

Oahu Intergroup of Hawaii, Inc.
Steering Committee Meeting Notes
ONLINE Tuesday December 2, 2025
5:30 PM

OPENING: 5:33pm – Serenity Prayer (All)

ATTENDANCE/INTRODUCTIONS/ESTABLISHMENT OF QUORUM

Voting:

- Oahu Central Office Manager, Georgette W. OIG , **PRESENT**
- Volunteer Coord, D'Ann G., **PRESENT**
- OIG Secretary, Beverly H., **PRESENT**
- OIG Treasurer, Rochelle A., **PRESENT**
- OIG Vice Chair, Larry J. **PRESENT**
- OIG Chair, Mary N. **PRESENT**

ACCEPTANCE of OIG Steering Committee Meeting NOTES from November 4, 2025:

After SC accepts, Secretary to print and distribute at BUS MTG per job description. Comments / Corrections

Motion: (D'Ann) Seconded: (Georgette)

Vote: (Yay / 5 un / Nay: / Abstain: 1 / Pass / Defeat

REVIEW of OIG Business Meeting MINUTES - November 12 meeting minutes were reviewed/approved via email and already sent to membership

REPORTS from OIG STEERING COMMITTEE MEMBERS

- **Volunteer Coordinator: D'Ann G.**
 - No updates, all volunteer time shifts are filled.
- **Secretary: Beverly H.**
 - No updates, focused on online budget meeting.
- **Treasurer: Rochelle A.**
 - Contributions November: \$7,053.40 (check this: \$6,995.30 in QBO?)
 - October reconciliation is still \$5.00 in question. Would like to adjust to proper account (will park in reconciliation account and clear at later date and title it discrepancy)
 - \$6,015.15 in anticipated expenses, not final from QBO
 - Literature order for \$1,900 was not scaled back as only 6 books left.
 - Over \$500 must have Chair or Treasure member to approve. Rochelle approved.
 - Profit and loss to October was not passed out at November meeting. Rochelle will send to Mary
 - Beverly created doc with extensive past years data set to proper chart of accounts year over year ... Rochelle wants to print and utilize. Can add page breaks, with 3 years each page.
- **Vice Chair: Larry**
 - Wrapping up Holiday plans, will ask Beverly to send out via email to the members.
- **Oahu Central Office Manager: Georgette W**
 - Ordered literature today \$1,998
 - Request that we do not delay order
 - She cannot plan ahead. Not predictable order.
 - Activities committee had two potential speakers, elected to go with one.
 - Inquired about Description, Mary sent
- **Chair: Mary N**
 - Upcoming Zoom Meeting for Budget review in New business
 - Computer pricing – will not attempt to assist with set up until later in the month.
 - Mary will inquire about stability of using old computer for storage, vs a download to portable drive.
 - Non AAWS approved literature – Vote confirmed 11/7 via text and chat that we will no

- o longer place any future orders. Manager notified via email.
- o OIG Manager revised JD has been sent to Georgette for feedback. Requested feedback response by 11/15/25
- o OIG manger review. Completion this week and distributed to board for review. Manager will be given a blank copy for her input as well prior to finalization.
- o Tech Help – Mary has received instructions on uploading of files and is clicking away at uploads. Smooth, but VERY time consuming. See attachment for missing files needed to be able to upload
- o Update of rent reduction by Colliers. Chair had conversation with Colliers rep and is preparing the new lease effective 12/16 (end 9/25). Rep needed clarification on what the exact reduction will be and will inform us asap. (rep was unsure if they agreed to just rent reduction or reduction in rent plus reduction in operating expense. I asked if it is possible to be informed prior to 12/10 online meeting

OLD BUSINESS:

- Holiday Event: details will be sent via email with separate meeting

NEW BUSINESS:

- 12/10 Budget Zoom online meeting. Update on transcription, agenda, job assignments, etc. See attached PPT draft
- Bank Statements – update – all of 2025 now downloaded and saved in drive. Sent email with access to all board members. No plans to post on website but still would like ONE printed copy at each month meeting for back up to any questions.
- All agreed to make note: **Steering committee meetings this month:**
 - o **Tonight 12/2**
 - o **12/17 Wednesday Budget recap meeting (D’Ann and Larry to provide feed back in advance to Mary as they cannot attend.**
 - o **12/30 for a 2026 planning meeting.**

Next Meeting: 12/30 (agenda due 12/24)

I Am Responsible...

___6:43pm___ pm ADJOURNMENT: