

Jan 2, 2025 6:00 PM | 📅 20250102 OIG SC MTG

Voting Participants Invited: OIG treasurer OIG Vice Chair / Activities Chair OIG Manager  
OIG Volunteer Coordinator OIG Chair OIG Secretary

Voting Participants Not in Attendance:: OIG Treasurer absent due to flight delay.

Non-voting Participants Invited: Members of OIG Finance Committee (BJ and Franchesca) also in attendance.

## MINUTES

Meeting Commenced on time.

1. **(18:00) Opening:** Serenity Prayer
2. **(18:00) Introductions:** Chair dispensed with introductions. Please see Agenda. Panel 73 Finance Committee members present, both agreeing to continue in their positions until Panel 75 IGRs appointed:
  - a. Franchesca, Panel 73 FC Committee Member:
  - b. BJ, Panel 73 FC Committee Member.
3. **(18:01) Minutes:** Reviewed and approved without change the OIG Steering Committee Meeting Minutes from December 10, 2024.
  - a. OIG Secretary reported: November 13th OIG Business Meeting Minutes and the December 10th OIG SC Meeting Minutes were provided by the outgoing Panel 73 OIG Secretary, Patti H. for submission to and approval by the OIG body;
  - b. No discussion or changes offered to minutes of Steering Committee Meeting on December 12, 2024;
  - c. Motion to accept 20241210 SC MTG MINUTES as written made by Volunteer Coordinator; Motion seconded by CO Manager; After some technical difficulties with raised hands within the Zoom App, Unanimous vote recognized by the Chair;
  - d. 20241210 SC MTG MINUTES as attached approved as part of OIG Corporate Record, to be presented at the regular monthly OIG Business Meeting on January 8, 2025.
4. **(18:05) ORDER OF OIG SC MEMBER REPORTS**
  - a. No reports were given at this juncture. This was a discussion of the report order in the OIG Business Meeting ONLY going forward.
  - b. Discussion began regarding the ORDER of reports at the Steering Committee Meeting, the OIG Business Meeting, and the Orientation Presentation:
    - i. Proposed order following the A.A. Principle of the upside down triangle of service in the service manual.

- ii. Franchesca (FC Mbr, non-voting) interjected an unanswered question regarding equality of members.
  - iii. Confusion abated by the Chair regarding the current discussion being the the order of the OIG BUSINESS MEETING, not the orientation presentation order, nor this OIG Steering Committee Meeting. Emphasis placed on IGRs needing to both participate and hear information most important to them.
  - iv. Some back and forth discussion of the permanent placement of the office manager's report at OIG Business Meetings going forward - in the middle of officer reports, prior to or following officer reports in alignment with the Bylaws and Structure & Guidelines
  - v. The Vice Chair questioned the movement of OC Manager's report as disavowing the order already agreed. The Secretary explained A.A. upside down triangle service structure and CO Manager's more important proximity and responsibility for direct interaction with fellowship - the important member groups of the organization. The OIG CO Manager's report during the last panel was presented last and should be first.
  - vi. Franchesca (FC Mbr, non-voting) interjected off subject and unanswered the traditional business discharge of minutes.
  - vii. Chair provided clarification as to increased focus on service from membership and involvement of volunteer coordinator first.
  - viii. CO Mgr reiterated the desire to go first at this Steering Committee Meeting relative to information given to the Chair.
  - ix. Chair clarified with CO Mgr the order going forward each month thereafter and confirmed with each member present. Order not read into the record, so please see agenda for order originally proposed and adopted.
  - x. Chair's commented it's 2025, new officers, new opportunities to give new focus and generate new energy going forward and asked for commitment from each member going forward
- c. OIG IGR review revealed a drop in IGR attendance from 42 in Jan (2024) to 17 in June (2024)

5. OLD BUSINESS:

- a. (18:13) Regarding the open Panel 75 OIG Volunteer Coordinator, Chair noted: Voting for a new OIG Volunteer Coordinator will be highlighted in each OIG Business Meeting Agenda until the position is filled. Volunteer Coordinator the desire to find someone who is retired without responsibilities or another job, available to recruit or cover open slots when volunteer cannot make it in and can help out CO Manager cover the phones. Chair requested frequency of this happening. Volunteer Coordinator spoke to responsibility of volunteers and giving advanced travel notice. CO Manager stated volunteers are frequently out on trips, not sick often. Volunteer Coordinator has someone interest in standing at OIG Business Meeting.

