

Harrisburg Area Intergroup
1251 South 19th Street, Harrisburg PA 17104
3/2/17

Meeting Minutes

Meeting opened at 6:30 pm

Call to order: Serenity Prayer- All

12 Traditions- Read by *Kevin*

New Reps Present:

Norm S. – New Rep for Bridge Street Group

Zach Y. – New Rep for West Shore Area Group

Secretary Report / Meeting Minutes: *Mike A.*

- Read minutes from February meeting
- Correction made – Officers are elected for a period of 1 year not 2 as read.
 - ✓ **Minutes Accepted**

Treasurer's Report: *Jessi E.* ***SEE ATTACHED *Treasurer's Report***

- Added petty cash into the budget (\$49.25 – previously un-reported).
AT&T cell phone bill was higher than usual – AT&T rep claimed that someone from AA added a data plan? It has been corrected.
- Got the EIN from the bank in order to close the phone account and activate the new phone.
- Committee budgets have been submitted by all committees except PI and Activities.
- Not sure how to handle committee budgets - *See new business
 - ✓ **Report Accepted**

Chairperson's Report: *Chelsea W.*

- Requested that new business and/or motions be submitted to chair by email prior to the meeting when possible.

Committee Reports:

Central Office: *Chelsea W.*

- Need new chair for Central Office due to Chelsea assuming Intergroup Chair. *See new business
- Still need a group to take the hotline for April

Sobriety News: *Karen H.* ***SEE ATTACHED *HAI Intergroup Website Report***

- ✓ **Report Accepted**

Literature: *Albert C* *SEE ATTACHED **Literature Feb EOM Intergroup Monthly Report**

- Found a formula error on the report – corrected it
- Literature questions/requests can be sent to Literature@aaharrisburg.org
- Reported that Intergroup gets a reduced rate on literature and free shipping due to volume.
- *Ken* (the Fellowship House Chair) added that literature can be picked up/purchased anytime that the fellowship house is open.
 - ✓ **Report Accepted**

Public Information: *Brett*

- Meeting was successful – Great turnout – Thanks!
- No budget yet
- Still requesting support/help
- Next planning meeting is Saturday 3/18/17 at JFT Center 300 Market Street Lemoine
 - ✓ **Report Accepted**

Correctional Facilities: *Chalie B.*

- Corrections committee will be meeting on Weds 3/8/17 6pm @ Fellowship House
Meeting Agenda:
 - Complete Reviews of all facilities
 - Complete review of setting up on early fall workshop
 - Come up with areas to concentrate on at 2017 workshop
 - Set up a review meeting with Treatment Centers committee to review combining our fall workshops with them
- All meetings are being maintained and volunteer base for all facilities is good. Always room for new volunteers.
- Will have a detailed review for April's meeting
- Volunteer list:
 - DC Women's Prison: *Robin W.*
 - DC Men's Prison: *Mike A.* (New Lead Volunteer)
 - DC Women's Work Release Center: *Lisa K*
 - DC Men's Work Release Center: *Ken H.*
 - Perry County Prison: *Marty W.*
 - SCI Camp Hill: *Chalie B.*
- **MOTION** for Literature request:
 - DCWWR Center: 20ea. Big Books, 20ea. 12&12 (soft cover)
 - SCI Camp Hill: 20ea. Big Book, 20ea. 12/12 (soft cover), 3ea. Daily Reflections
 - DC Men's Prison: 20ea. 12&12 (soft cover)
 - Perry County 10ea. Living Sober
 - All Prisons: 15ea. New Comers
 - ✓ **Motion Passed**
 - ✓ **Report Accepted**

Treatment Centers: *Matt M.*

- Talking to Chambers Hill to go to twice a month
- Sienna – Meeting is in the works
- **MOTION** for Literature request:
 - C-90 Rehab: 15ea. 12&12
 - Common Ground: 5ea. Big Books
 - ✓ **Motion Passed**
 - ✓ **Report Accepted**

