

Central Office Advisory Board Meeting Agenda for **July 21 2024**

5:00pm Call meeting to Order - state the time for minutes

Attendance:

Hilary (Vice Chair), Helen (Advisory Board Member), Jane (Advisory Board Member), Heidi (Advisory Board Member, Lanelle (Advisory / Office Liaison, Carrie (Recording Secretary), Madeline (past delegate, Past pacific region trustee, Past chair of GSO trustees audit committee, Past chair of compensation)

Quorum? (4+) Yes

Approve Secretary's Minutes

- Any Amendments to Minutes? No. Motion Will makes a motion to approve [June 2024 Board Minutes.docx](#), Lanelle seconded. All were in favor
- [6/29/2024 Special "Appeal" Board Mtg Minutes.docx](#)
Was approved with attached from above in the above minutes. All were in favor of the additional approval.

Treasurer's Report: Will [July 2024 Treasurer Report.pdf](#)

After questions were asked and answered, Helen made a motion to Accept. Lanelle seconded, all approved the report.

Central Office Report: Lanelle said no one has reached out to her with a single office question or concern from any group.

Chair Report: Good afternoon to all Board members. And welcome to Christine this month for her advising us on Intergroup's Insurance Policy to the Board.

I will be running the Advisory board meeting today and the Intergroup meeting July 28th, as Mike is taking the month of July away to recover mentally as well as physically from Surgery. We all wish him speedy recovery from his knee operation and look forward to his return.

Last month The Intergroup elected a new Treasurer, Will D. from the NHG and a new IT Chair Tyler from the Rule 62 group. We will have time in this meeting to address the Treasurers and the Board's concerns and questions regarding bank accounts, keys, online payments etc. As well as discuss an annual prudent reserve.

Hopefully Tyler will soon be able to put together a cost proposal to start Hybrid meetings using our own equipment.

Carrie has been very busy organizing and selling the remaining literature in the Redmond Office. She has also attended meetings at the request of groups to supply literature.

We do need to discuss the practicalities of moving out of the Alano club before we give notice on 1st August, and to rent the space to store the office items and literature for now until we have a definitive vote by the IGR's as to the direction they want to take.

We also will need to discuss the invitation that was extended to us for our participation in The Central Office Conference. In the past Intergroup paid for our employee to go. We need to discuss the budget requirements for this, and to decide if we want COIG represented at the annual conference.

Thank you for the additional hard work, and the continued hard work this board has undertaken since January.

Thank you for letting me be of service.

*Hilary D.,
Vice Chair Intergroup
21st July 2024*

Insurance policy Ad Hoc report: Christine

We have 1 million dollar coverage on our policy. Christine will be calling the Insurance agent this week. Christine says that she understands that Nick has also talked to the agent and that she's going to be talking and discussing with Nick before calling the agent and discussing the policy. In reading through the policy one particular concern Christine has is the multiple times the quotes "concealment", "misrepresentation", or "fraud" come up. Christine warns us that when she calls it is going to be necessary for her to tell the truth to the insurance company but she can't pretend that we don't know that we're not supposed to be doing what we're doing. Christine confirms that she has the right of decision to speak frankly and candidly with the agent. The policy is auditable and it's better to confess than to get caught. Do we need to figure out which groups think that they're covered and are not so that we can give the groups the information that they have not been covered.

Heidi asks Christine what she means by "doing what we're doing" and isn't every group autonomous and responsible for their own rent, contract and insurance coverage?

Christine explains that it is her understanding that there are groups that have been added as additional insured to this insurance policy which is not an okay thing. And it says a whole bunch of times that the fact that we know it and haven't told them so is naughty and bad (*deceitful and illegal*)

Carrie suggests that we grant Christine the right of decision as well as spiritual consent to be 100% honest and to let the insurance company know that the office manager who opened this policy has been let go and we will not be hiring her back and we're just doing our best to make sure we clean everything up.

As for Heidi's second question Lanelle answers that the past office manager sent out an email to as many of the fellowship as she had in her personal contacts offering misinformation and telling them that they all have insurance. So unfortunately, the groups do believe they have insurance.

Helen would like the minutes to reflect that: *"we had unintentionally been fraudulent because the former advisory boards had not been aware of the conditions of the insurance policy for unknown reasons. As soon as we became aware of the situation, which is since this Advisory Board was elected, we began to look into the insurance situation, as evidenced by our actions."*

Christine points out that the groups are not insured according to this policy. Hillary says that we do need to let them know as soon as possible that they don't have coverage. Christine adds that COIG stands to risk losing its insurance because of this.

Christine agrees to have a report ready for the Intergroup meeting on Sunday to give the groups this information.

