

## NH INTERGROUP MINUTES – Novemer 9, 2014

### ATTENDEES: (alphabetical order by first name – Board members are listed with their first and last names)

Barbara G. – Retreat chair  
Barbara W. – Amherst Saturday am rep.  
Bill G. – Multi-media chair  
Bob W. – Manchester Tuesday pm rep.  
Debi Granfield – Parliamentarian  
Dee P. – Guest  
Diane L. – Monday Manchester rep  
Dorothy Martin – Monday Hillsboro rep, Region 6 rep  
Effie – Monday Nashua noon rep  
Eileen R.T. – Chair: Event Flyer & PI/PO, Region 6 alt rep,  
Derry Thursday am rep  
Elaine Tostevin – Chair, Region 6 rep

Jeanne Donnelly – Vice-Chair, Bedford Monday & Thursday  
Rep  
Jill Meier – R6 rep, WSBC delegate, Webmaster,  
Concord Sunday 1:00 pm rep.  
Judy G. – Concord Monday rep  
Naisa C. – Answering Service Chair, Belmont Wed. rep  
Nancy Sullivan – Treasurer, Derry Tuesday alt rep  
Pat S. – Hopkinton Tuesday pm rep  
Peter Lewis – Secretary, Tuesday pm rep,  
Thursday pm Nashua rep  
Sue W. – Lebanon Tuesday pm

### **Opening:**

Elaine called the meeting to order at 2:02PM, inviting all present to join her in the Serenity prayer. All present identified themselves and their NHI roles. Judy read the 12 Steps, Debi read the 12 Traditions, and Jill read Concept 3. Of the attendees, 15 eligible voters were counted and the attendance sheet was circulated. Elaine read the disciplines for the meeting.

### **Secretary:**

The October minutes were accepted as submitted.

### **Treasurer's Report:**

Nancy presented the October treasurer's report. She noted that October receipts were enhanced by generous 7<sup>th</sup> tradition group contributions, a group contribution to retreat scholarships, Ways & Means sales at the Region 6 convention and retreat registrations. Nancy mentioned that the \$50 set aside for NHI's raffle basket at the R6 convention will not be expensed, since the person who assembled the basket does not seek reimbursement. She also mentioned that NHI now has a debit card for making electronic payments such as for Region 6 and WSO contributions and voice mail services. Nancy asked for 2 volunteers to stay after the meeting to perform an audit of 24 transactions selected at random. Judy and Elaine volunteered. The treasurer's report was accepted as submitted.

### **7<sup>th</sup> Tradition:**

7<sup>th</sup> tradition contributions were collected. In response to a recent email from WSO requesting additional funds for Delegate support by 11/18, Nancy suggested that NHI send today's collection to the WSO Delegate Fund.

**Motion:** Jeanne *moved* to send the NHI's November 7<sup>th</sup> tradition collection to the WSO delegate fund.

Barbara W. *seconded*. The motion *passed* by unanimous vote.

Also, Dee asked if group contributions to NHI can be targeted to specific funds. Debi, Elaine and Nancy agreed that this is consistent with the By Laws and Policies and Procedures.

**Motion:** Bob *moved* to enable targeting of contributions by adding designations for a) General Funds, b) Delegates Fund, and c) Retreat Scholarship to the NHI contribution forms. Pat *seconded*.

**Discussion:** Diane observed that to facilitate targeting of contributions may add unnecessary complexity, contrary to the guidance offered by Concept 10. NHI has authority to budget and fund the delegates; Allowing contributors to target contributions to specific funds tends to confuse the flow of authority. Pat noted that WSO allows the targeting of contributions, so it should be OK. Elaine expressed concern that targeting of contributions may interfere with allocations of the General Fund specified in the Policies and Procedures document, to the extent that some vital NHI activities could become starved for funds.

**Vote:** The motion *passed* by vote of 14 for, 0 against, 1 abstaining.

**PayPal Integration Update:**

Elaine reported on progress integrating PayPal for receiving donations and other payments. She announced that Nancy has established a PayPal account for NHI as a non-profit organization. The transaction cost, born by NHI, consists of a fixed \$0.30 per transaction plus 2.2% of the transaction amount. Jill tested a PayPal payment button on the contributions web page, but has disabled it pending refinement; Yet to be worked out are the details of what information needs to be captured along with the payment and how best to accomplish this. Elaine appointed a working group consisting of Elaine, Nancy, Jill, Barb W and Peter to define the requirements and assist the implementation.

Pat asked that PayPal might also be used for retreat registration fees next year. Barbara W. stated that receiving payments for retreat registration should be matter of implementing the right web forms.

Diane mentioned that, depending on how fees are accounted for, the retreat, which requires independent accounting might need to consider PayPal fees in its budget.

**Telephone Service Update:**

Naisa reported that the local phone number has been ported from EarthLink to eVoice and that the process of porting the 800 number is ongoing. Progress has been slowed by the need to update the account data at EarthLink so that eVoice can take ownership of the numbers; Updating EarthLink's records has turned out to be a multistep process. Naisa remains convinced that porting the old numbers rather than using new numbers is worth the effort, since using new numbers would entail updating all references to the numbers in NHI publications.

**Presentation of 2015 Budget:**

Nancy provided three budgeting documents for review by attendees: 1) Proposed NHI Budget, 2) Proposed budgets for the Annual Retreat and for the Delegates Fund, and 3) a list of notes introducing the first two documents, pointing out overall trends, and explaining budget lines that should receive particular attention. Documents 1 and 2 were spreadsheets with columns showing the proposed budget line items along with actual history for years going back to 2008 for comparison.