- i. Volunteer Coordinator announced the need for a Friday office volunteer from 1pm to 5 pm and has someone interested once they are over an illness.
- b. (6:15) Copier Lease Proposal:
  - i. Chair presented a recap of the discussion with the current lease representative, shared copier lease proposal documents via screen sharing (see agenda and attachments) and opened up discussion with board members:
    1. 5-year lease is controversial as the timeframe exceeds both the authority of the Panel 73 OIG SC *and* the Panel 75 OIG SC;
    2. Copier lease proposal is for a color machine versus the black & white machine OIG currently leases and increases by a large percentage that which we currently pay, <\$37/mo to >\$55/mo;
    3. If we take no action, the current lease on the current machine rolls into a month-to-month lease at the same monthly rate ,<\$37/mo; and the charge per copy increases slightly but not significantly;
    4. Chair spent significant amount of time on the phone to understand issues involved since proposal listed our average copies as 650/month; Representative promised to send other documents that have not as yet been provided; Representative pulled data relative to number of copies charged under the lease by month; Chair looked into the actual total (7349) and average number of copies per month over 12 readings (612) produced during the last lease and also the weighted average with low and high month usage removed and re-averaged over 10 readings (538); Not sure where 650 copies/mo came from; Vice Chair stated that Panel 73 Chair produced a significant portion/most OIG Bus Mtg monthly report copies at his job and CO Mgr confirmed this was every month.
    5. 2025 Annual budget is \$750, so within budget if lease is signed; Panel 73 Chair indicated we would go over budget, but Panel 75 Chair does not see it that way; Chair noted absence of Treasurer who may have something to contribute; CO Mgr noted payment in full of entire 5yrs required should OIG cancel for any reason exceeding budget
    6. Chair noted another option: two printers have been donated to OIG CO wherein we need to buy ink. Paper purchase is already required and CO Mgr notes a scanner is already owned by OIG. Side conversation regarding receipt and readability; Franchesca (FC Mbr, non-voting) agrees no lease is necessary since color printers are adequate; CO Mgr suggests projector at meetings rather than paper; Chair notes paper is single use, recycling concerns, help membership get more online; BJ (FC Mbr, non-voting) agrees with Chair regarding streamlined delivery via

her experience with the adult learning world, and agrees with use of a projector as learners are more engaged with interactive processes.

7. Interim: Current lease has been extended on a month to month basis; Further action steps tabled until February.
- c. (6:25) Literature Costs and OIG pricing (please see agenda & attachments)
    - i. Chair noted the cost of paying rent to store books and being in favor of charging more for books; CO Mgr noted the Treasurer has run a cost analysis on the literature and knows how much literature costs; Tabled discussion of this item until the Treasurer together with other Finance Committee Members can prepare and participate; Franchesca (FC Mbr, non-voting) after discussion tabled offered unanswered question: What are other Hawaii Intergroups charging?
  - d. (6:30) Structure & Guidelines Ad Hoc Committee
    - i. Following receipt of written, specific, revisions it has been suggested that Panel 75 needs to instead generally revise the Structure and Guidelines; After Motion passes to create the committee, Chair appoints members and decides who chairs this committee, preferring those interested in learning about S&G; Announce, define serving requirements, ask for volunteers; Goal to have the Ad Hoc Committee in place by the end February 2025 following expressed doubts by CO Manager that any nervous, inexperienced, unfamiliar IGRs would volunteer at the OIG Business Meeting in January. The specific recommendations per the prior minutes were regarding:Section 7: 7.1 with sentence ending regarding "...other A.A. approved sources...", that A.A. Individual Members be inserted after A.A. Groups and the "Other Sources" be defined and explained further in writing, requiring research with GSO; the CO Manager has already begun a proposed revision document.
  - e. (6:34) OIG Central Office Manager Annual Performance Evaluation by Steering Committee in Executive Session (Officers only). See Job Description and Evaluation Form last utilized by Panel 69 attached to agenda.
    - i. OIG Structures & Guidelines require ANNUAL evaluation of the Central Office Manager; CO Manager hired in 2022, with no evaluation in 2023 or 2024, Chair's goal is to complete feedback process regarding CRITERIA by May 2025, Draft evaluation by August, and Final Evaluation by September for October Budget Consideration and Compensation adjustment effective January 2026; No changes to compensation for merit or COLA (Cost Of Living Adjustment) since 2022; Significant inflation from 2022 to 2025; The following will inform the feedback process before the Final Evaluation:CO Manager self-evaluation, outside comment considerations from internal and external inquiries, Interactions with officers; An Evaluation Form and Job Description, both 2025 revised to conform with reality will be utilized in the process. The CO Manager will be informed in May of the CRITERIA and be evaluated not less than