Madeline cautions the board against giving the groups options. Because although the groups can share with each other through their IGR reports what each group does and how they participate through their landlord, the groups are all autonomous and responsible for their own affairs. Including insurance and Rental agreements. Providing insurance for individual groups is out of the realm of what the board does. Groups have always been 100% autonomous. And that she cannot believe that anyone else was added to that policy.

Unfinished Business:

- **Bank Account?**
 - Venmo Account - has all money been transferred and accounted for? **No. Lanelle will get the Venmo codes and passwords to Will to work on it this week.**
 - Are we current? **No. Carrie is still picking up mail from the old COIG office at the Alano club (Even though someone trashed the mailbox sign and ripped it down.**

Some light vandalism/bullying has been happening at the Alano club in regards to the Central Office.

Madeline asked why when you look up the Redmond Alano club the AA Central Office is the phone number listed? Carrie said its not on our part. It is on the part of the Alano club and the only part we have in it is renting space in the first place from somewhere that implies so heavily affiliation. Will said it's not implied affiliation, that it has become actual affiliation. Will added we will want to move forward with turning the phone and internet off so we are not spending money for services we are no longer using. We all agreed to cancel the phone and internet ASAP. Lanelle will work to cancel services.

- **Prudent reserve:**

- From the pamphlet F-3 "***A suggested prudent reserve for central offices, intergroups, and area committees could be three to nine months operating expenses.***"

What should COIG Prudent reserve be?

Carrie makes a motion that "***The prudent reserve be set at a Two to Four month Threshold of the annual budget.***"

Jane Seconded the motion. Madalene cautions that 2 months is very minimal when some groups contribute quarterly. Lanelle commented that with the suggested 3 to 9 months in mind, a 6 month threshold would be more responsible. After lots of discussion, ***Heidi proposed a friendly amendment to 3 to 6 month Threshold. Carrie did not accept the amendment, but said she would accept a 2-5 month amendment. Jane offered the amendment. Carrie accepted.*** 15 minutes of Discussion included that when the groups were interviewing the new treasurer, Carrie reminded that they asked Will if he would be willing to work on a threshold system for a reserve. We need to do what they asked us to do. Jane likes this one because it keeps the groups involved. It is a constructive and ongoing relationship between the groups and the treasurer. Time to vote on motion: ***Motion for a Two to Five month Threshold for the COIG budget.*** 3 in favor, 1 opposed, two abstain. Heidi speaks as the minority opinion that she would feel better if it were a 3-6 month threshold. Revote count was ***4 in favor, 1 oppose, and 1 abstain. Motion passes.***

- **How much do we need for an office:**

- As per GSO Guidelines, we have decided to start looking for a new Office space without a possible implied affiliation with a club. Have we started looking? Anyone found any possible options yet?

"Questions should also be raised about proposed locations for the central office and the personnel and equipment needed. It's sometimes tempting to consider moderately priced or free facilities supplied by agencies or organizations working in the field of alcoholism or in other fields. But it's better to forgo this short-term advantage if there's any likelihood that A.A. would lose its independent status in the bargain or appear – in the public mind at least – to be sponsored or controlled by the other organization. "lest problems of money, property and prestige divert us from our primary purpose..." It may also appear attractive to consolidate the central office with the facilities and operations of a club. But the risks and pitfalls involved in this are almost too numerous to mention here. One reason for discouraging this is the possibility that the problems of operating the club and the service office will become intertwined. An even more important point is the need for keeping a clear separation between club operations and A.A. group activities; any strong identification with a club may impair an intergroup's ability to serve the groups." -From GSO Guidelines on Central offices and intergroups

New Business:

- **Annual International Intergroup seminar and Conference**

Central Oregon Intergroup was asked to host the annual International Intergroup conference 3 years from now. Because we are not in a position to do this, **we politely declined**. However, we discussed sending someone from the board to represent Central Oregon Intergroup so that we do have representation. Discussion included the following:

- We do have a central office liaison, and/or a vice chair who we could send.
- \$159 registration fee which includes food and all workshops and seminars
- Conference is in Las Vegas this year. Cheap flights. Next year is in Canada, then Hawaii.
- Rooms start at \$59 per night
- August 22nd through 25th
- We sent Renee there as well as Joan in the past.

This year would be especially important to be represented with all the experience we've had these past 6 months. Many other Central

offices are having to close their doors for the same reasons we just have. We owe it to share our experience, our trials and tribulations, how we are getting through utilizing the principles as well as consultation. Everyone agreed this is an important one for us to attend. Cost difference would only be slightly different than when we would fund Joan or Renee. The only difference in price this year would be that we would not have to be paying 8 hours per day in wages if someone from the board attends. We could be represented for free and only have to pay travel expenses. Lanelle, who would be the obvious choice as the office liaison cannot attend because of the short notice and how busy next month already is. Hillary stated that she is unable to attend as well because of a family reunion already scheduled for that weekend. Carrie agreed to attend. Heidi made a motion to fund Carrie to represent COIG at the annual Intergroup seminar. Jane Seconded the motion. Vote was unanimous to send Carrie to the annual national intergroup Seminar.

