

November 2023 MINUTES
Arizona Serenity in the Desert Intergroup

Date|Time 11/18/2023 1:00 PM | Meeting called to order by Pat H: Chair

OPENING:

Meeting held via Zoom, opened with the reading of the preamble, standing rules, concept of the month and the Serenity Prayer. Pat asked attendees to rename themselves to identify meeting reps, committee chairs and board members in lieu of verbal introductions. Board members in attendance: Chair – Pat H, Treasurer – Janece B, Recording Secretary – Mindy C.– Mara S, Acting Vice Chair-Dottie D, Rep/Delegate, Alternate Rep/Delegate: Vacant. Attendance Report: 14 Present, 14 voting members

OFFICER REPORTS:

As posted in Ecares and sent by Pat H via email to ASDI Contacts.

The November agenda was accepted as presented. The October minutes were presented as accepted.

7th Tradition reminder announced by Pat H.

Concept of the month presented by Pat H.

Unfinished Business:

- 1) Election of Vice Chair – no nominations, Pat H will ask Mara if she would like to be acting Vice Chair for the next month.

New Business:

- 1) Charlene, By-Laws Committee Chair
 - a. Non Voting Changes – Updated information for virtual ASDI Meetings
 - b. Position Descriptions – Chair does not have to be registered/Statutory Agent
 - c. Per Diem has been updated to Breakfast \$20/Lunch \$30/Dinner \$40 Tip as been changed from 15% to reasonable amount, unless already included in bill total
 - d. More detailed descriptions for committees and chairs: There was no response from membership so these will stay the same
 - e. Changes to budgets or prudent reserve – this has been resolved, no changes necessary.

- f. Max donations set to match World Service of \$5,000
- g. By-Law change requiring vote: Remove application from requirement for Board positions. Motion carried unanimously.

2) Committee Referrals

- a. Debit card totals, no feedback
- b. 2nd signature on checks – no feedback, not feasible
- c. Sherri A to review bank reconciliation monthly
- d. Suggestion on large checks having second signature, only large check is rent and it is the same every month
- e. Debit card being used to pay for Zoom subscription and small purchases i.e. stamps
- f. Zell being used to pay member reimbursement
- g. If Treasurer is reimbursing self, then 2nd signatory must sign, not Treasurer
- h. Charlene reminded Intergroup that these should be updated in the Policy/Procedure manual
- i. Tori suggested we change audits to quarterly rather than annually, no discussion ensued

3) Treasurer

- a. Pat & Janec had to make multiple trips to the bank to get the signers updated. They did decide to go ahead and get the Debit card. Can be used to pay recurring charges rather than having to reimburse another member
- b. Janece has set up Zell for member reimbursement rather than having to send checks
- c. Janece rather than having to reimburse herself used the Debit card to purchase stamps.
- d. Greg's concern that large variances in the bank would not be caught until the end of the year. This is being handled by having a second person do bank statement review monthly.
- e. Dottie suggested that the new bank procedures be put in the policy/procedure manual

Announcements:

1. Promises by Candlelight will be held hybrid at the OA Office and on Zoom on Saturday Dec 2nd. Speakers have been confirmed but people are still needed for set up, tear down and greeters
2. Phyllis PIPO chair announced that Facebook ads are up and running at \$35/week. They are hoping to target a specific demographic. PIPO is rolling out slowly but are hoping to ramp up in the 1st quarter of 2024. There are 6 members on the committee and there are some who are interested in professional outreach.
3. Dottie confirmed with Phyllis that cost is \$35/week. If someone sees the ad how do they contact OA? Ads refer to OA website. Also mentioned their was an AARP article regarding Seniors and weight and mentioned OA specifically.
4. PIPO is working on making the current website more newcomer friendly.
5. Pat H suggested that we remember to make outreach calls to people that have missed 1 or more meetings to invite them back.
6. There is a new meeting in Cottonwood.

Meeting closed by Pat H at 1:47pm.

Next meeting 12/16 at 1:00pm (Standard time) via Zoom

Addition to Policy & Procedure Manual

Procedures for Virtual ASDI Business meetings

A. Voting

1. A virtual ASDI Business meeting must have polling capabilities to conduct voting. A host and cohost must be assigned to have access to the results. Polling is anonymous except to the host & cohost and if you are voting by phone.
2. To begin voting the Chair announces to “Open poll” and those eligible to vote will be asked to complete the poll with it appears on the screen. Everyone must vote, and the option to abstain will be available. Those attending on the phone shall text the answer to the host or cohost. The chair asks if everyone has voted and then announces, “Close poll”. The number of votes must equal the number of those eligible to vote.
3. The Chair announces the total number of votes, the number of votes needed for what is voting on to pass and then reports the voting results.
4. Some voting may be conducted by a show of hands, for example: Agenda and minutes approval. Elections must be done by voting. Motions shall be done by vote unless the Chair determines otherwise. Motions that require a vote shall be typed in the chat by either the person making the motion or a member of the Board. Motions must be seen written out before the polling takes place. When the poll is sent out the explanation of the “yes” or “no” may be added. The recording secretary will also state the full motion and the voting outcome in the minutes. Motions and results shall be highlighted in the final minutes.

