

## **OA IG Meeting – 12/19/20**

**PRESENT:** Curtis, Beth, Kyra, Laura, Ellen N, Nancy N, Deborah, Shannon, Jill

### **Committee Board/Committee Reports**

**Chair** (Kyra): is supporting Committee efforts and in communication outside the meetings

**Vice-Chair** (Jill): Is redoing job descriptions to be put on Website; is meeting with Curtis about this. Hoping to post before next IG meeting and have current job holders comment/edit as needed before final draft. Will include job descriptions and committee head responsibilities

**Secretary** (Laura): nothing to report

**Treasurer** (Beth): need to decide about paying insurance; we're doing ok at IG. The meetings aren't getting many contributions. Next month we need to create the budget for next year, based on this year's budget. We have excess money which we can and should contribute. **CTA: Encourage members to make contributions before the end of the year so we can determine the baseline for next year's budget.** Treasurers should get this money in to the IG. We will be making an IG contribution to WSO with some of this money.

**Outreach** (Deborah): nothing to report except for one voice mail on the OAMarin website that she couldn't hear. Shannon will try listening to it and pass on the result to Deborah. Shannon reports there are a lot of emails coming through the website and she is the only one checking it; no one is using all the personal emails set up for the various chair members. Kyra asks if Deborah can share the email load; she is glad to and Shannon has shown her how to do it. Kyra suggests adding the general email box to Deborah's job description. On the issue of flyers, Deborah will try to figure out another way of disseminating information than posting on the website, as this is a lot of work (which Shannon has been doing), and no one has been accessing this page.

**Public Information** (Shannon): steady attendance at meetings

**Twelfth Step Within** (Marcy): not present

**Women's Retreat** (Ellen): If it happens, will be 10/1-10/3 2012

### **New Business**

**Face-to-Face Meeting at UUMarin** – Kyra will inform us as gets more information about the church; we will continue meeting remotely for now

**Insurance Coverage** (Beth): we have an \$1800 invoice due in January; do we have a need for insurance that is intended for in-person meetings? Beth will call to find out the ramifications of suspending our insurance until we need it again. Beth wants to confirm that there isn't something other than liability that they're covering (like malfeasance of the IG). Beth agrees not to write any insurance check at present. Motion: We are going to express our intention to suspend, but will only do so after getting the information back from Beth. Passed.

**PayPal Status Update** – It's not yet clear if the button on the website is working. When it is, if you make the 'friends and family' choice OAMarin, then the donation will go directly to IG without any fee. Beth will share the credentials with Shannon and Kyra so they can give information and answer questions and have access to the account as well. When we confirm the Paypal link on the OAMarin website is working, donations made here will go to Intergroup, **not** the individual meetings. The funds will be used for WSO contributions, District and Area contributions.

**Treasurer Position** - Beth will be leaving in the spring: We need to find a replacement for her.

**New Zoom Manager Position:** We'd like to add a Zoom manager role for the Marin meetings and separate this from the Treasurer position. Duties: Sometimes need to close out a meeting on an emergency basis and then re-open it; our account is paid out until July. Whoever has access to the account has access to the debit card connected to pay for the account. **CTA: Put the need for a Zoom Manager Position for the District out to meetings.** This person would manage the Zoom account for Marin as a whole. Curtis suggests approaching folks individually who have the appropriate skill set. Requirements: 1 year abstinence, regular attendance at meetings.

### **Ongoing Business**

IG Service Positions Open : \*Region 2 \*Special Events \*World Service Rep \*Young Person's Rep

**Next Meeting:** January 16, 2021