

Ocean & Bay Intergroup (Hybrid)

Intergroup Meeting Minutes

January 3, 2023/To be distributed for review on February 7, 2023

Called to Order.

- Nancy called the meeting to order with the Serenity Prayer at 6:30 pm.
- Amber read the 12 Steps and Susanna read the tradition of the Month and the Concept of Service of the month.
- Attendees:
 1. A. Michelle, Amber, Kara, Mike, Beth, Lisa K., Nancy, Susanna, Sandy, Diane C. Judy B., Ellen, Donilly C., Linda, Robin, Eileen, Sema,
- 7th Tradition can be made on Venmo @oceanandbayintergroup, PayPal or mail to PO Box.
(NEW ADDRESS: OBI Intergroup, PO Box 2243, East Greenwich, RI 02818)

II. Board Reports

Chairperson: (Nancy)

- Diane nominated Kara, Susanna seconded all are in favor. Kara accepted the position of vice-chair for OBI IG for the remainder of the term. Thank you Kara!
- Nancy thanked Diane for sending out documents for tonight's meeting. Nancy will be sending them out next month and thanks everyone who continues to support our IG
- Nancy is requesting everyone who has an email for IG to use the [IG Webmail system](#).
- Nancy will have a workshop this Thursday from 6pm to 7pm using this zoom room for training. All are welcome to show up any part of the hour to [get instruction for email use](#).
- New PO Box is coming toward the southern part of the state. Won't change til mid January. **(New address: OBI Intergroup, PO Box 2243, East Greenwich, RI 02818)**
- Nancy will contact Amber, Robin and Jean who will work on checking the meetings' status for accuracy.
- Mike is working on a Poster with tear offs that are more localized and has our up-to-date IG information.
- Eileen inquired as to whether the PO Box change will affect the mail sent now. Nancy confirms that the mail will be forwarded for 3- months so not to worry if someone uses the old address
- Spring Assembly is April 1.2023. All are welcome to go. Anyone interested should reach out to Region six or call Nancy.
- Diane announced that registration for Assembly begins Feb, 15th and if you don't register by the deadline, you will not be able to attend.
- Nancy gave a message to IG for "What it is we need to know and communicate. She shared a 2 way prayer writing and looks forward to working with everyone this coming year.
- Service positions for committees: Susanna taking over Literature Sales and Reva is showing interest in PIPO committee. Nancy will reach out to Reva.

Vice Chair: (Kara)

- Accepting position of vice chair until term ends: 12.2024
- Nothing to report this month to date.

Recording Secretary: (Diane)

- November, 2023 & December 2023 minutes reviewed and approved. Diane motioned to accept both November and December minutes. Mike seconded. All in favor. Motion passed.
- Diane submitted Executive Board Member changes to WSO and Region Six via email. If anyone else should be added to this communication list, please let her know.
- Diane visited Providence P.O. to renew PO Box and have mail forwarded to the Chair who will then forward all financial mail to Sema. Nancy is going to follow up on the PO Box changes coming up
- Lisa K has agreed to continue to check the Providence PO Box at least monthly and will forward mail as appropriate until new mail box has been set up.

Treasurer's Report: (Sema)

- Sema submitted/presented the treasurer's report for December, 2023. Motion approved to accept.
- Verizon was paid,
- Sandy sent Diane two \$75.00 gift cards for donation of space at the hospital. Diane will give to hospital.

- \$ 99 for ipostal1.com will be refunded to OBI IG this month. This was a trial and we will be reimbursed.
 - Donations are as listed on the appropriate page. Venmo, checks & PayPal donations deposited.
 - Contributions to WSO and Region Six are questioned by Sema. Are we doing anything about this?
 - Sandy suggested that we not do anything with this money yet as she is still working on renewing the 501C3 nonprofit status for OBI which will cost some money but not sure how much yet.
 - Eileen made a motion to accept the treasurers report, _A. Michelle seconded. All in favor. Motion passed. Treasury report accepted.
 - **501C3 report** from Sandy. This is the designation from IRS as a nonprofit organization so that we are exempt from paying income tax. This was mistakenly revoked in 2011 so Sandy found a CPA in RI who is willing to be hired to fill out the form to correct this. Sandy states tha setting aside \$1000.00 to pay the CPA would be prudent.
 - Taxes will be filed but that should be a simple process.
 - Linda made a motion to allocate \$1000.00 for CPA expenses to update our non profit status. Mike seconded the motion and all are in favor. Motion passed.
1. Sandy will provide the CPA's name at a later time and will hire him at a base rate for \$200.00/ hour.
 2. Also noted by Sandy: A License from Atty General will cost \$90 per year and will start from this year on.