Rational: To have available for reference during the virtual intergroup meetings.

Change in Policy & Procedure Manual

POSITION DESCRIPTIONS FOR ARIZONA SERENITY IN THE DESERT INTERGROUP (ASDI)

Current:

B. Chair:

4. Register with the Arizona Corporation Commission as the statutory agent for Arizona Serenity In The Desert Intergroup, Inc. within 30 days of being elected.

Change:

B. Chair:

4. Register or appoint someone as the statutory agent with the Arizona Corporation Commission for Arizona Serenity In the Desert Intergroup, Inc. within 30 days of being elected.

Rational: Currently the Intergroup Chair is not our registered statutory agent. The statutory agent does not need to be the Chair. This allows the person currently filling the position to remain and not be dependent on who is the Chair of Intergroup.

Change in Policy & Procedure Manual

TRAVEL EXPENSE FUNDING GUIDELINES

Current:

E. Limitations

3. The maximum daily meal allowance, including tips, is: breakfast \$14.00; lunch 18.00; dinner \$28.00. There is no per diem, the allowance is per meal. When a meal is included in the cost of the hotel or otherwise prepaid, no reimbursement will be given for the cost of supplemental items. Any amount beyond these limits will be at the traveler's own expense. No reimbursement will be given for alcohol. When travelers are limited to eating at the venue, Board approval can be given for reasonable increases.

4. Travelers will reserve lodging at the venue and the room rate designated by the event host. Where propriety permits, per diem lodging expense will be reimbursed only on a double-occupancy per room basis; else, the single-occupancy room rate will be reimbursed; travelers must make every effort to share a double-occupancy room.

5. Maximum tips allowed: 15% for a sit-down dinner; 10% for a buffet; \$1- \$2 per bag for shuttle drivers. If the tip was included in the price of the meal, included in the price of the hotel or meeting, or paid by a traveler who paid for the group meal, ASDI will not reimburse for a second tip.

Change:

3. The maximum daily meal allowance, including tips, is: Breakfast \$20.00, Lunch, \$30.00 and Dinner \$45.00. There is no per diem, the allowance is per meal. When a meal is included in the cost of the hotel or otherwise prepaid, no reimbursement will be given for the cost of supplemental items. Any amount beyond these limits will be at the traveler's own expense. No reimbursement will be given for alcohol. When travelers are limited to eating at the venue, Board approval can be given for reasonable increases.

4. Travelers will reserve lodging at the venue and the room rate designated by the event host. Where propriety permits, per diem lodging expense will be reimbursed ~~only~~ on a double-occupancy per room basis; else, the single-occupancy room rate will be reimbursed. Travelers are encouraged to ~~must~~ make every effort to share a double-occupancy room.

5. ~~Maximum tips allowed: 15% for a sit-down dinner; 10% for a buffet; \$1- \$2 per bag for shuttle drivers.~~ **Tips shall be reimbursed, however,** if the tip was included in the price of the meal, included in the price of the hotel or meeting, or paid by a traveler who paid for the group meal, ASDI will not reimburse for a second tip.

Rational: The current amounts do not reflect the current economic conditions.

Change in Policy & Procedure Manual

Office key requests

Current:

2. Office Key Requests: OA members desiring a key to the office, fills out the key deposit form which is in the key deposit drawer on the shelf, and must include, name, complete address, and phone number on the form, per the form's printed instructions, along with the deposit listed. The form and deposit go in an envelope and is placed in the key deposit drawer.

The OA member responsible for key distribution, a member of the office committee, takes money/cash or check, writing 'key deposit' on envelope and places it in the safe. Then the key will be placed in the envelope with the requesting member's name on it and then put it back in the key deposit drawer. The OA member requesting key will be notified that the key is available.

1. Each office meeting will receive THREE keys., to be passed from member to member.
2. ASDI officers will each receive a key which will be passed from officer to each succeeding officer.
3. Committee chairs will receive a key during their term of service, which will be passed from committee chair to each succeeding chair.
4. Special committee chairs will receive a key during their term of service which will revert to the Office Key Committee.
5. Members with special service duties will receive a key during their term of service which will be passed to the next person holding that position.
6. Special circumstances may require adjustments to the above conditions.

