

NH INTERGROUP MINUTES – December 7, 2014

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

Barbara G. – Retreat chair	Elaine Tostevin – Chair, Region 6 rep
Barbara W. – Amherst Saturday am rep.	Jeanne Donnelly – Vice-Chair, Bedford Monday & Thursday Rep
Bill G. – Multimedia chair	Judy G. – Concord Monday rep
Bob W. – Manchester Tuesday pm rep.	Leslie Z. – Derry Saturday am rep, Editor: Promises & Meeting List
Cheryl L. – Lebanon Tuesday alt rep	Nancy Sullivan – Treasurer, Derry Tuesday alt rep
Debi Granfield – Parliamentarian	Peter Lewis – Secretary, Nashua Tuesday pm rep, Thursday pm rep
Diane L. – Monday Manchester rep	Sue W. – Lebanon Tuesday pm
Dorothy Martin – Monday Hillsboro rep, Region 6 rep	
Effie – Thursday am rep, Ways & Means Chair	
Eileen R.T. – Chair: Event Flyer & PI/PO, Derry Thursday am rep	

Opening:

Elaine called the meeting to order at 2:03PM, inviting all present to join her to recite the Serenity Prayer. All present identified themselves and their NHI roles. Dorothy read the 12 Steps, Cheryl read the 12 Traditions, and Sue read Concept 5. Of the attendees, 13 eligible voters were counted and the attendance sheet was circulated. Elaine read the disciplines for the meeting.

November Minutes:

Two additions to discussion items were requested. The November minutes were accepted, stipulating the requested changes.

Treasurer's Report:

Nancy provided printouts of the Treasurer's Report to attendees. She called attention to a new expense line (line 31 in the November report) representing transaction fees incurred by donations received via PayPal. She explained that PayPal charges NHI \$0.30 per transaction plus 2.2% of the transaction amount. Nancy noted that the fees listed in the report were a result of testing the PayPal process, which is not yet enabled on the NHI web site. Regarding phone service expenses, Nancy mentioned that during the previous three months, NHI was paying both eVoice (\$13 / month) and EarthLink (\$70 / month) for answering service, but now the transition to eVoice is complete and Earthlink will be dropped. Nancy called attention to a new revenue line that captured a donation earmarked for the Delegates Fund and related this back to the vote in November to provide a means to earmark donations for specific funds on the NHI donation form. Lastly, Nancy noted that the checkbook statement balanced with the spreadsheet.

The November Treasurer's report was accepted as submitted.

7'th Tradition:

7'th tradition contributions were collected.

PayPal Integration Update:

Elaine reported that NHI's customization of the payment forms provided by PayPal is complete, but that the final wording of instructions to users on the donations page is still being worked on. Elaine also mentioned that a redesign of the NHI web site is being considered and that more information about that will be forthcoming, perhaps in January. Nancy provided an outline comparing the work flows for payments by PayPal and by US Mail, which demonstrated that PayPal payments could require less labor for the Treasurer. Elaine noted that the percentage of meetings that will use PayPal is unknown.

Telephone Service Update:

The transition from Earthlink (\$70 / month) to eVoice (\$13 / month) is complete, as noted above in the Treasurer's Report.

Retreat Update:

Barbara G. lead off by reporting that there are 9 valid applications for half-scholarships and funding for only 7; An additional scholarship application was received after the 11/15 deadline. Barbara and Effie conducted a random drawing for the 2 unfunded slots by drawing 2 names from the names of the 9 valid applicants.

The first person drawn became the first on the scholarship waiting list, the second drawn became the second on the wait list, and the late applicant became the third on the wait list. Scholarship applicants on the wait list will get funded if there are cancellations among the 7 funded scholarship recipients. An actual count of attendees needs to be sent to the retreat host facility by 12/8, so Barbara will inquire ASAP if the unfunded scholarship applicants are willing to pay the entire fee, in which case they will be included in the count.

Presentation and Adoption of 2015 Budget:

Nancy distributed three budget worksheets --- 1) NHI Operating Revenue and Expenses, 2) Delegates Fund and Ways & Means, and 3) Retreat --- plus a page of notes explaining trends and key features.

NHI Operating Revenue and Expenses:

Nancy walked through the projections for NHI Operating Revenue and Expenses, noting that, based on actual numbers for last month, budgeted 2015 donations (\$7025) are about \$250 lower than in 2014 and overall budgeted 2015 revenue (\$7350) is lower than in 2014 by about \$150. She noted that budgeted 2015 expenses are unchanged from 2014 except for the addition of (estimated) PayPal fees, a \$5 increase for the PO Box, a large (approx \$600) savings on the phone answering service, and the addition of a \$390 line for “events carrying the OA message,” which captures some of the savings from the phone service. Nancy also pointed out that, although the budgeted amount for mileage reimbursement is unchanged, coverage will be extended to committee chairs and reps from small meetings. Overall, budgeted expenses equals budgeted revenue (\$7350). Nancy answered questions concerning the purpose of the Insurance expense line, the Media Blitz revenue line, and whether the Telephone Coordinator expense line (\$0 budget since 2010) should be dropped.