90 days later. Great care will be used to ensure compliance with Wage & Hour Laws of both the United State and the State of Hawaii including required benefit provisions and compensating time off and/or overtime pay as required. The Co Office Manager's job and salary is based upon 30 hours worked each week, and OIG will comply with required timekeeping. The OIG Chair and her designee will compile the evaluation and reviewed it with the Steering Committee in Executive Session before administration directly with the CO Manager. The OIG Body will be informed of the evaluation completion and salary recommendations, but contents of the evaluation will be kept confidential. Chair interjected that research she requested of CO Manager revealed IGRs/Alt-IGRS in attendance at OIG Business Meetings fell from 42 in January to just 17 in February (no years noted).

- f. (6:44) 36-month Central Office Lease
  - i. The current Central Office Lease Agreement is a 36-month lease; with unconfirmed expiration date of June 30, 2025, unconfirmed advance notice of intent to vacate (?), includes increasing CAM charges and regular base rental rate increases annually that it is anticipated will continue and exceed budgetary projections. A better understanding of CAM charges is required to establish the effect of lost tenancy on CAM expense apportionment (tenant percentage per square foot of the building total or tenant percentage of total square feet occupied). How does tenancy or ownership affect CAM expenses undertaken? What effect does redevelopment of the surrounding three blocks have on this building and CAM charges?
  - ii. A better understanding of CAM charges and what they are influenced by is needed. Ad Hoc Steering Committee, sans Volunteer Coordinator and Secretary, to investigate and gain better understanding of lease.
- g. (6:47) A.A. Member Groups
  - i. OIG Member Group Requirements: must be registered with Central Office 30 days prior to OIG Business Meeting Attended. There are 55 Oahu groups in 7 districts registered with A17/GSO 30 days prior compared with ?? at OIG
  - ii. Reporting Issues:
    - 1. Trinity A.A. Group is making contributions for three different meetings/groups. Need to clarify for Financials and for Roster. Georgette to follow up with Charlie.
    - 2. Include Registered GSO Group Numbers for clarity in the future as well as improved cooperation with Area 17 and GSO
    - 3. Include District numbers in QB reports to help with future clarifications.
- h. (6:49) OIG Officer Needs
  - i. OIG Central Office Keys
    - 1. All keys returned from Panel 73 Chair & Vice Chair