Rational: Due to the numerous changes that the new landlord (2022) is making, the OA office will have a new door – one that does not have a mail slot. Instead, mail will be delivered to onsite community mailboxes that will be installed prior to the installation of the new doors. Per the landlord, existing keys CANNOT be used with the new door. According to the key request records there are currently 93+ keys "out there" somewhere. The Office Committee feels that it is not unreasonable to set limits regarding issuing new keys. Each meeting will decide how to rotate the keys they have been assigned so that others have an opportunity to be the door opener. However, members with keys will need to be sure that the door is locked before leaving.

Bylaw recommendations

More detail descriptions for committee/chairs

***This committee reviewed the Mission statement, and it recommends that the mission statements be more uniform in nature. In reference to the specific duties of each committee chair that would be decided within the committee.

Bylaw recommendations

Prudent reserve... increasing budget expenses to use up prudent reserve

***The committee refers to both the Policy Manual and the Bylaws to recommend use of prudent reserve.

Current (Bylaws):

ARTICLE VIII – SOURCE OF FUNDS

Section 2 - Prudent Reserve

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. A balance of no less than 40% and no more than 60% of the annual budget shall be maintained in the treasury.

The prudent reserve shall be reviewed in July following adoption of the budget for the fiscal year. At the end of the fiscal year any funds in excess of the 60% of the ending year's annual budget may be distributed to World Service, Region III, and/or reserved for expenses that may not be covered by projected income in the following fiscal year. Such division is to be evaluated and recommended to the Intergroup, by the Finance Committee or Special Committee, and approved by majority vote of the Intergroup.⁶

Current: (Policy & Procedure Manual):

ASDI PRUDENT RESERVE POLICY

The dollar amount of the prudent reserve is to be recommended by the ASDI Finance Committee as part of the annual budgeting process. A balance of no less than 40% and no more than 60% of the annual budget shall be maintained in the treasury.

Urgent use of the ASDI Prudent Reserve must be approved by the ASDI Board and later, at a regularly scheduled intergroup meeting, ratified by a majority of the intergroup representatives present and voting. Use of the Prudent Reserve will be prioritized for the following purposes:

- A. Rent of the office space and utilities
- B. Other contractual obligations (e.g., existing contracts with retreat or other vendors)
- C. Rep/Delegate travel to Region III and World Service business meetings
- D. Other use of the ASDI Prudent Reserve is to be approved by the ASDI Board and a majority of the intergroup representatives present and voting at a regularly scheduled intergroup meeting.

Conclusions:

1) Excess prudent reserve has only three options:

At the end of the fiscal year any funds in excess of the 60% of the ending year's annual budget may be distributed to World Service, Region III, and/or reserved for expenses that may not be covered by projected income in the following fiscal year. (Article VIII Section 2)

2) Decisions about the excess prudent reserve are to follow the adoption of the new budget: We suggest that every standing committee be given a budget amount even though they are not currently active. This will raise the amount of the prudent reserve and if idol committees become active again then they will have a budgeted amount. The prudent reserve shall be reviewed in July following adoption of the budget for the fiscal year. (Article VIII Section 2)

Change in Policy & Procedure Manual

Maximum allowable annual donations

***The committee recommends that the limit should be the same as WSO and a notation needs to be made that donations cannot be earmarked for certain items.

Current:(Bylaws)

ARTICLE VIII – SOURCE OF FUNDS

Section 1 – Source of ASDI Funds

The maximum allowable annual donation to the Intergroup by OA members is to be limited to an amount set by vote of the Intergroup and listed in the Intergroup Policy and Procedures manual. *(Note: The limit for WSO is currently five thousand dollars (\$5,000), subject to change by the Board of Trustees.)*

Addition to Policy Manual:

Monetary Donations

The maximum allowable annual donation to the intergroup shall be \$5000. Money donated cannot be earmarked for something specific.

Rational: This would satisfy the Bylaws reference to the allowable amount in the Policy Manual and note that a donation can be earmarked for a specific item.

Change in Bylaws (Requires a vote)

**Committee cannot find this application and since it is not in the policy manual and has not been used recently this should be removed from the Bylaws

Current:

Bylaws Article V

Section 2

B. It is suggested that a nominee complete the application for the position being applied for and submit it for review to the Intergroup prior to the election. A blank application may be sent out electronically and/or posted on the ASDI website. The completed application may be submitted to the Intergroup Board (See Policy and Procedures Manual for copy of application)

Change:

B. It is suggested that a nominee complete the application for the position being applied for and submit it for review to the Intergroup prior to the election. A blank application may be sent out electronically and/or posted on the ASDI website. The completed application ay be submitted to the Intergroup Board (See Policy and Procedures Manual for copy of application)

Rational: There is no application in the Policy Manual.