March 20, 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 2 and 3
Approve Minutes from January 2022

Reports
** NOTE – Please submit reports to Sue *one week* prior to meeting
  Treasury
  Web Master
  Phone Committee

In preparation for a New Business item, please watch this video about Google Ads:
https://drive.google.com/file/d/16yX4ASkY9WT4ZFLTKCQLVMHN9Xvbrv7X/view

 Old Business –
- Spring Assembly 2 April 2022-it is be held VIRTUALLY, again. Registration is still open. Sue will be attending, more can attend.

- WBSC will be held VIRTUALLY in April. Registration deadline is 31 March. Does anyone care to be our WBSC delgate from the comfort of your own home?   GMNI will pay the registration fee. WSBC-22-30 April.   (2023-WSBC 24-29 April, hoping for in-person-GMNI has funds to send someone!)

- Changes in wording to By-Laws Section 5, Item C- *Currently reads:* Once elected, a [GMNI] board member may not also serve as a Group Representative at the Intergroup. ***Wording change to vote upon:*** Once elected, **it is preferred** a board member not also serve as a Group Representative at the Intergroup.

- Review and make any amendments to the Intergroup Meeting List Preparer job description - Attached below

New Business –
- Google Ads opportunity with Metrowest IG (Boston area), and other large OA IGs in the eastern US. No cost to GMNI, BUT we must be willing to assist in responding to inquiries from the ads. If we don't want to answer inquiries, we must get Federal 501-3c designation for GMNI (and pay necessary fees for the designation, as well as report annually to the IRS). -Nance

- GMNI Website information and ideas -Joshua

- Change GMNI meeting Day and/or Time -Joshua

- By-laws wording change introduction (vote on at May meeting)- Article III Members, Section 1-Membership, Item B) ***reads as follows:*** Intergroup representatives (IRs), which consist of one member from each group. group. **The changes to be discussed:** Intergroup representatives (IR**s**), which consist**s** of **one voting member per group, regardless of number of group representatives present at an intergroup meeting**. -Nance

This would also necessitate changes to Article III Members, Section 3 Intergroup Representatives, Items A) and B). Item A reads: Intergroup representatives (IR) will be selected by the group conscious of the group they represent. **Suggested addition to Item A:** A group may have more than one representative, but each group has only one vote in Intergroup meetings. **Suggested addition to Item B:** A grammatical change only, from the singular "IR" to the plural "IRs".

- Brainstorm Ideas for Outreach- Nance
  GMNI has $500 earmarked, and can get matching PIPO Blitz Funds from R6. A submission is due by 29 July 2022 for the R6 PIPO group to decide. if our idea/project is selected, we will be notified at Fall Assembly 2022.

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!

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