2. CO Manager has all keys. Post office box key is regularly in the possession of CO Manager's spouse for mail retrieval and delivery at home.
  3. Office Volunteers scheduled all have front door key
    - a. Francesca returning front door key
  4. Volunteer Coordinator has front door key
  5. Treasurer key possession status is unknown.
  6. Secretary has no keys.
  7. Vice Chair has front door key
  8. Chair has keys to stairwell, elevator, front door, and safe
- i.
- j. **OIG Vice Chair**
- i. **Patti L. reported:**
    1. **December 7th Holiday Dinner Event**
      - a. Financial report for December 7th Holiday Event provided via OIG gmail and presented;
      - b. Incident at December 7th Holiday Event discussed:
        - i. A.A. member attending climbed the fence and damaged a Palama Settlement Pool Area Light Pole adjacent to the event venue;
        - ii. Available security video reviewed;
        - iii. Claim, estimated up to \$9,000, filed against our zero deductible State Farm Policy;
        - iv. All indications are that the claim will be processed and paid but is expected to take several months to close, as the pole must be fabricated and shipped from the mainland before it can be installed;
    2. The first event of Panel 75 is anticipated to be a Workshop in February or March. This will be discussed at the OIG Business Meeting on January 8, 2025, and volunteers sought to serve on the Activities committee.
    3. Additional traditional events are planned for 2025, including:
      - a. Home Group Day;
      - b. Founders Day;
      - c. Bill & Lois Dinner; and
      - d. Holiday Dinner;
- k. **(6:50) December Financials/Holiday Party**
- i. OIG Vice Chair addressed Holiday Party in report
  - ii. OIG Treasurer addressed financials in report
  - iii. OIG Vice Chair expounded on the incident that took place at the Holiday Event. The Security tape has been viewed. Palama Settlement Property Manager has been connected with OIG's Insurance Agent and the assigned underwriting adjustor. The body will be informed at the next OIG Business meeting and emphasis will be placed on the deleterious

effect on A.A. as a whole of individuals not following instructions at events, without violating the preamble found in the OIG ByLaws and OIG Structure & Guidelines.

## 6. NEW BUSINESS

- a. (7:01) Communication going forward
  - i. Email
    1. It is requested that whenever possible, volunteers, Ad Hoc committee members, and steering committee members (officers and central office manager) sign into the OIG gmail account provided/assigned to respond to official OIG business inquiries. Please keep use of personal emails limited to personal business.
    2. Transfer from Prudent Reserve REQUIRES proper documentation
    3. Purchase exceeding authorized transaction limit REQUIRES proper documentation
  - ii. Text
    1. Text may be used to alert steering committees of gmail requiring response or to request URGENT response only, and does not relieve the committee of proper authorization documentation via email following urgent text voting.
    2. When urgent text voting is implemented, the Chair responsible for steering committee meetings will initiate and be responsible for gmail confirmation to the Secretary immediately following for records preservation..
- b. (19:05) Panel 75 OIG Orientation and Business Meeting Agenda January 8, 2025
  - i. Panel 75 OIG Orientation Presentation
    1. Multiple Presenters as assigned
    2. Bulleted Hand-outs, as outlined in presentation
    3. New Orientation content taking into consideration
      - a. OIG Business Meeting Agenda
      - b. Previous Panel 73 Orientation
      - c. Appendix S of Panel 75 Service Manual from GSO
      - d. NOTE: OIG Orientation Presentation, later developed between the the OIG SC Mtg and the OIG Bus Mtg, presented here for documentation:
        - i. 1-2-3 Welcome, Purpose, History
        - ii. 4-5 Oahu A.A. Groups, IGR Role
        - iii. 6 OIG Business Meeting
        - iv. 7-8 Informed Group Conscience, Code Of Conduct
        - v. 9-10-11 Agenda Items, Voting, Motion Making
        - vi. 12 Steering Committee and Ad Hoc Committees
        - vii. 13-14 Quick Links & What To Take Back
    4. Survey utilizing Survey Monkey

