

January 16, 2022 6:00pm Agenda

NOTE: This meeting will be held by ZOOM

Meeting ID: 836 5937 3400

Password: 979142

Dial in for Northeastern USA: +1 929 205 6099

Browser link: <https://us02web.zoom.us/j/83659373400>

Meeting Opening: Serenity Prayer

**Anyone can ask for the Serenity Prayer at any time during the meeting*

Introductions/Check-ins/Welcome

Reading of Concepts of Service 12 and 1

Approve Minutes from November 2021

Reports

**** NOTE – Please submit reports to Sue *one week* prior to meeting**

Treasury

Web Master

Phone Committee

Others??

Δ-Discussion of Proposed Budget for 2022

Attached below. (Corrections from the original were made in Desired Tradition 7 Donations and hotels cost for WBSC attendance.)

Old Business –

- Treasurer's Job Description-Attached below
- PO Box Keyholder-Attached below
- Intergroup Meeting List Preparer-Attached below

New Business –

- Ideas for Outreach Projects
GMNI has \$500 earmarked, can get matching from R6
- PIPO Blitz Funds available from R6
Submission due:
- Change GMNI meeting Day and Time

General Information to Share at Meetings:

- OA for Young People website <http://oayoungpeople.org>

If you have something you'd like added to this agenda, please contact nance at nancewells@hotmail.com or call: 802-345-8737.
Thank you!

GMNI Proposed Budget for 2022

Budget Item	Estimated Bank Bal Moved Forward			Income & Expenses
Estimated Bank Balance Moved Forward (BkBal)	\$6,500.00			\$6,500.00
INCOME				
Tradition 7 donations needed for 2022	\$3,000.00		Needed Tradition 7 Income=	\$3,000.00
			<i>Estimated</i> 2022 BkBal =	\$6,500.00
			<i>Estimated</i> 2022 BkBal + Trad7 =	\$9,500.00
<i>Non-Discretionary</i> Expenses anticipated for 2022 (Providers may change prices beginning 2022)				
1and 1 Internet Services		\$51.78 Debited from bank account every 3 months	\$207.12 annually	
1and1 Website Upgrade Service		\$21.00 Debited from bank account every 3 months	\$84.00 annually	
			Annual 1&1 Services \$291.12	
Freedom Voice Phone Service		\$10.56 Debited from bank account monthly		
			Annual Freedom Voice Services \$126.72	
Zoom Conferencing Services				
Zoom Acct. #1	\$192.48	\$16.04 Debited from bank account monthly	\$192.48	
Zoom Acct. #2	\$192.48	\$16.04 Debited from bank account monthly	\$192.48	

Zoom Acct. #3	Needs renewal April 2022 \$173.45	Debit Card information likely needed for renewal			\$173.45
			Annual Zoom Services including Acct.#3 renewal \$558.41		
RENTS					
Post Office Box Rental	Rent due July 2021, for July 2021 through June 2022				\$176.00
GMNI Meetings		0			\$40.00
Workshop Mtg. Places		0			\$60.00
					\$276.00
State of Vermont	Renew Business Registration	0			State of Vermont \$50.00
				Estimated BankBalance +Tradition 7 donations	\$9,500.00
				Total Non-Discretionary Expenses for 2021 =	\$1,300.25
				Remaining for Decretionary spending in 2021=	\$1,899.84
	Discretionary Expenses budgeted for 2021 (May have to change if above providers of sevices change pricing)				
Bank Charges/Fees	Stop Check fees, if needed \$0	\$0 per Stopped Check (2)			\$25.00
	Additional Checks, if needed \$XX.XX				\$36.00
					Bank Charges & Fees\$61.00
Postage and Delivery	For member reimbursement when mailing on behalf of GMNI			Postage & Delivery	\$50.00