Region 6 Representatives: (Nancy, Diane, vacant)

- R6 has voted to keep the Intergroup forum meetings on different topics on the 4th Sunday of the month. They will be posted on our website. Anyone is welcome to attend.
- Diane announced the upcoming Assembly that starts Friday, March 31 and continues all day Saturday, April 1, 2023. All are welcome to join whether as a guest or an IG Rep. This is being held in Albany, NY.
- Diane will send Mike information re: Assembly to post on the website/newsletter. Sign up begins February 15th. Must sign up online.
- Sandy reminded us that the people going don't have to pay for the travel/lodge expenses because we have a reserve put aside to help with this.

World Service: (vacant)

- World service Represent remains open.
- A. Michelle is showing interest in learning about the IG Forum. Nancy will get back to her on this.
- Susanna and Kara stated that in order to serve on WSO the member needs to have served at the IG and region level. It is a wonderful way to serve. Please consider reaching out to Kara if you have any questions or are interested in the position.

III. Committee Reports

Literature: (Susanna)

- Literature committee position is now being filled by Susanna (THANK YOU SUSANNA,) who reports that we sold 2 journals and 5 coins this month totaling \$25.00. Note income for journals was reflected in October, 2022 income report.
- Diane will venmo the \$25.00 for the coins to @oceanandbayinterroup.
- This month expenses for mailings total: \$31.19 for which Diane is requesting a refund.
- Diane notes that if we decide to sell journals at the Assembly in April, 2023, we would likely want to print more up as we only have one stack left. This will be discussed closer to time of assembly.

Communications: Newsletter (Mike & Michelle): Webmaster (Mike): Email Correspondent (Amber): Phone Service: (Kathleen):Social Media (A. Michelle)

- **(Newsletter)** December newsletter went out on 12.10.2022. Mike said got a lot of + responses
 - January newsletter will be going out before the trivia event in order to remind others to attend.
 - We have a 40% open rate (a little disappointing to Mike)..Most people open on a desktop and few open via phone which Mike is happy about because the desktop has better visuals.
 - Michelle notes a 40% read rate is actually very high as the general rate is around 10%. The demographic of OA speaks to the etiology of user's being less tendency to use phone vs desktop
- **Web master** (Mike) Report as noted above.
 - Meeting list was updated 3x last month. The website has been backed up.
 - Flier with a tear off is being developed digitally which will be available for others to download and print at their leisure. Mike showed an example of the flier that is being worked on. Linda asked who answers the phone- Kathleen is the person who answers the phone.

