

## SOUTHERN ARIZONA INTERGROUP OF OVEREATERS ANONYMOUS

### MINUTES

July 21, 2012

[www.oasouthernaz.org](http://www.oasouthernaz.org)

**Attendance:** Emily RS., Chair; Wendy A., Vice Chair; Chris N., Secretary; Neva S., Jr. Delegate; Susan C., Telephone, IR; Cheryl L., Newsletter co-chair, IR; Jocelynn W., TSW; Marie R., Meeting List; Janis R., IR Trainer; Nan Badgett, Website; Jill S., IR; Jonathan Kat, IR; Barbara B., IR; Lauren M., IR; Barb S., IR; Barbara M., IR; Mannde D., IR; Paula T., new IR; Debbie E., IR; Wanda C., IR; Marilyn B., new IR; Nancy R., IR; and Angela N., Claudia P., and Andrea M., attendees.

**Call to Order:** At 10:45AM Emily asked those in attendance to silence their cell phones and led the Serenity Prayer. Introductions were made while reading the Twelve Traditions and the Concepts of the Month. The sign in sheet was passed. Roni read the Standing Rules.

**Secretary:** The minutes from the June 16, 2012 meeting were accepted as presented electronically.

**Treasurer's Report:** Chris presented the financial report. Income from the previous month was noted as \$373.45. Expenses were \$1261.08. Current checkbook total is \$14,360.26. No Mail, 7<sup>th</sup> Tradition envelope passed. Chris read written report, which states statement up to date, treasurer is out of town so Emily will handle reimbursements and an advance of \$200 was made to the retreat committee.

### **Committee Reports:**

**Delegates/Region Reps.:** Neva: Final reports and documentation from the May 2012 World Service Business Conference is available on the World Service Website at oa.org. Literature that was approved at the conference is now available for sale.

As part of the Region 3 TSW committee, Neva is in the process of updating the status of two unaffiliated meetings in SEAZ geographic area. Are they still in existence? Do they want to affiliate with SEAZ? Do they need any assistance or support? SEAZ Intergroup will be updated on developments.

Copies of the Region III Speaker's List for those organizing workshops and/or conventions can be obtained by emailing r3tswchair@region3.org. You may also inquire about being added to the list. Or, find the application form on the Region III website.

**Public Information/Professional Outreach (PIPO):** written report presented by Wendy

- All of the projects that have been mentioned before are still on going. Please download flyers to share with your meetings and remind folks to donate books and literature.
- If anyone has books for donation today, please give those to Wendy.
- Also, to address some money concerns from groups about the literature collections, PIPO has put together a budget so that everyone can see where funds have been allocated and why PIPO needs donations from groups. I will be passing this on to Nan so that it can be posted to the website. IRs who are interested can download that information and share it with their groups. Please look for this sometime AFTER the 25th of July.
- Thanks to everyone who has donated and given time to our committee. We have a solid group but can ALWAYS use more volunteers.

**Lifeline and Resource Library:** absent, no report

**Meeting List:** Verbal report: new list available, please send changes to Marie.

**Newsletter:** Verbal report: Cheryl announced August 10<sup>th</sup> is deadline for Sept newsletter. Current newsletter is available.

**Telephone:** Total calls ? on vacation (Pam); Calls Reported: 5; Calls Returned: 2 (3 hang ups) per Susan.

**Special Events:** written report read by Susan

- Again I am asking Susan to present this report to the Board and IG representatives. (Thank you Susan!)
- The committee is in the process of selecting speakers to give presentations on one or more of a grouping of the 12 steps:

(1,2,3) (4,5) (6,7) (8,9,10) (11,12). Local speakers up for consideration will be sharing at the 5:30 Sunday Desert in the streams Church and the Monday Night Far East meeting. We are also considering a speaker from the Los Angeles Intergroup.

- To date we have a total of 12 OA members volunteering on the Retreat. Committee and I are so grateful for all of their enthusiasm. As chair, I am committed to making this year's retreat a wonderful experience, as well as a much needed fund raiser for our OA community. We are putting on the Silent Auction since it was such a hit last year. We are asking selected groups to donate baskets to raffle. And this year I am donating a hand made Gratitude Quilt depicting the gifts that recovery has restored in my life and many others in recovery. There will be a special raffle for this one of a kind creation. So please be assured that we are all working very hard for this retreat, but we need your help.
- We are presenting two amendments to the two New Business Motions referencing how funds and seed money is handled by Intergroup. While a criteria does need to be established and an Ad-hoc committee created to address this issue, our committee cannot afford to wait for a final decision on this. The registration flyer is ready to be placed on our website and printed for the meetings, except for two pieces of pertinent information such as where registration checks need to be sent and who they need to be made out to. The committee has already voted that our registrar Susan will accept the checks and use a separate account she has available for this purpose and that is our intentions. By doing so we are following the model of the past seven years retreat committees.
- Thank you for the advance of \$200 for copies and supplies and I do have some receipts for you. I am out of town until July 31, but I will mail them in when I return.

