

## NH INTERGROUP MINUTES – September 11, 2016

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

Beth M. – Derry Saturday am rep	Elaine Tostevin – NHI Chair, R6 rep
Bill G. – Multimedia chair	Jeanne Donnelly – Vice Chair, Nominations Chair, Bedford Mon & Thurs am rep
Claire P. – Salem Friday rep	Nancy Sullivan – Treasurer, Budget Chair, Derry Tues rep
Debi Granfield – Parliamentarian	Pat S. – Workshops chair, Back to Basics Chair, Hopkinton Tue pm rep
Doreen D. – Website chair, Answering Service Chair	Peter Lewis – Secretary, Nashua Thurs pm rep
Dorothy Martin – WSBC del, R6 rep, Event flyer chair, Hillsboro Mon pm rep	Sandy M. – Newsletter chair, Nashua Mon noon rep
Effie S. – Ways & Means Chair, Nashua Thurs 6:30am rep	Sue W. – Retreat Chair, Lebanon Tue pm rep
Eileen R.T. – PI/PO Chair, Derry Thurs am rep	

### **Opening:**

Elaine called the meeting to order at 2:00 PM, inviting attendees to join her reciting the Serenity Prayer. All present identified themselves and their NHI roles. Elaine had asked that during their introduction, individuals might offer their ideas for what NHI should focus on to improve its service to NH OA members and member groups. The following ideas were offered:

Elaine – Focus on NHI renewal; increasing group representation and participation at NHI

Jeanne – Spread awareness of intergroup & service bodies to OA meetings & members

Debi – More sharathons around the state

Pat – More people in face-to-face meetings; Get this message to sponsors

Dorothy – Implement Elaine's & Pat's ideas with themed workshops

Dorothy read the 12 Steps, Pat S. read the 12 Traditions, and Claire P. read Concept 10. Among attendees, 12 eligible voters were counted and the attendance sheet was circulated. Elaine read the disciplines for the meeting.

### **June Minutes:**

Copies of the June meeting minutes, having been circulated by email were also available at the literature table.

**Motion:** Eileen **moved** to accept the June minutes as submitted. Jeanne **seconded** the motion. No questions or issues were raised for discussion. The **motion passed** by a majority show of hands.

**Confirmation of Treasurer:** [Background: In June, the newly elected treasurer had resigned due to other commitments, and the Elaine had appointed Nancy, who agreed to extend her service for another year, as interim treasurer. This being the first business meeting since the interim appointment, there was a need for a ballot vote to elect Nancy to a 1-year term.] **Vote:** Debi distributed unmarked yes/no ballots to the reps, collected and tallied the marked ballots, and announced that Nancy had been **elected** to a 1-year term as treasurer by a majority of “yes” votes.

### **Treasurer's Reports:**

Copies of the Treasurer's reports for June, July and August, having been circulated by email, were also available at the literature table. **June report:** Nancy noted that the fund balance matched the checkbook balance but that the adjusted statement balance was short by \$0.01. With the proviso that the 1-cent discrepancy would be resolved in the final version, Elaine requested a vote and the June report was accepted by a majority show of hands. **July report:** Nancy noted that July donation receipts were above the monthly average, since many member groups donate quarterly. She also noted that, while the checkbook and fund balance are in agreement, the adjusted bank statement was \$0.72 short of the checkbook balance. She said she would track down and account for the discrepancy next month in a corrected report. There being no questions or comments, and with stipulation that the final report would reconcile the 72-cent bank statement discrepancy, Elaine requested a vote, and the July treasurer's report was accepted by a majority show of hands. **August report:** Nancy explained a \$10 Ways and Means (W&M) expense, which covered rental of space for a planning meeting for the W&M sales table at the WSO convention. She explained that a \$200 charge against W&M was a loan to initialize the cash box for the convention, and that repayment, which had already occurred, will be reflected in the September report. She observed that the \$0.72 discrepancy noted for the July report carried forward to August. With the stipulation that the \$0.72 discrepancy would be resolved in the final version, a vote was taken and the August report was accepted by a majority show of hands.