	Mileage Reimbursement for GMNI meeting attendance (14¢/mile per IRS)				GMNI Mtg Mileage \$150.50
Region 6 Assembly, 2 per year		For 2 attendees sharing one room			
Hotel (~\$175/day/1person)		\$350.00			
Meals (\$75/day/1person)		\$150.00			
Mileage Reimbursement (14¢ per mile)		\$150.00			
Registration (\$10.00 per person)		\$20.00			
		\$670.00		Total for 4 people attending 2 Assemblies \$1340.00	
Region 6 Intergroup Leadership Workshop	The Region pays for room(s) and expects room sharing where possible.				
Tuition For any number of people the charge is \$25.00					
Meals (for two people)		\$75.00			
Mileage		\$100.00			
		\$200.00		For 2 people attending Leadership Workshop \$400.00	
	WBSC Attendance 2023 , 1 Delegate The Delegate is expected to get travel grants from the WSO or Region 6, and share a hotel room.				
Set-aside 2020-21		\$1,000.00			
Hotel (\$83.70/5Days + \$334.78/2Travel Days)		\$753.28	Hotel costs may increase in 2023		
Meals (\$75/day)		\$525.00	7days 5@WSBC+2 days travel		

TransportAir& Ground		\$0.00	Travel grants from Reg6/WSO expected to cover these costs (airfare, rides, etc)		
EstimatedWBSC /GMNI		\$1,278.28		For 1 person attending WBSC Albuquerque, NM	\$1278.28
Contributions				-	
Region 6	None made in 2021				\$XXX.XX
World Service	None made in 2021				\$XXX.XX
				WSO	Contributions to Region or \$XXX.XX
New Meeting Start-Up		\$XXX.XX	\$70 per new Group	Meeting Start-Up	New \$210.00
	Workshop Support - Internal GMNI Outreach 3 Workshops per year in May, July and September				
Supplies*		\$150.00	\$50.00 per Workshop* Needs sideboards for how spent	Workshop Support	\$150.00
GMNI, Region or WSO Sponsored External Outreach Projects					
GMNI Outreach Projects*	\$xxxx.xx		* Needs sideboards for how spent		
Region Funds for External Outreach Projects \$XXXX.XX					
WSO Funds for External Outreach Projects \$500.00					
Total for Projects				Projects \$500.00	External Outreach
Outstanding Liabilities	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$0.00

Total Income	Hoped for: 3000.00	Bank Balance + Tradition 7 Donations = \$6,800.00	<i>Estimated:</i>	\$3,000.00
TOTAL EXPENSES		Non-discretionary + Discretionary funds =	<i>Anticipated:</i>	\$5,179.87
Prudent Reserve				\$400.00
	<i>Estimated Bank Balance Carry over to 2022 (if no additional expenses)</i>			\$6,500.00
	<i>Non-discretionary expenses are those services GMNI pays to use: Internet, Phone, Zoom, and our PO Box.</i>			
	The State of Vermont is also a Non-discretionary expense, though there is no cost to the State of Vermont should GMNI dissolve.			

Treasurer (Updated DRAFT 5/18/2021)

Requirements:

- Must meet the requirements in the GMNI Bylaws which are currently as follows:
 - Practicing the 12 Steps to the best of their ability
 - Committed to the 12 Traditions and 12 Concepts to the best of their ability
 - Emotional and spiritual growth as a result of incorporating into their lives the 12 Steps and 12 Traditions as a new way of living
 - 30 days of abstinence from compulsive eating or compulsive food behaviors, each person being the sole judge of their recovery
 - Be a regular member of an affiliated Group
- Must have a computer to access banking records and prepare reports
- Have comfort with using basic computer software (*or willingness to learn*)
- 6 months membership in OA

Special Duties:

- Executive Board Position

Time Commitment:

- Two-year term begins in September after election
- Approximately 2-4+ hours a month not including transportation to and attendance at GMNI meetings. (*Additional time will be needed in the beginning to learn.*)
- Suggested attendance at Region 6 Intergroup Officers Training (*2 days*)
- Additional time required to complete special projects (*optional, but somewhat dependent on decisions made by the GMNI Board*)

Summary of Duties:

- Attend all scheduled GMNI and Executive Board meetings
- Balance checking account and deposit incoming donations
- Pay bills and generate reimbursements
- Prepare financial and Tradition 7 reports for distribution by email and posting to the GMNI website approximately a week before the GMNI meeting is to be held.
- Generate a proposal for the GMNI Fiscal Year Budget. GMNI's Fiscal Year runs from 1 January to 31 December of each year.
- Register as signatory for all checking accounts and other financial accounts (*if any*), the Chairperson also needs to be a co-signatory to any account.
- Register the Chairperson as the contact person on the Secretary of State of Vermont's website, and renew business registration (currently due 2022)
- Submit financial reporting forms at local, state, or national levels (*if required*)
- Maintain a list of all passwords and log-in details for all software and accounts, give a copy to the Chairperson, and pass on to the next in-coming Treasurer.
- Assist incoming treasurer for first four months of their term.

(detailed list of duties on next page)

Treasurer

Detailed list of Duties

Bookkeeping Tasks

- Ensure and follow safeguards in place to protect GMNI assets
- Pay GMNI expenses on time
- Deposit income in bank account promptly (*if received directly*)
- Maintain record keeping system that identifies all sources of income and recipients of any payments
- Balance the bank account monthly or bi-monthly
- Update account signature card(s) when necessary
- Register as contact with Vermont Secretary of State and renew GMNI business registration, as needed.
- Maintain prudent reserve at level designated by GMNI Board or Bylaws
- Contact Board members immediately if there seems cause to spend any of the Prudent Reserve prior to making any pay-out from it

Reporting Tasks

- Create reports of current budget standings and present them at each GMNI meeting.
- Maintain a list of 7th Tradition donations to GMNI separated out by OA group #.
- Send Bank Statements, Budget Spreadsheet, and Treasurer Reports to the GMNI webmaster regularly for archiving on the GMNI website.
- Submit a copy of the Budget spreadsheet, the Treasurer's Report, and the updated 7th Tradition Report to the GMNI Board at least one week prior to a GMNI meeting.
- Submit, when required, financial reporting forms to Local, State or national entities (to date, we have never been asked for anything).
- Complete review of financial records annually or whenever requested by the Executive Board

Budgeting Tasks

- Chair the GMNI Ad Hoc Budget/Finance Committee.
- Generate a proposal for annual budget. **Begin in May** by asking other Intergroup members to assist as an Ad Hoc committee, using to previous year as an example. **At the September** meeting of GMNI, submit the proposed coming year budget for discussion and changes as decided by the GMNI membership. Voting on the proposed budget is held **at the November** meeting of GMNI. Once approved, that is the budget for the coming Fiscal Year. Any changes thereafter need to be made by discussion and vote of the GMNI members.
- Look for and propose ways to reduce GMNI expenses and increase funds

Executive Board Tasks

- Attend all regularly scheduled GMNI meetings and any special meetings scheduled.
- Participate in executive board meetings and correspondence between meetings
- Participate with other Board members in an annual financial review and an independent audit, if needed.

- Respond to any Treasurer related emails sent to treasurer@oovermont.org (these can be forwarded to your personal email account, the webmaster needs to link your name to this email account))

Passwords and Log-In Information

- Maintain a stand-alone document that lists all passwords and user log-in information for banking, financial, software, and other treasury related accounts.
- Regularly share any changes with the GMNI Chair, who is the emergency back-up.

Policies and Procedures

- Review *GMNI Bylaws* and *Policies and Procedures* especially those pertaining to Executive Board, Finances, Record Keeping, and this position
- Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
- Suggest updates to this job description before leaving the position (*if needed*)

Support Incoming Treasurer

- Train and assist the incoming Treasurer for first 4 months of their term, including assistance with the coming Fiscal Year proposed budget.
- Transfer all records and treasury materials to new treasurer (including banking log-in information, passwords, recordkeeping system, financial software, checkbook, debit card, business registration, etc.)
- Assist incoming Treasurer and Chairperson in obtaining updated banking signature cards and in updating registry with Secretary of State for GMNI Business Registration

Working with the PO Box Keyholder/Depositor of checks (when someone other than the Treasurer is in this Service role)

- Work with the PO Box Keyholder/Check Depositor and meetings to request a replacement check if a check is stale-dated or for other reasons the bank may not deposit a check.

