

## NH INTERGROUP MINUTES – February 5, 2012

### ATTENDEES (in alphabetical order by first name – officers are listed with their first and last names)

Bob T – Derry Thurs 10am alternate  
Dee Pingleton – Vice Chair, R6 Rep, WSBC Delegate,  
Answering Service Chair  
Diane L – Manchester Mon 5:15pm  
Eileen M – Lebanon Tues 5:30pm  
Gert L – Nashua Tues 5:30pm  
Jackie M – Amherst Sat 7:30am Amherst  
Jill M – Concord Sun 1pm, Website Chair

Kelley W – Laconia Mon 7pm, Mailing Coordinator,  
Designated Downloader  
Leslie Z – Derry Sat 10am, Promises Editor,  
Meeting List Coordinator  
Mary M – Franklin Sat 10:30am, Retreat Chair  
Maureen B – Concord Mon 5:30pm  
Nancy Sullivan – Treasurer  
Nathan W – Hopkinton Thurs 7pm, Back to Basics Chair  
Pam Tinker – Chair, R6 Rep, WSBC Delegate

### OPENING

Pam opened the meeting with the Serenity Prayer. She explained that Room 225 in the Student Center is our primary meeting room, and Sweeney Hall Room 317, where today's meeting is being held, is our backup location. Leslie said that she would list both rooms in the Promises newsletter. Pam then asked that everyone introduce themselves by giving their name, service positions, and the group they represent. Jill read The Twelve Steps, Jackie read The Twelve Traditions, and Dee read Concept 3.

### REPORTS

**Secretary:** January minutes were accepted as submitted.

**Treasurer:** An updated December Treasurers' report was made available. The \$75 insurance coverage for meetings held in Catholic churches was added, as well as a donation to cover that charge. Nancy pointed out the insurance coverage of \$875 for this year including the Catholic church coverage. She gave a brief overview of the different parts of the report, and explained that the new budget increases the percentage of meeting donations to be transferred to the Delegate Fund from 25% to 33%. January's meeting donations were very generous. The January report was accepted as submitted, and the 7th tradition, set up to cover additional rent, was passed around.

### NEW BUSINESS

#### **World Service Business Conference agenda questionnaire:**

Pam explained that every year the World Service Office distributes a variety of bylaw amendments and policy changes that are proposed by service bodies. Our intergroup is asked to fill out a questionnaire reporting which items we feel are important enough to be placed on the agenda at WSBC this spring. The proposals weren't sent out in advance to reps to be reviewed or discussed this year, but the information is available on the oa.org website. This year, the proposals are mostly of a housekeeping nature. Pam went briefly through them. Some of the more significant motions involved term limitations for WSBC delegates, making more material from the trustees' reference manual available to others, and forcing proposals which aren't dealt with at WSBC due to time constraints to be put back on the Agenda Questionnaire for the next year. Pam suggested the proposals be voted on as a block, and asked for a motion. Leslie moved that we accept all the proposed agenda items and it was seconded. A question was asked about the normal procedure. Pam explained that in previous years there were proposals that could generate discussion at meetings and at intergroup regarding new tools and the like, but this wasn't the case this year. The information is available to all members if reps want to share it with their meetings. A vote was then taken, and the motion passed unanimously.

### BYLAWS

We need to have the updated bylaws submitted to our World Service trustee by March 30 to show we have made the changes that were asked of us. Nancy reminded us where we left off last month.

Page 9: Nancy had researched the question of the auditing language under Chairman responsibilities, Section 6. Region 6 and World Service both assign this responsibility to the Treasurer, and the OA Guidelines for Intergroup Treasurers states that the treasurer oversees regular reviews of financial documents. Mary M. asked about the difference between an audit and a review, and Nancy explained that an audit has a specific meaning in the financial world, and what we do is match up receipts and checks. Mary asked if we were

required to have an audit as a non-profit organization, and Pam said that Beth, our past treasurer, would have made sure it happened if it was required, and Nathan, as a past treasurer, said that we have never been asked to do so. Appropriate changes were made to the bylaws document.

Page 12: Committee Appointments: Discussion involved what the appointment process and reporting process should be. It was also clarified that committee chairs do not have a vote unless they represent a meeting. Dee proposed the language "Committee chairs are expected to submit a committee report to the secretary each month and attend NHI meetings or send a committee representative if possible" and it was received favorably. Jill suggested we change the first sentence because a committee chair doesn't have to be a representative. After some discussion, she suggested "The chair shall appoint a committee chair who meets the NHI qualifications" and it was received favorably.

Page 12: Standing Committees: Jill suggested adding Multimedia to the list of committees, and it was added as item N.

Page 12: Committee Responsibility: Decided to remove the wording "semi-annually but at least by June and." The new wording will be "Each standing committee chairman shall submit a written report to NHI at the end of any specific event coordinated by that committee."

Pam stated that we needed to have the bylaws submitted before the next meeting asked for a motion so that we could finish this process. Leslie asked if we had to submit them before the next meeting because the deadline was March 30, and Pam acknowledged this was the case. The edits would be put into the bylaws document and the discussion will continue next month.

Page 6: Dee asked about the wording on employees in Section 4. Nancy said it was probably from the template. Dee moved to delete this item, and it was seconded. With no discussion, the motion passed.

### **EXTENSION**

Pam asked for a motion to extend the meeting. Nathan moved to extend by 10 minutes; the motion was seconded and passed.

### **COMMITTEE REPORTS/UPDATES:**

Retreat Committee: Mary M. reported that it had been recommended to her that she sign the contract for next year before leaving the retreat in order to reserve the date. She signed the contract, and later received by email a document with increased rates for attendees as well as an increase in the fee for providing a custom menu. This year we charged participants \$200 for a double room and \$250 for a single room. Next year the center is charging us \$180 for a double (increased from \$170) and \$255 for a single (increased from \$230). The custom menu charge was \$100 and next year it is \$150. Mary moved that we accept the new rates presented by the retreat center, and it was seconded. There was a discussion around the legalities of the change in price as well as having the retreat chair sign the contract. The document that Mary signed was just a contract for the date. She reminded us that there weren't any other locations to move to, and that we have been treated very well by the center. It would have been nice to have the pricing on the contract; she would have brought it back to be approved. Diane suggested an amendment to accept this and clean up the technicalities of signing and knowing in advance of price increases. Pam said that we might want to update bylaws to clarify who can sign contracts. Diane commented that it might be an insurance issue. Nancy asked that Mary email us what the prices would be for planning purposes. Mary explained what other expenses needed to be covered by the cost of the retreat. Nathan asked for as close a figure as possible. Pam suggested asking Peri for help. The original motion passed unanimously.

**CLOSING** Pam pointed out the open positions and upcoming events on the agenda. Leslie moved to adjourn, and Pam closed the meeting with the Serenity Prayer.

Respectfully submitted by Jill Meier