- a. 5 questions (proposed)
  - b. Webmaster to attach survey to OIG Website
  - c. Announcement to be made to IGRs to look for survey release before the next OIG Bus Mtg
- c. (7:12) OIG BUS MTG AGENDA flow change
  - i. Changes
    - 1. Building of Agenda
    - 2. Distribution of Meeting Minutes
  - ii. Naming Conventions
    - 1. YYYY.MM.DD Name Of Document
    - 2. Save to Drive
  - iii. Drive access to be discussed
- d. (7:17) OIG Business Meeting
  - i. Location audio problems and solutions
    - 1. Reserved for next three months (Jan-Feb-Mar)
    - 2. Microphone & Sound System - bring and test to see if it improves sound reception
    - 3. Classroom Set Up vs Rectangle/Circle
    - 4. Possibly try setting up in courtyard after checking with Susannah Wesley Community Center to see if that is permissible
  - ii. Record meeting - need to test sound quality of recording before actual meeting starts
  - iii. Hybrid OIG Business Meeting - discussion tabled
    - 1. Accessibilities/Online Meeting considerations
    - 2. Increased participation without additional cost
  - iv. Rules for SWCC - no food trash in restroom trash containers per OIG CO Mgr
- e. (7:19) OIG Steering Committee Meetings day and time discussion virtual zoom idPW
  - i. Change to the first Wednesday of the month at 5:00 p.m.
- f. (7:22) Meet in person quarterly, location to be determined
  - 1. Suggested meeting at
    - a. Central Office
    - b. SC member homes
    - c. Different districts
  - 2. Parking raised as an issue by Vice Chair
- g. (7:23) Recording (related to OIG Business Meeting - see d. above)
- h. (7:24) Virtual Hybrid Meeting (related to OIG Business Meeting - see d. above)
- i. (7:25) Other Hawai'i Islands InterGroup OnSite Visits and Area 17 Travel to facilitate contact with, information sharing and participation with:
  - i. Outer Island Intergroups and their Chairs/Boards/Managers at their on-site Central Offices. OIG Chair is planning personal travel at her expense. (NOTE: Reminder of other travel and contact facilitation previously discussed but not previously recorded listed below. -BH)

- ii. Area Standing Committees and their Chairs, specifically during Area 17 Orientation Assembly that Windward District 04 is hosting in Kaneohe the last SA & SU of January 2025, and OIG SC members are welcome to attend.
- iii. Area Oahu Districts and Group GSRs during District meetings, with OIG SC members as invited guests. All District Meetings are held virtually, except District 04 Windward Oahu which is in person at the Kaneohe Discussion/Hang Loose meeting location on Kaneohe Bay Drive the last TH of the month at 6 p.m. Meeting IDs and Passwords for the virtual platform are located on the assigned District Page of the Area 17aa.org website.
  - 1. 1st TH 5:30 p.m. - District 01 Diamond Head Oahu
  - 2. 2nd TH 6:00 p.m. - District 02 Honolulu Oahu
  - 3. 2nd TH 6:30 p.m. - District 03 Leeward Oahu
  - 4. Last TH 6:00 p.m. - District 04 Windward Oahu
  - 5. 3rd TU 6:30 p.m. - District 09 Central North Shore Oahu
  - 6. 1st TU 7:00 p.m. - District 10 Waikiki Oahu
  - 7. 3rd TH 5:30 p.m. - District 17 Waianae Oahu
- j. **OIG Business Meeting Officer Agenda Items**
  - i. **(7:28) Activities & Events Planning Report**
    - 1. Vice Chair reported her committee needs members appointed to meet and plan “activities” (events) and will solicit volunteers at the OIG Business Meeting
    - 2. First event planned is a workshop
    - 3. Vice Chair will provide successful workshop needs for agenda
  - ii. **(7:30) Financial Reports**
    - 1. Treasury reports were distributed
    - 2. Decision made to not go through reports without Treasurer
  - iii. **(7:31) Secretary Reports**
    - 1. Minutes from the OIG Business Meeting Nov 13, 2024 need acceptance after reading and corrections
    - 2. Minutes from the OIG Steering Committee Meeting after reading, corrections, and acceptance at this meeting need publishing and distribution at the next OIG Business Meeting
  - iv. **(7:32) Volunteer Coordinator Reports**
    - 1. No report
    - 2. Panel 75 Volunteer Coordinator position open
  - v. **(7:32) Oahu Central Office Manager Reports**
    - 1. Alternate OIG Business Meeting Location raised if acoustics problem not overcome at Susannah Wesley. Wilder Group has closed and perhaps their location is available:
      - a. Vice Chair offered that Wilder Meeting location was not suitable due to issues of cost and availability.