Activities: No one present

- No Report

Unity: *Anthony R.*

- Putting together a unity packet
- Planning a fundraising event w/Activities committee to include:
 - Picnic
 - Committee Reps/tables
 - Mini meetings and more
- Expenses for the event will come from the Activities Budget
 - ✓ **Report Accepted**

District 36: *Alicia S.*

- Just got back from NERAASA – Great event
- Looking forward to more interaction with HAI
- Suggested correction on HAI website – HAI part of District 36 instead of the other way around.
- Working on Email contacts at all levels for better communications
- Suggested that someone from HAI attend District 36 meetings a Rep for HAI
- Suggested putting together an ad hoc finance/budget committee to look at committee budgets with the HAI Treasurer.
 - ✓ **Report Accepted**

Archives: *Dave*

- No Report

Cumberland Valley Intergroup (CVI): No one present

- No Report

AI-Anon: No one present

- No Report

OLD BUSINESS:

- HAI Group Inventory questionnaires are due back at HAI by April 6, 2017

NEW BUSINESS:

1. *Debbie* (Alateen Representative) a few minutes to share about AA support
 - Most find Alateen through AA not through AI-Anon
 - Please take Alateen literature back to your AA homegroups
 - Alateen is placing literature in schools with success
 - She will leave contact info with HAI if anyone needs more literature or help
2. The proposed change to the HAI Bi-laws regarding election dates and terms will be posted on the website for 60 days before it gets voted on. The proposed changes are:
 - Nominations for officers moved to November
 - Elections moved to December
 - Officer positions changed from a 1-year to a 2-year term.

*See the HAI website for the actual proposal wording
3. *Jessi E:* reminder that all committees have a folder in the HAI office for incoming mail that may apply to their committee. Please check them periodically.
Chalie: responded that Corrections committee checks 4 times a month and responds to all.
4. *Chelsea W:* Need a new Central Office Chair:
 - Chris A nominated and accepted nomination
 - Dianne also nominated herself
 - It was noted that there is no sobriety time requirement or job description for the position
 - ✓ **Vote was held – Dianne was voted in and accepted.**
5. **Motion:** All committee chair positions should have minimum sobriety requirements set and job descriptions written.
 - ✓ **Motion Passed**
 - All active committee chairs are requested to submit their job descriptions and a suggested minimum sobriety requirement for the position.
6. *Jessi E:* **Motion:** Formation of an ad hoc Budget/Finance committee for review of committee budgets.
 - ✓ **Motion Passed**
 - ✓ **Chelsea nominated Kevin as Chair for ad hoc committee – He accepted**
7. *Jessi E:* **Motion:** To get rid of HAI office phone – not used and costs \$58.65/Month
Joyce: If we get rid of phone we won't be listed in the phone book?
Chris B: Let's look at other Intergroups and see what they are doing.
 - Motion did not get seconded

8. *Mike A:* As the new Secretary, I would like to ask for a group conscience / permission to digitally record the meetings. This is common practice at District and Area meetings. The following parameters would apply:

- The purpose of the recording is to enable me to get the most accurate meeting minutes possible.
- Recording will remain in my possession at all times
- Recording will be erased as soon as the minutes are compiled, intended to be within 5 days of the meeting.

✓ **No objections noted**

9. *Mike A:* **MOTION** for money to purchase a digital recorder for this purpose. Amount not to exceed \$75.00 and the recorder would be property of intergroup.

✓ **Motion Passed**

10. *Mike A:* As per the Bi-laws, the secretary shall:

“Prepare the minutes of each meeting and submit them in writing and to Sobriety News for additions, corrections and approval at subsequent meetings”

In following with common practice, **I propose discontinuing to read the last month’s meeting minutes at the beginning of each meeting and instead just ask for additions and/or corrections and make a motion to accept the minutes.** The minutes will be posted on the website for at least 3 weeks prior to the meeting for everyone to look over and proof. I will also provide printed copies of the prior month’s minutes at the beginning of each meeting.

✓ **No objections noted**

11. **MOTION** to increase HAI Big Book inventory on hand from the current 3 cases to 5 cases.