- Nancy envisions that over the next few months, anyone can download and print in B&W or Color to Share at meetings. We are going to print a limited amount and Michelle and Nancy will be visiting meetings to distribute hoping this is a good way to do 12 step work. She encourages everyone to do this as well.
 - Eileen offers concern that because RI, CT and Ma are represented with 401 maybe we should fit in the areas being serviced.
 - Linda offers no concern re: area codes are no longer sensitive to where a person/organization lives.
 - Ambre offers advice to maybe include a “people presence” somewhere in the picture. Nancy addressed this and agreed to work on this .
 - Nancy will let us know when these fliers will be available. Call/text her at 401-447-6467 if you’d like some to hang up.
- **Email Correspondence** (Amber)
 - States we get very few emails from the website questions@oceanandbay.org .
 - Notes there was only one email that was frustrating because the times don’t seem to match.. A person wanted to inquire about going to an in-person meeting he found on OA.org but this meeting is only via telephone. She let him know and didn’t hear back. This is an example of how our meeting list and the OA.org meeting list have discrepancies.. Amber asked Susanna to follow up with this person and she was able to return the call and help direct the person to a zoom meeting. Susanna will follow up with the meeting lead to see if the changes to OA.org can be made. Amber recommends looking at which meetings are actively making contributions as this could be one quick way of finding out if the meetings that aren’t donating are still meeting. Nancy will be meeting with Amber, Robin and Susanna for about this .
- **Phone Service** (Kathleen) No report this month.
- **Social Media** (A. Michelle)
 - Michelle posted the face book page that is already up and active
 - What Michelle would like to do is push more marketing for Ocean and Bay by driving people to the website so she created 2 events (IG monthly) and the upcoming Trivia Game Birthday Bonanza . It is her intention to put all the events she can on Facebook.
 - She would like to eventually get up to posting once daily. Mike & Alix have been posting items intermittently.
 - Nancy thanked Michelle for getting this going. Nancy went on it and invited friends to go on our FB page. Maybe others could do the same and that’s a good way of getting people to join.
 - Questions from Michelle: What is the reprint and quote policy for OA. Kara states we can reprint and quote anything as long as we reference it. This includes anything from other IG’s as well . Not just OA approved writings.
 - Michelle is asking for assistance with this as well as incorporating Instagram for now. She would like to create a schedule of posts instead of doing it daily. She has a variety of subjects and things that could be set up and would like assistance with this. Amber will help with Facebook stuff. Lisa states there is a feature in fb that will automatically post to Instagram once it is posted on Facebook. Lisa states she isn’t super good at it but she is willing to see if she can be of assistance to Michelle and Amber.
- The web team met and discussed establishing a Facebook presence. Michelle will take the lead on this.
- Nancy discussed having a few people volunteer to do meeting outreach regarding the OA.org. Amber, Robin and Possibly Jeanne D will help with that. Nancy will meet with them.
- Michelle: also developing a Linked in profile for O&B this is being worked on as well. Nothing specific to report this month.

Workshop Committee: (Eileen)

- O&B is planning an OA trivia night. January 8th at 1pm –Birthday Bonanza. She is thankful that Kara and Amber and Diane were supportive. Sandy and Jeanne will also have an in person event at the YANA Center, Aquidneck Ave in Newport, RI. Link is posted on the website, fb and Instagram. The team is having such a good time that we are going to have this as an Annual Event.
- Eileen is very excited about the fb, Instagram communication

- Winter Workshop: February, 2023 with the topic of Sponsorship. Mike will be getting information soon for the flyers (thanks Mike)
 - Amber reached out to Ct IG to get information on how we go about getting speakers for events? She said the CT just asks people to speak, to understand it will be recorded and to let them know that it will be on the website. They are unaware of an official form a member must sign, and Eileen suggested looking into this a bit more. This way we could come up with a form for speakers. Goal for completion of this task is noted to be by Spring, 2023
 - Once we have that lined up, we will be reaching out to Robin who is willing to set up an every other month Newcomer “How do you get the Juice” event with a speaker and open forum.

PI/PO Committee: (Reva)

- Reva is interested in leading this committee. She requested information on this and was sent an invitation to tonight’s meeting. Although she did not attend, Nancy will reach out with Reva re: her interest

12th Step Within: (Diane)

- 12-step within on 12/12: Diane is hoping to be more active being present at the next Assembly.
- Diane thanked Jeanne and the group for reaching-out phone calls Dec. 12.

Ways and Means:

- No report.

Bylaws:

- No report.

IV. Unfinished Business:

- PO Box Update- Nancy will f/u with this with the goal of completing a task for accurate address by mid January, 2023.
- Updating the meeting list continues to be worked on. There is a separate committee working on this.
- 5013C: Sandy is following up with CPA in RI that specializes in nonprofit to correct us with our Non-profit status. See motion above.
- Bank account for the CT Retreat. Eileen reports that Annette was able to resolve this. This will no longer be carried as unfinished business moving forward.

V. New Business:

- Nancy offers: On Feb 5th virtual workshop on Social Media is being offered by Claire from OA Footsteps virtual region. Anyone who wants to join this should look into this or contact Nancy.
- Nancy would like to bring back an Abstinence Workshop.. Nancy wants to know if members think it is a good idea maybe late summer/fall? We have done them at Kent County Hospital last one was before Covid.

VI. Tabled Business:

- Updating the bylaws - will talk about this at another meeting.
- Billboard - nothing to report.

Adjournment:

- *Kara thanks Nancy for stepping up. Robin moved to adjourn and Linda seconded motion. Meeting closed : 7:41 pm Meeting with the OA Promise.*

Respectfully submitted by Diane C.