2. Number of contributions in December were down to 13, Larger dollar value contributions were received. This is not what she understood from another member.
    - a. **OIG Secretary noted after the meeting that, as a result of increased dollar amount donated during December, the 2024 ACTUAL YE LOSS was reduced to only \$1265.68 from more than double that at November month end in keeping with what was reported reassuring the CO Manager**
  3. Co Manager requested separate fund accounts specifically for Events and Literature in addition to operating fund account and prudent reserve fund account out of concern for making rent payment monthly
    - a. **OIG Secretary offered that accounting for separate “funds” under the current “Operating Account” is possible without opening a separate bank account but through the use of Sub Accounts of the Checking account in QBO. OIG previously had separate bank accounts and closed them.;**
  4. IGR participation early in the OIG Business Meeting Agenda was raised as a reminder..
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7. **(7:33) NEXT ONLINE OIG SC MTG:**
    - a. FEBRUARY 5, 2025 5:00 P.M.;
    - b. Zoom Meeting ID: 850 196 4385
    - c. PW: service
  8. **(7:36) ADJOURNMENT** at 7:36 p.m.
    - a. Motion: Beverly      Second: Mark      Vote: Unanimous
  9. **(7:37) CLOSURE: (AII)**
    - A.A. Responsibility Statement:

“When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there and for that,  
I am responsible.”
- 
10. ATTACHMENTS:
    - a. 2024.12.10 OIG SC MTG MINS
    - b. 2024.11.13 OIG BUS MTG MINS
    - c. 2022 OIG CO MGR JOB DESCRIPTION
    - d. 2020 OIG CO MGR EVALUATION FORM
    - e. 2023 ORIENTATION DOCUMENT (provided by Panel 73 OIG CHAIR)
    - f. 2025 ORIENTATION DOCUMENT (draft revision by Panel 75 OIG CHAIR for consideration)
  11. PREVIOUSLY PROVIDED and REQUIRED PERMANENT DOCUMENTS TO HAVE ON HAND FOR REFERENCE AT THE NEXT MEETING:

- a. S&G PROPOSED REVISION DOCUMENT (draft revision by OIG CO MGR for consideration, last revised December 2024)
- b. S&G DOCUMENT V73.2 (dated 2023-2024)
- c. OIG BY LAWS DOCUMENT (last amended June 12, 2019)
- d. 3RD LEGACY MANUAL OF A.A. WORLD SERVICES & TWELVE CONCEPTS OF WORLD SERVICE (1962.04.26)
- e. TWELVE TRADITIONS OF A.A.
- f. GSO GUIDELINES REGARDING DONATIONS
- g. INTERNAL REVENUE CODE 505'(c)(3) & 501'(c)(3) & 170(c)(2)
- h. 2023 HAWAII REVISED STATUTES TITLE 21. LABOR AND INDUSTRIAL RELATIONS 387.WAGE AND HOUR LAW 387-2 MINIMUM WAGES
- i. NOTE: SECTION 387-6 SPECIFIES THE REQUIRED RECORD KEEPING REGARDING WAGES AND POSTINGS REQUIRED BY LAW. (We need to review Georgette/s records at the office.)
- j. 2023 HAWAII REVISED STATUTES TITLE 21. LABOR AND INDUSTRIAL RELATIONS 393. PREPAID HEALTH CARE ACT 393.21 INDIVIDUAL WAIVERS (Must be submitted and approved annually to the Director of Labor and Industrial Relations.)

**BASIS** *(The governing documents of Oahu INTERGROUP OF HAWAII, Inc. (INTERGROUP), specifically the BY LAWS and STRUCTURES & GUIDELINES authorize and define the Steering Committee being introduced. It is therefore appropriate that information contained therein be included in the Corporate Minutes of the meeting as the BASIS for Introduction. -OIG Secretary Beverly H.)*

**BY LAWS: PREAMBLE (same in the STRUCTURES & GUIDELINES)**

In all its proceedings, INTERGROUP shall observe the spirit of A.A. tradition, taking great care:

That it never becomes the seat of perilous wealth or power;

That sufficient operating funds plus ample reserve, be its prudent financial principle;

That non of its members shall ever be placed in a position of unqualified authority over any of the others;

That all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity;

That no committee action ever be personally punitive, or an incitement to public controversy;

That though it may act for the service of Alcoholics Anonymous groups on the Island of Oahu, it shall never perform any acts of government;

And that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action

**BY LAWS: PURPOSE**

The purpose of INTERGROUP shall be the administration and coordination of A.A. activities common to the various groups (on Oahu) comprising its membership.