✓ **Motion Passed**

12. *Ken:* New committee chair for the Fellowship House requested a few minutes to share about The Fellowship House:

- Fellowship house has been here for 65 years
- We should be careful not to take it for granted
- Looking for ways to increase usage of the building
- Possibly add AI-Anon
- Building is open 16 hours a day but only has 4 hours of meetings a day
- Working on putting a “Fellowship House” sign out front
- Looking at adding more meetings
- The business meeting for the fellowship house is the 3rd Sunday of the month @ 4pm all are welcome.

13. New Hotline/Phone commitments:

- **April:** There is a Solution Group
- **June:** Big Book Study East Group
- **July:** More to Life group
- **August:** Hershey Group
- **October:** Hershey Nooner Group

Meeting adjourned at 7:53pm

Closed with The Lord's Prayer

HARRISBURG AREA INTERGROUP
TREASURER'S REPORT

February 1, 2017 - February 28, 2017

		February	2017	2017 Year-to-Date
		Details	Total	
Beginning Balance			\$ 4,706.29	
Receipts				
Contributions from AA Groups			\$ 807.50	\$ 2,610.52
Sale of AA Literature			\$ 728.15	\$ 1,261.35
Unity Event 2016				\$ 20.00
Total Receipts			\$ 1,535.65	\$ 3,591.87
Disbursements				
Fellowship House (Rent)	CK#1387 2/28/17	\$	425.00	\$ 850.00
Phillips Group (Copier)	CK#1386 2/18/17	\$	25.86	\$ 54.80
AT&T Cell Phone	O-line 2/27/17	\$	100.76	\$ 159.52
Verizon Office Phone	O-line 2/21/17	\$	58.65	\$ 117.30
AA World Services (Literature)	CK#1384 2/9/17	\$	506.49	\$ 1,287.24
New Hotline				\$ 111.29
Correction of December 2016 Rent				\$ 2.00
Reimbursements for Supplies	CK#1383 & CK#1385	\$	37.37	\$ 37.37
Total Disbursements			\$ 1,154.13	\$ 2,614.52
Ending Balance			\$ 5,074.21	
Petty Cash	2/28/2017	\$	49.25	
Interest in Savings Account		\$	-	
Prudent Reserve (Savings Account)		\$	1,500.10	
Total Cash in Bank			\$ 6,623.56	
				Group Contributions
				Out of the Dark
				Dillsburg
				Casler Softer Way
				Wednesday Women's Group

Feb EOM Intergroup Monthly Report 2017

2/28/2017

	Out	Donated	Total Cash Received
Out	\$578.35	\$50.00	\$528.35
In	\$542.85 *		
*(Actual cost of literature order \$506.49)			
Number of Schedules made		10	
Personal Copies made		0	

Inventory

Total Inventory		\$3,756.01
Donations Work Release (Mens)		\$50.00
		\$0.00
		\$0.00
Notes	Total	\$50.00

HAI Intergroup Website Report 3/2/17

Website Report submitted by: Karen H. & Jose A.

- **Events & Sobriety News:** All events and meeting changes submitted have been kept up to date. Continue to encourage Home Groups to submit events to sobriety news.
 - Intergroup Inventory Questionnaire was posted after last meeting, will be removed 4/1/17.

- **Functional Changes Completed:**
 - **Meeting List 2017:**
 - Meeting list re-done (March 2017)
 - Easier to Read
 - Removed Al-Anon & posted link to Al-Anon Meeting List on Website.
 - Also Updated Website to match printed meeting list.
 - Request Groups double check their meetings and let me know about changes.
 - **Printable Literature Request** form with instructions on how to quickly and efficiently get your literature order filled.
 - Added a Link to the main navigation under Intergroup – Literature
 - Also added an easily noticeable button to the committed's page under Literature.

- **To Do:**
 - Incorporate District 36 Information onto the Website.
 - **Micro Sites:** Unity, Literature, & Activities.
 - When posting Meeting Minutes attach Treasurer's Report.

- **Assistance/Help :** Jose A. and I started doing his training as soon as he has time and confidence in working with the site, he will be available to do updates.

Please have anyone with website updates e-mail info@aaharrisburg.org.