps" Event Flyer - Final	