The activities include:

- A. furthering the program of A.A. according to the Twelve Traditions of Alcoholics Anonymous AND
- B. maintaining a Central Office for A.A. on the Island of Oahu”

#### STRUCTURES & GUIDELINES: Foreword

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the Structures and Guidelines for the Oahu Intergroup of Hawai'i, Inc, of Alcoholics Anonymous simply consolidates in one place the suggested procedures and guidelines ratified by the Oahu Intergroup of Hawai'i, Inc., at the time of this edition. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts and the Service Manual of Alcoholics Anonymous.

In the event of any conflict between these guidelines and previous OIG Business Meeting decisions, the procedures in these guidelines will apply.

Subsequent Oahu Intergroup Business meetings may, of course, decide to exercise their “right of decision” and amend the suggested guidelines set forth herein.

October 12th, 2016. (Last revision 01/13/21 Version 71.1

*(Presentation follows the order of OIG ByLaws for the benefit of Corporate record continuity.)*

#### OIG Steering Committee Member Duties:

- i. Duties of OIG Steering Committee Members: all Steering Committee Members perform different types of duties within the authority of Officer or Special Worker positions outlined in the INTERGROUP ByLaws and INTERGROUP Structures & Guidelines, subject to and in accordance with the principles of Alcoholics Anonymous.
- ii. These types of duties are ByLaw derived Adherence Assurance Duties (BL-ADD), ByLaw derived Steering Committee Member General Duties (BL-SCMGD), and ByLaw derived Basic Duties & Authority Duties (BD&AD), detailed below:
  - 1. BL-AAD (Adherence Assurance Duties) derived from
    - a. INTERGROUP ByLaws, PREAMBLE, regarding:
      - i. Avoidance of perilous wealth or power;
      - ii. Sufficient operating funds plus ample reserve;
      - iii. Authority is qualified;
      - iv. Important decisions are subject to discussion, vote, and substantial unanimity;
      - v. Actions taken are free of punitive action & public controversy incitement;

- vi. Actions taken are for intent of service to A.A. and never governance;
  - vii. Thoughts and actions that follow are democratic as in A.A. nature.
- b. INTERGROUP ByLaws, SECTION I. NAME & PURPOSE, regarding:
- i. Coordination and Administration of A.A. activities common to the various member groups
    - 1. Further the A.A. program in accordance with the Twelve Traditions of Alcoholics Anonymous, and
    - 2. Maintain a Central Office for A.A. on the Island of Oahu.
- c. INTERGROUP ByLaws: SECTION II. MEMBERSHIP, groups meeting on the island of Oahu and listed on the OIG meeting list, registered with Central Office 30 days prior to the meeting in which representation is first sent
- i. Oahu Groups on OIG Meeting List via representation thru
    - 1. IGRs or Alternate
  - ii. Oahu District Committees via representation thru
    - 1. DCMs or Alternate
  - iii. Hawaii Area 17 Committee via representation thru
    - 1. Delegate or Alternate
    - 2. Area Chair or Alternate
2. BL-SCMGD (Steering Committee Member General Duties) along with all other SC members, are derived from
- a. INTERGROUP ByLaws Section III. STEERING COMMITTEE/BOARD OF DIRECTORS
- i. Exercises one (1) and only one (1) vote in each meeting of:
    - 1. INTERGROUP Business Meetings
    - 2. INTERGROUP Steering Committees (SC)
    - 3. AD HOC Committees (Activities, Finance, etc)
  - ii. Serves for 2-years or until a successor is duly elected/appointed
  - iii. Serves only one (1) elected full 2-year term in the same position
  - iv. Qualifies as an A.A. Member with two (2) years of continuous sobriety in A.A. at the time of election before standing for election as an officer