**Regarding the NHI Budget:** The proposed budget takes into account the overall downward trend of revenue and generally flat trend of expenses in recent years. The move to eVoice shows up as a decrease of about \$600 in the telephone service budget, and a new Miscellaneous line was created to capture some of this difference to preserve flexibility in case there are glitches in the transition to eVoice. Barbara G. pointed out that the cost of ½ scholarship to the retreat will go up next year and hence the Budget line “2016 Retreat Chair...” will need to be adjusted upward.

**Regarding the Retreat Budget:** Nancy explained that retreat finances are isolated from the NHI finances, to prevent NHI general funds from being applied to an event restricted to a few OAs. Hence unused retreat funds are carried forward from year to year instead of being returned to the NHI general fund. In recent years, the cost of the retreat has exceeded the revenue generated, and hence the amount carried forward has decreased. Projected retreat expenses for 2015 are about \$400 greater than for 2014 and so it expected that registration fees will increase accordingly.

**Regarding the Delegates Fund:** Nancy explained that the Delegates Fund also rolls over any excess funds from year to year, in order that contributions designated for the Delegates Fund do not mix into the NHI General Fund. Sources: 36% of Donations to General Fund, 50% of Sharathon proceeds, 100% Ways & Means proceeds, 100% Targeted Contributions to Delegates fund. Expenses consist of air fare, hotel for 5 nights for two delegates. Nancy observed that current budget varies from reality in the following ways: 1) 5 Nights is insufficient to cover the full WSBC activity, 2) Budget assumes 2 delegates, but only 1 delegate available, 3) On the face of it, the Delegates Fund is running at a loss.

Diane wanted to know how much of the cost of attending the WSBC was typically born by the delegates themselves. In response, Jill shared her experience of the WSBC, relating that 5 nights are reimbursed, which means that attendees who participate in the preliminary workshops and groups need to pick up the cost of at least one additional day. The last 3 days of conference are the business meeting, which the 5-day reimbursement covers. The other major non reimbursed expense is meals, which Jill estimated at about \$40 per day.

**Continuing the Discussion:**

In order to move on to other business, Elaine brought the budget discussion to an end, suggesting that further questions should be raised in email to Nancy, <[oanhtreasurer@oanewhampshire.org](mailto:oanhtreasurer@oanewhampshire.org)>, and copied to the other reps <[oanhireps@oanewhampshire.org](mailto:oanhireps@oanewhampshire.org)> in order to continue the discussion as needed. Elaine reiterated that the NHI schedule calls for a vote on the 2015 budget at the December 7 meeting.

**Retreat Update:**

Barbara G. reported preparation for the January retreat is coming together well. As of 11/9 there are 16 paid registrants, with 3 more expected soon. There are 6 requests for ½ scholarship, which exceeds the scholarship fund balance by about \$80. Nancy indicated that two meetings have indicated an intent to contribute scholarships which have not been received yet. Barbara has recruited a volunteer to organize and lead craft activities; supplies and other details are being worked out. Barbara had been communicating with the retreat leader and anticipated meeting with him in the coming week. She expects the daily schedules and meals will be similar to last year. Information about the retreat is being forwarded to Region 6 and World Service, to be added to their event postings.

**Ways and Means:**

Effie reported that the Ways and Means table at the R6 Convention was very successful, and expressed appreciation for the help she had received from other reps. She indicated that the experience had inspired her to volunteer for Ways and Means Chair. She shared some of her ideas concerning what the committee might do to rebuild inventory and organize sales in the future.

**Appointment:** Elaine gratefully acknowledged Effie's service in taking over the management of the Ways and Means inventory and appointed Effie as chair of Ways and Means. Effie accepted.

**Request for volunteers:** Effie requested that NHI representatives announce that Ways and Means will be welcoming of volunteers to help craft book covers and other inventory, generating ideas, etc. Volunteers should email Effie at <[estew1@verizon.net](mailto:estew1@verizon.net)>.

**Extension of Today's Meeting:**

**Motion:** Naisa *moved* to extend the meeting by 15 minutes. Pat *seconded*. The motion *passed* by unanimous vote.

**Permanent Extension of Meeting:**

**Motion:** Barbara W *moved* to permanently extend NHI business meetings by 15 minutes. Eileen *seconded*.

**Discussion:** Barbara W. argued that in her experience most meetings have required 15 minute extensions; Making the additional 15 minutes the norm would allow members to plan their time better. Bill G and Pat both expressed the notion that agendas tend to grow to fill the available time, such that the extended meeting time would be insufficient. There was some discussion of starting the extended meeting earlier, but Dee commented that this could create difficulties for reps who come from far away.

**Vote:** The motion *failed* by a vote of 3 for, 11 against, 1 abstaining.

**Primary Purpose – Sharathon / IDEA Day:**

Elaine initiated discussion of how to lay the groundwork for hosting events to support local groups to “carry the OA message.” She mentioned Unity Day as being something NHI needs to work on for this year (Feb 2015) and IDEA Day (annual WSO event 3<sup>rd</sup> Saturday in November: “International Day Experiencing Abstinence”) as something that could be added to next year's schedule. Eileen suggested an IDEA day event should be put on the 2015 calendar now so that event planning could begin May or June and would have some momentum when meetings resumed in September.

**Motion:** Eileen *moved* that NHI should schedule an IDEA day workshop for November 2015. Jill *seconded*. The motion *passed* by unanimous vote.

**CLOSING:**

**Motion:** At 3:47, Diane *moved* to close the meeting. Pat *seconded*. The motion *passed* by unanimous vote. Elaine closed the meeting by leading a recitation of the serenity prayer.

Respectfully submitted by Peter Lewis, Secretary.