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

7<sup>th</sup> tradition contributions were collected.

**Committee Business:**

**Retreat:** Referring to the retreat committee report, as updated for the meeting, Sue W. outlined four issues that she needed to have resolved by today's meeting: 1) Approval of the proposed registration fees (\$320 for private room, \$235 per person for double, \$190 per person for quad cabin) which were calculated to cover projected costs, 2) Approval of the monetary values of the “half-scholarship” (\$117.50) and “quarter-scholarship” (\$58.75) awards, pegged to the cost of a double occupancy room, 3) Decision whether or not to provide for on-line registration via PayPal, 4) Decision whether or not NHI should absorb the PayPal service charges for individual on-line registrations (\$7.34 for private room, \$5.47 for double occupancy, \$4.37 for quad occupancy).

**Motion:** Nancy **moved** to approve the registration fees and scholarship amounts as described in issues 1 and 2 above. Eileen **seconded** the motion. **Discussion:** As background, Nancy noted that the scholarship fund balance is \$483.54. Pat pointed out that holding the retreat in February instead of January could mean that registration deadlines and the awarding of scholarships might be moved later as well. Sue responded that the committee had already moved the registration deadline from November to December 23, but that they might entertain a later date if that could be seen to work. Elaine noted that applicants would need to register prior to the January meeting, since that is when scholarship awards are decided. **Vote:** There being no further discussion, a vote was taken and the **motion passed** by a majority show of hands.

**Motion:** Addressing issues 3 and 4 in her introduction, Sue **moved** that NHI should offer an online registration option for the retreat and that the meeting should decide whether the service fee, consisting of the PayPal charge should be paid by the registrant or by NHI. Jeanne **seconded** the motion. **Discussion:** Dorothy observed that adding the PayPal option seemed to make the registration process more complicated to administer and asked for someone to explain the rationale for the online option. Doreen explained that PayPal allows people to complete the registration process in one sitting, with no lag for mailed confirmation and for checks to clear. She said that all registration data, including room choice, scholarship application and PayPal charges can be handled cleanly and securely by the web site, and that transaction records and receipts can be emailed automatically to the registrant, to the NHI treasurer and to the retreat administrators. Pat mentioned that for many payers, PayPal transactions are credit transactions, which offers greater financial flexibility than payment by check. In response to a question by Effie, Doreen expressed the belief that all payments, including PayPal fees, get refunded to the payers when a registration is canceled. Responding to a question by Dorothy, Elaine noted that scholarship applicants typically deduct the value of the scholarship for which they are applying from the registration fee at the time of registration, and that this calculation too would presumably be handled by the registration form. She acknowledged that a subsequent payment, or refund would then need to happen if the scholarship in question was not awarded. Nancy pointed out that logic would dictate that PayPal fees should be paid by the registrants, not by NHI, since the retreat is structured to be entirely self supporting, with NHI providing administrative services only. **Amended motion:** Sue amended the motion to read: NHI should offer an online registration option for the retreat and that an online service charge, consisting of the PayPal fee rounded up to an even dollar amount, should be added to the amount paid by the registrant. Pat S. **seconded** the amended motion. In response to questions from Pat and Sue, Doreen assured everyone that all fees, including those associated with the online registration option will be transparently expressed on the registration web page. **Vote:** the amended motion **passed** by a majority show of hands.

**Meeting List:** Elaine mentioned that the committee had reported that a couple of meetings had been mistakenly marked “closed” on the WSO web site and that the committee was taking steps to correct such errors.

**Ways & Means:** Elaine noted that the W&M committee had filed a detailed report on a successful sales effort at the WSO convention. Effie noted that next year's Region 6 convention is in Toronto, and that she would be asking for a decision on whether W&M should sell merchandise there, and if so, would be looking for help planning the effort, to include acquisition of passports and filing of any customs paperwork.