- v. Continues to qualify, as broken sobriety during tenure of office will automatically disqualify any officer for continued service in the elected position
  - vi. Participates in election of officers every EVEN year In the month of NOVEMBER, successor taking office on January 1st of the following year.
  - vii. Participates in The ELECTION of Steering Committee Officers shall be by way of Third Legacy, as detailed in The A.A. General Service Manual. The officers (The Chair, The Vice Chair, The Secretary, The Treasurer, The Volunteer Coordinator) are all elected by this procedure.
  - viii. Participates in the SELECTION of the Oahu Central Office Manager by all the Steering Committee Officers from applications submitted by qualified applicants.
  - ix. Participates with the Steering Committee as a whole in the APPOINTMENT of a temporary replacement to serve on the Steering Committee in the event that any Steering Committee member, other than the Chair, resigns during their term. Such appointee serves until such time as election or selection of a successor CAN be made.
3. BL-BD&AD (Basic Duties & Authority Duties) independent of other SC members listed below and derived from
- a. INTERGROUP ByLaws Section III. STEERING COMMITTEE/BOARD OF DIRECTORS listed under each position
    - i. **OIG Chair/President: Mary Niester, Panel 75**
      - 1. AADs as listed above in 2.b,ii.1.
      - 2. SCMGDs as listed above in 2.b.ii.2.
      - 3. BD&ADS as listed below:
        - a. Serves as the Executive Officer of INTERGROUP,
        - b. Presides at all meetings,
        - c. If the OIG Chair fails to fulfill the elected term of office, the office of the OIG Chair is assumed by the OIG Vice Chair
        - d. Serves as member of all committees,
    - ii. **OIG Vice Chair/Vice President: Patti Ludlow, Panel 75**
      - 1. AADs as listed above in 2.b,ii.1.

2. SCCDs as listed above in 2.b.ii.2.
  3. BD&ADS as listed below:
    - a. Assists the OIG Chair in all matters where practical,
    - b. Serves as the Chair of the Intergroup Activities Committee,
    - c. Presides at all meetings in the absence of the OIG Chair
    - d. Assumes office of the OIG Chair/President, if the OIG Chair fails to fulfill the elected term of office
- iii. OIG Secretary: **Beverly Hanna, Panel 75**
1. AADs as listed above in 2.b,ii.1.
  2. SCCDs as listed above in 2.b.ii.2.
  3. BD&ADS as listed below:
    - a. Keeps the minutes of all meetings and
    - b. Keeps the records of INTERGROUP in good order at all times
- iv. OIG Treasurer: **Lisa Fisk, Panel 75.**
1. AADs as listed above in 2.b,ii.1.
  2. SCCDs as listed above in 2.b.ii.2.
  3. BD&ADS as listed below:
    - a. Monitors all funds of INTERGROUP,
    - b. Maintains adequate financial records,
    - c. Furnishes monthly reports to INTERGROUP,
    - d. Serves as Treasurer of all Intergroup Activities,
    - e. Serves as a permanent member of the Intergroup Activities Committee
    - f. Serves as the Finance Committee Chair;
- v. OIG Volunteer Coordinator: (open position). Panel 73 OIG Volunteer Coordinator **Mark Ono** continues until Panel 75 position is duly elected
1. AADs as listed above in 2.b,ii.1.
  2. SCCDs as listed above in 2.b.ii.2.
  3. BD&ADS as listed below:
    - a. Assists with Recruitment, Orientation and Training of

- b. New Oahu Central Office Volunteers and
  - c. New After-Hour Phone Angel Volunteers
  - d. Assists with Creating Volunteer Calendar
  - e. Assists with Monthly Volunteer Meeting
- vi. **OIG Central Office Manager, Georgette Woo., employed since 2022 following selection from qualified applicants and though not an officer**
- 1. Serves on the Panel 75 OIG Steering Committee
  - 2. Runs day-to-day operations of the Oahu Central Office
  - 3. Serves on the Panel 75 OIG Finance Committee