- **Trisha's Email to the board**

Dear Carrie, Mike, Hilary and the advisory committee,

My name is Trisha, member of the Steps to Sobriety group of Alcoholics Anonymous. My sober date is 03/14/03, I have a sponsor and a service commitment in my home group and I am proud to be a part of a tradition strong District, which is why I decided to share my thoughts.

Thoughts that are my own and I want to make clear, I don't speak for my home group. We will be discussing this at our business meeting and our IGR will speak for my home group at the IGR business meeting.

After reading the minutes from the emergency meeting the Intergroup chairs and advisory board had regarding the closure of the Central office, I had some concerns that I needed to share.

I respect the decision made as far as closing the office. It couldn't have been an easy decision and I can appreciate all the information brought forward in order to make an informed group conscience around this temporary closure. My concern was about how it was handled in regards to our traditions, especially tradition 8 in this matter.

Tradition 8 says we alcoholics where they are going to perform services for which we might otherwise have to engage nonalcoholics. I understand that the central office is not AA but that it is there to make our 12th step work possible. Things and times change and this may or may not be needed at this time.

Tradition 8 also states that these special workers may be well recompensed, or as AA Comes of Age states "those who labor in our service are worthy of their hire". I have no doubt we compensated our special workers what we would have paid a nonalcoholic in the same job. Recompensing also has to do with respect. We pay what they are worth as a sign of respect.

When it came time to let them go, were they treated with the same respect and dignity that would have been expected of them had they decided to quit the job. Because this was an office manager position, or any other job really, wouldn't we expect professionalism from them in the form of a two week notice? In the minutes it said they were told that evening that starting the

next day, they had no job. I wonder if better actions could have been taken? Could we as AA members done better? This to me seems to be where money and spirituality mix.

Thank you for your time.
Best regards,
Trisha M.

Heidi stated that as an employer by law, we have no responsibility to give it to week notice and when we lay off or terminate a person someone in an official capacity might get a 72-hour notice, at maximum, but usually they are given a paper to not return to work the following day. Followed everyone in the United States of America to the best of Heidi's knowledge. Will stated that she was not a contracted employee and this is the problem with employing someone who is also in the fellowship. It brings a lot of this stuff up. Carrie made a motion to give Joan two weeks severance pay. No one seconded the motion. Lanelle stated that she already has a job and that she stated that she's really happy. Helen said it's better to let sleeping dogs lie. We are a corporation. My heart agrees with you Carrie, but my head says no. Jane agrees with Carrie that a small severance pay as a thank you would be an acknowledgment. Madeline came in to say that we would need to re-report on unemployment if these funds alter her unemployment claim. All agreed that we will leave it be and respond in thanks to Trisha regarding her time and energy to send a letter to us which provided a great opportunity to discuss further.

- **When to move our things out of the Redmond Alano club**

Lanelle will put in our notice at the first of the month to be out by the end August or 1st of September. As a temporary measure we need to rent the storage unit ASAP to get out of the Alano Club and stop spending access money. **Will made a motion to rent the storage unit as soon as possible.** Heidi seconds the motion. All In favor, unanimous. **Motion passes.**

6:45 Carrie Motions to table the rest of the agenda. Heidi Seconded. All were in favor.

Old lots of times tabled Business:

- **An employee game plan for the future to avoid chaos (Tabled)**

- After finding out an employee was acting as a representative on COIGs behalf even going as far as visiting groups business meetings, what can we do to prevent this from happening again?
- Whose responsibility is it to give groups presentations and answer questions regarding COIG finances?
- What is the Solution? (*Discussion*)
 - The Treasure could reiterate in their reports each month that they are willing to make themselves available to come answer any questions groups have and take phone calls regarding COIG finances.
 - Lanelle could give a report as the Office Liaison at the COIG business meeting offering to make herself available to anyone who has questions regarding the Central Office.
 - The board could have regular conversations with future employees reiterating their responsibilities, and also emphasize what are **not** their responsibilities.
- **Questions regarding Office Employee Pay (*Tabled*)**
 - Why is there 82 hours being paid out when the office is only open for 52 hours per pay period?
 - What have employees been doing working from home?

6:46 Carrie Motioned to Adjourn, Helen seconded. All were in favor.

Respectfully Submitted by:
Carrie B.
COIG Secretary
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