**Twelfth Step Within:** Jocelynn: Roni B and I met to work on details for the Big Book Weekend. We settled on a final date, location and theme: August 10th - 11th at St. James. The theme is fear. We have contacted several speakers and are currently working on the details of the material presented during the weekend. Roni kindly made up our fantastic flyer. There are 125 copies to share between all of the meetings in town. We submitted the file to be posted on the SEAZ website.

**Website:** Nan reported: Routine maintenance was performed, action items updated, meeting list updated, current newsletter posted, and announcements updated. The Service tab was added to the website with links to pertinent flyers. Flyers for the fall retreat and Big Book study weekend were added to the events page.

**Convention Planning:** Janis read

- The C&A planning committee met on June 16. Our treasurer, Pat reported that a convention account was successfully opened thanks to Janis' persistent efforts.
- Registration committee is at the last stages of finalizing the brochure. We discussed possible registration prices bearing in mind that we should balance OA's accessibility to everyone versus the event being an important fundraiser for Region III. We will continue to discuss it during our meeting today at 1pm. Group conscience was taken to exclude raffle and door prizes as service opportunities in the brochure
- Program committee announced that the three main speakers were located and agreed to speak. We are looking for volunteers to lead meditation/yoga sessions.
- We also need to verify the Saturday night banquet will be in the form of a buffet rather than individually served portions.
- Linda R. volunteered to chair the entertainment committee, but we are still looking for a signs and decorations chair.
- Our next meeting is TODAY at 1pm. Please join us!!

**Questions:** Barb verified that Wendy would take any literature collected for PIPO. Nan asked the retreat committee if the time the potential speakers are speaking at other meetings needed to be on the call to action, yes. Also, the next retreat meeting will be e mailed out. Nan was asked if the by laws on the website were up to date, she will check. Nancy gave W+M a suggestion for the convention.

**IR Trainer:** Janis went over the IG Address List to determine delivery of information from Intergroup to meetings, updated IR information and counted 13 IRs present. Janis reviewed and handed out OA approved literature list for IR's.

**Unfinished Business:** Visions and Goals will be brought back to Intergroup next month.

**New Business:** New Business Motion Date: 7/21/12 Read by Janis, seconded by Cheryl

Motion: That the following processes be followed for handling SEAZ Intergroup expenses.

- 1) The standard and recommended way for paying expenses is that the Treasurer, upon receipt of a completed expense form with appropriate receipt(s) attached, will issue a check for the amount expensed to the OA member or vendor.
- 2) If an Intergroup committee or member needs money in advance of payment, the expense form will need to be completed with the words "In Advance" shown at the top and the estimated costs shown on the form by expense item (what the purchased item(s) will be) and a total amount. The Treasurer will issue a check for the estimated amount. A new completed expense form with receipts needs to be given to the Treasurer no later than the second Intergroup meeting following the event, along with any money in excess of the expenses, if applicable. Both forms should be filed together by the Treasurer for audit purposes.
- 3) An Intergroup committee or member may present a motion to the Intergroup to establish a separate bank account with a specific amount of money from the SEAZ budget. The motion needs to include the rationale to open a separate account and a timeline for closing of the account or the need for its permanence. The Intergroup, after discussing the value and need for another account, votes whether or not to pass the motion. All SEAZ accounts are to be audited annually.
- 4) The SEAZ Treasurer, as a trusted servant, oversees the management of the SEAZ Intergroup funds and verifies that requests and payment of funds are reasonable and appropriate for our Intergroup. The Treasurer may refer any situation to the Board for discussion and review.
- 5) SEAZ Intergroup Board recommends that personal checks submitted for an event are held until one week prior to the event. Cancellations can then be handled by destroying the check. Cancellations after the checks have been deposited are considered donations to the event, unless the cancellation date was not published.

Intent: To document appropriate procedures for the payment of bills and granting money for advances or separate accounts or projects.

Implementation: A "yes" vote would establish the processes written above.

Cost: Minimal for the motion to be shared on paper and added to the Policy Manual at the next update.

Rationale: It was made clear to us that our Intergroup has no written policies regarding asking for expense money in advance, paying expenses, or granting money in advance for a special project.

History: To my knowledge, this type of motion has not been brought before the board before.

Submitted by: Janis R-IR Trainer, Pamelyn T-Treasurer, and Roni B- Region 3 Vice-chair.

Unanimously **approved** by IR's.

Vision and Goals not read.

Read from the Group Handbook, question How about OA in Institutions? (page 32)

**Announcements:** Flyers requesting donations for retreat are to be taken to meetings.

Next SEAZ Intergroup meeting at 10:45am (Board meets at 10am)

2013 C&A Planning meeting is at 1pm after Aug 18, 2012 Intergroup.

The meeting will be held at the University Marriott.

**Recap of Action Items** done by Nan.

Adjourned at 11:33 AM with The Responsibility Pledge.

Respectfully submitted,

Chris Nunn, Secretary