Delegates Fund and Ways & Means:

Nancy explained that income sources for the fund are: 36% of 7th tradition contributions to the NHI general fund, 100% of targeted donations to the delegates fund, 100% of Ways & Means fund raising proceeds, and 50% of any Sharathon profits. Expenses cover air and hotel (6 nights) reimbursements for 1 delegate to the WSBC in Albuquerque and mileage and hotel reimbursements for up to 4 delegates to the two Region 6 assemblies in Albany. Nancy noted that additional funds (\$2000+ accumulating surplus carried over) are available, for a possible second WSBC delegate, should such delegate materialize.

Retreat:

Nancy explained that the retreat stands alone, funded by registration fees and a scholarship fund that receives targeted donations from OA groups and individual members. Scholarship Fund and Operating surpluses are carried over from year to year, but do not enter into the budget projections. Nancy answered a question, as to whether rolled over funds are preserved for their original purposes (affirmative). She also answered the question as to whether rolled over scholarship funds are included in the calculation of the number of scholarships (affirmative).

Adoption: Barbara W. ***moved*** that a vote be held to adopt the budget as submitted. Effie ***seconded*** the motion. The ***vote*** was ***unanimous*** in favor of the motion to adopt.

Other Business:

Twelfth Step Within (TSW) Committee vacancies as of 1/1/2015:

Elaine announced that Peggie, the current TSW chair has expressed by email that the committee as a whole, after a long and rewarding run, is ready to turn the committee's mission over to new blood. Elaine expressed NHI's appreciation for the departing TSW committee's long term contribution and commendable service. In response to a request from Elaine, Leslie gave a brief outline of some of the activity that the TSW committee has carried out. Elaine then announced that NHI will need a new TSW chair to form a new committee, to start work in January or as soon as possible. She requested that reps take this news to their meetings and encourage members who might be interested to step forward. Elaine added that those who are interested can find more information by following the Twelfth Step Within link on the NHI web site. Interested individuals should contact Elaine directly <oanhchair@oanewhampshire.org>, or through their meeting reps.

Creation of Workshop Committee (combining Sharathon and Back to Basics):

Elaine noted that both the Sharathon and the Back to Basics committees have been inactive and without chairpersons for a year or more, and that one idea under consideration has been to combine the two committees, with the understanding that a combined committee could stage at least one workshop in the coming year and have increased flexibility to determine its theme and content. It was determined that combining the committees is permissible and so it was decided to create a Workshop Committee with the the combined missions of the former Sharathon and Back to Basics committees. Nancy asked whether the Sharathon and Back to Basics accounts, plus the new Events account, should be combined in the financial records. Debi G. opined that the accounts should remain as is for now, and that the Workshop Committee should have access to the accounts, depending on the nature of the projects in play; Dorothy agreed with Debi. Elaine countered that combining the accounts into a single Workshops account might avoid conflict between the stated purpose of the funds and the needs of the particular activities being staged. Diane expressed the reservation that, by her understanding, the Events account might legitimately be used to support activities other than workshops, and that this flexibility might be lost if it were folded into a Workshops account. Discussion ended with agreement to leave the accounts as is for now, and with Elaine agreeing to add discussion of the purpose of the Events account to a future agenda.

Appointment of Workshop Committee Chair:

Elaine announced that Pat S. had expressed a desire to assume the chair of the Workshop Committee and that Elaine intended to appoint Pat as chair at the next opportunity. It is expected that Pat will be present at the January meeting and will be appointed and approved to chair the Workshop Committee at that time.

Creation of Nominating Committee:

Elaine noted that the NHI By Laws provides for a Nominating Committee for the purpose of searching out and recommending candidates for NHI offices and service board reps in advance of the June elections. She advocated for activation of the NHI Nominating Committee in March 2015 or earlier to facilitate a robust nominating process. She indicated that this will appear on future agendas.

World Service Business Conference Representation:

Elaine announced WSBC registration forms for 2015 are due at the WSO by the end of December. Elaine shared a few facts concerning NHI's representation at the WSBC: 1) NHI currently has just one elected WSBC rep to register; 2) In recent past, NHI has sent 2 reps to WSBC on at least one occasion, 3) According to WSO calculation, NHI is entitled to send up to 3 reps, 4) If a second person were qualified and able to attend the WSBC, it's likely that NHI could send them, using delegate funds carried over from previous years. It was noted that Dorothy is believed to be the only person who might meet all the requirements; Dorothy is considering.

Resolution of Meeting Count:

The WSO credits NHI with 36 member meetings, whereas NHI counts 40. Elaine asked for a volunteer to follow up and resolve this discrepancy and Diane volunteered.

CLOSING:

Motion: At 3:31, Leslie *moved* to close the meeting. Dorothy *seconded* the motion. The motion *passed* by unanimous vote.

Elaine closed the meeting by leading a recitation of the serenity prayer.

Respectfully submitted by Peter Lewis, Secretary.