PO Box Keyholder (DRAFT)

Requirements:

- 6 months membership in OA
- Regular member of an affiliated Group
- Regular access to email account or telephone
- Able to travel to Burlington 2 times a month

Time Commitment:

- Two-year term begins in September after election
- Approximately one hour a month not including transportation to and attendance at GMNI meetings
(*meeting attendance optional*)

Summary

- Keep secure the key to GMNI's PO Box #1352
- About every two weeks, pick up mail from Post Office located at 11 Elmwood Avenue, Burlington, VT
- Review incoming mail – including 7th tradition checks
- Make timely deposits into GNMI bank account of incoming donations
- Provide copies of deposits to Treasurer via mail or email
- Forward other pertinent incoming mail to Chair or Vice Chair either via mail or at the next GMNI meeting

(detailed list of duties on next page)

PO Box Keyholder

Detailed list of Duties

PO Box Keyholder Tasks

- About every two weeks, go the Burlington post office at 11 Elmwood Avenue and remove all mail from PO Box 1352. There's often mail from the following:
 - **World Service Office (WSO)** -- Open to see if it is anything urgent/pressing and if not then just hand this information to the Chair at the next Intergroup meeting.
 - **Region 6** -- Open to see if it is anything urgent/pressing and if not then just hand this information to the Chair at the next Intergroup meeting.
 - **Telephone Provider** -- NOTE: the payment for GMNI's telephone is automatically deducted from the checking account and just hand this information to the Treasurer at the next Intergroup meeting
 - **Internet provider** -- NOTE: the payment for GMNI's internet is automatically deducted from the checking account and just hand this information to the Treasurer at the next Intergroup meeting
 - **invoice for PO box rental** which must be paid annually before July 31st -- this is **very important** as we have about a month to make payment or they lock us out of the PO box. Years ago, the previous PO Box Keyholder paid the annual fee on my credit card as it was time sensitive and then was reimbursed.
 - **checks/money orders from meetings for their 7th tradition** with or without a contribution form. If no contribution form was submitted, review the current GMNI meeting list to determine the meeting and related WSO #. Feel free to reach out Treasurer or previous PO Box Keyholder if unsure which group sent the check.
- Photocopy and/or scan the check and deposit the funds at a Community Bank, NA. Please note that they have a branch located at 172 College Street in Burlington. **deposit promptly *send account of deposits promptly*
- Mail the Treasurer a copy of the check with the bank's deposit receipt.
- Feel free to email the Treasurer or previous PO Box Keyholder if unsure how to handle the mail received.
- The previous PO Box Keyholder serves as back up to the current PO Box Keyholder. Additionally upon request, the previous PO Box Keyholder, who usually attends Intergroup's meetings, will pick up the mail (such as anything not urgent/pressing) left in the PO Box to save on mailing the incoming mail and hand this mail to the Chair at the next Intergroup meeting.

Special Duties:

- (NOTE: the current PO Box Keyholder has two keys and the previous PO Box Keyholder has one key)
- In the spirit of rotation of duty, consider finding a replacement to perform these duties and then support them during their tenure.

Financial Tasks

- Provide a copy of expenditures, such as postage and office supplies, to the Treasurer for reimbursement
- Work with the Treasurer and meetings to request a replacement check if the check is stale dated and the bank will not deposit it.

Communication Tasks

- Maintain regular contact with Officers between meetings regarding status of projects, if any
- Whenever possible, interact with other intergroup chairs to continually seek improvements in the services GMNI provides

PO Box Keyholder

Detailed list of Duties

Bylaws, Policies, and Procedures

- Review *GMNI Bylaws* and *Policies and Procedures*
- Follow all GMNI policies and procedures, especially those pertaining to Executive Board, Bylaws, Policies and Procedures, and this position
- Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
- Suggest updates to this job description if needed before leaving the position

Support Incoming PO Box Keyholder

- Transfer all relevant materials and a key to the both the incoming PO Box Keyholder and the previous Keyholder and/or Officer

Intergroup Meeting List Preparer (DRAFT)

Requirements:

- Must meet the requirements in the GMNI Bylaws which are currently as follows:
 - Practicing the 12 Steps to the best of their ability
 - Committed to the 12 Traditions and 12 Concepts to the best of their ability
 - Emotional and spiritual growth as a result of incorporating into their lives the 12 Steps and 12 Traditions as a new way of living
 - Be a regular member of an affiliated Group
- Regular access to Word, email account, and telephone

Special Duties:

- Provide other pertinent incoming mail to Chair and Vice Chair, Executive Board Positions, either via mail or at the next Intergroup meeting
- Work with meeting contacts to make revisions to WSO's online meeting list (for example: meeting changes including affiliate their meeting with GMNI WSO #09543)
- In the spirit of rotation of duty, consider finding a replacement to perform these duties and then support them during their tenure.

Time Commitment:

- Two-year term begins in September after election
- Approximately one hour a month not including transportation to and attendance at GMNI meetings
- Additional time required to complete special projects (*optional*)

Summary of Duties:

- Regularly, about once a month review OA.org's online meeting listing for changes. NOTE: you may know of changes by other member's announcements or from Intergroup.
- Email the Webmaster the revised GMNI meeting list to post to the website.
 - Email a copy of the revised GMNI meeting list to the Phone Committee Chairperson so that they are aware of recent changes in the meeting list.

(detailed list of duties on next page)

Intergroup Meeting List Preparer

Detailed list of Duties

Intergroup Meeting List Preparer Tasks

- As needed, various meetings revise their meeting information due to change in location, meeting time, meeting contact name and phone number, a new meeting, a cancelled meeting, etc.
- NOTE: It is GMNI's policy that we request that they update their meeting list FIRST at World Service Office (WSO or oa.org). Once the meeting information is updated on WSO then GMNI's meeting list is revised.
- Using Word, take the previous meeting list and save it using a new name so that you can review the previous Word document, if needed. Then on the first page update the date in the upper right hand corner.
 - Review WSO's meeting information at OA.org by selecting Find A Meeting then select Find a Service Body.
 - NOTE: For a list of affiliated meetings, enter GMNI's 5 digit intergroup/service board number 09543.
 - Compare all information listed for GMNI #09543 on OA.org to the Word document (day of the week, start time and end time (pay attention to am vs pm), WSO #, open or closed meeting, city, meeting location, and contact).
 - Update the Word document, as needed. NOTE: the two text boxes on the page 2 may need to be resized to make the format work.
 - Count the number of meetings on the Word document and compare to number of meetings listed on OA.org. NOTE: The Monday 7pm meeting in Bellows Falls is both a face-to-face meeting and a phone meeting and is listed as such on GMNI's meeting list, so consider that in the count. NOTE: GMNI should have the same number of meetings listed as shown at OA.org.
- Using free software called CutePDF or Adobe, if available, print the Word document as a pdf. NOTE: CutePDF.com provides a free program, CutePDF Writer, that converts a Word document to a pdf (as it acts like a printer).
- Email the Webmaster the revised GMNI meeting list in pdf to post to the website.
- Email a copy of the revised GMNI meeting list in pdf to the Phone Committee Chairperson so that they are aware of recent changes in the meeting list.
- Also, email the Webmaster the revised Word document so that there is a backup of the most current Word document.

Financial Tasks

- Provide a copy of expenditures, such as postage and office supplies, to the Treasurer for reimbursement

Communication Tasks

- Maintain regular contact with Officers between meetings regarding status of projects, if any
- Whenever possible, interact with other intergroup chairs to continually seek improvements in the services GMNI provides_____

Intergroup Meeting List Preparer

Detailed list of Duties

Bylaws, Policies, and Procedures

- Review *GMNI Bylaws and Policies and Procedures*
- Follow all GMNI policies and procedures, especially those pertaining to Executive Board, Bylaws, Policies and Procedures, and this position
- Notify Executive Board if updates are needed in *Bylaws and Policies and Procedures*
- Suggest updates to this job description if needed before leaving the position

Support Incoming Intergroup Meeting List Preparer

- Transfer all relevant materials to the incoming Intergroup Meeting List Preparer