**Workshops:** Pat S. said she would likely have some activity to report next month.

**PI/PO:** Eileen reported that she had received information for ten LifeLine subscription placements that she would execute after the meeting, and that people should continue seek placements for ten more subscriptions that had been authorized. Elaine suggested that the LifeLine project definition and instruction sheet for reps should be sent out again as a reminder that the project is ongoing. Eileen added that she would place a reminder in the October *Promises*.

**NHI Business:**

**Book Cover Kit Project:** Elaine said she would add to the October agenda a discussion of how to use the book cover kits left over from the WSO convention. **Motion:** Also, Sue **moved** to reimburse Sandy for the \$17.60 in expenses she incurred to correct a sizing error for one of the book cover kits. Pat **seconded** the motion. In response to a question

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from Nancy, Elaine agreed that the money for the reimbursement should come from the projects surplus fund. **Vote:** The motion **passed** by a majority show of hands.

**Website Update:** Referring to her committee report, distributed at the meeting, Doreen announced that the new web site is up and running, as of 9/1. She noted that NHI reps will need individual login credentials to access the secure section, and that new roles, in addition to “NHI rep” will be assigned to officers or committee members who want to directly maintain the content that they generate. She asked people at the meeting to please provide her with their names and NHI roles before leaving so that she can create the appropriate accounts and send everyone their access credentials. Elaine urged members to visit the new website and to confer with Doreen if particular content seems missing. In repeating Elaine's request, Doreen asked that people send emails to the Website Chair at [<nhiwebsite@oanewhampshire.org>](mailto:nhiwebsite@oanewhampshire.org) rather than to her personal email address.

**Motion to Extend the Meeting:** Jean **moved** to extend the meeting for 15 minutes, and Effie **seconded** the motion. **Vote:** the motion **passed** by a majority show of hands.

**Sunday 1:00 PM Traditions Meeting:** Elaine explained that NHI has been notified that NHTI will raise the rent for the meeting room from \$50 for the usual 3-hour slot to \$50 per hour, effective next September. She noted that all OA meetings are self-supporting and that judging from 7'th tradition receipts from the 1:00pm meeting, \$50 rent for the traditions meeting is not workable. However, since the meeting is independent from NHI, it is up to the meeting attendees to decide whether to close the meeting or take some other action. It was decided to advise the meeting contact, Jill, of the situation. It's anticipated that the meeting will close. In response to a question from Dorothy, Elaine acknowledged that NHI will need to decide how to respond to the rent increase for the business meeting, but deferred the matter to a later time.

**Budget for 2017:** Nancy announced that the budget committee will meet immediately following the October business meeting, and asked for volunteers to be on the committee. Four individuals volunteered: Effie, Claire P., Elaine and Peter.

**Region 6 Assembly:** Elaine noted that the R6 Assembly would take place in 2 weeks and that all four R6 reps have expressed their intention to attend.

**Intergroup Renewal Workshop:** Elaine also noted that the Region is sponsoring a training workshop for officers and region and WSO delegates from intergroups in the region, to be held in Chelmsford in October. She said the objective of the workshop is to help intergroups find ways to improve their service to their member groups and to OA as a whole. She said there would be four attendees from NHI. She said that the region is paying for room and the intergroups are responsible for meals and mileage. Pat S. suggested to Elaine that it would be good to have a recording of the workshop, and Elaine agreed to pursue the idea with the people running the workshop.

**Annual agenda items:** Elaine mentioned that this is the time to update the Telephone Tree and the NHI reps' binder general information pages. Peter agreed to update the phone tree. Jeanne said she is handling the binder updates. Elaine also called attention to an additional item in today's meeting document package titled **NHI Meeting Agenda Items by Month (General)**. She indicated she was considering maintaining it as a page on the web site as a way to keep track of important future business that is not yet ripe for action.

### CLOSING:

**Motion:** Pat S. **moved** to close the meeting. Effie **seconded** the motion. The motion **passed** by unanimous show of hands. Elaine closed the meeting by leading a recitation of the serenity prayer. 3:43 PM.

**NEXT MEETING:** Sunday, October 2, 2016

Respectfully submitted by Peter Lewis, Secretary.