

# Napa Valley Intergroup Minutes

## April 11, 2020

### Opening

- Moment of Silence & Serenity Prayer
- New Intergroup Reps/ New Comer Packets: Introductions and your position:  
Officers, Reps  
New REPS: Jo M. Calistoga Big Book (Tues); John H. Alternate IG rep for TGIF (5:30);
- Sobriety Birthdays This Month: Mark B. (26 years); Janet S. (20 years); Elaina S. (3 years)
- Last month's minutes - Minutes are approved unless there are any objections.
- Minutes approved with amendment to add Financial Oversight Committee Report

### Monthly Tradition Reading & Discussion

**This month's Reader:** Seth T, Tradition 4 Each group should be autonomous except in matters affecting other groups or A.A as a whole.

**Next Month's Reader:**

### 7<sup>th</sup> Tradition

We have no dues or fees in A.A. We are entirely self-supporting, declining outside contributions. Visit [aanapa.org](http://aanapa.org) and use the Venmo link or mail your contribution to NVIG P.O Box 10948, Napa, CA 94581-2948

**Housekeeping Motions-** These are procedural motions and pass with no objections. If the motion does not pass it will move to new business.

### Officer Reports

**Chair** – Alston C – [chair@aanapa.org](mailto:chair@aanapa.org):

- I want to thank everyone who has stepped up and helped IG serve our fellowship during this time of shelter in place. A special shout out to Edward and Brian for their near 24/7 availability and quick response to the rapidly changing challenges during the last four weeks.
- Nearly 70% of our meetings are now online.
- Suggestions for protecting online meetings from “zoombombing” have been posted on [aanapa.org](http://aanapa.org).

**Alternate Chair** – Mark B – [alternatechair@aanapa.org](mailto:alternatechair@aanapa.org)

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### Hotline Chair: Janet S

Co-Chair: Anthony S

Software reported Total Calls: 52

Women-ext 10: Total calls 10

Missed: 7

Answered: 3

Men-ext 11: Total calls 16

Missed: 11

Answered: 5

Meeting Information: Total calls 10

Tuesday: 3

Wednesday: 6

Sunday: 1

General Voicemail-ext 19: Total calls 21

Left Msg: 9

HangUps: 3

Please note that the numbers do not calculate. I am still working with software to figure this out.

Last updated Volunteer Phone Tree Schedule was 2015

Called everyone and updated and recruited new volunteers to fill schedule.

As of 4/8/20, Positions Needed:

Men: 2 (Tuesday & Wednesday)

Women: 2 (Monday & Tuesday)

Last updated data/information in software program was 2015 with an updated general vm re: 2016 Fire

All outgoing meeting information needs to be updated/re-recorded. ie) All Mon-Sun meetings

I will be scheduling orientation very soon. Still obtaining all emails from all volunteers. Hope to have all by 4/15/20. Orientation by 4/20/20

**Secretary** - Elaina S. [secretary@aanapa.org](mailto:secretary@aanapa.org):

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**Literature Chair** – John K. [literature@aanapa.org](mailto:literature@aanapa.org)

**Literature-Napa Intergroup  
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**March Sales**

Thursday Participation      2-BB h/c, 1-PIO, 1-DR    cash      \$40.25

We are fully stocked, and I am ready to accommodate any level of social distancing or precautions to fill orders.

The literature order form is available as shown below on our website...

<http://www.aanapa.org/service/resources/group-resources/literature>

Please use it to check prices and submit with any order.

In service,

John K.  
[literature@aanapa.org](mailto:literature@aanapa.org)  
707-738-8738

**Meeting Schedule Chair** Doug M. [meetings@aanapa.org](mailto:meetings@aanapa.org)  
Not printing schedules for the foreseeable future.

**Newsletter Chair** – Katherine Y [newsletter@aanapa.org](mailto:newsletter@aanapa.org)

**Delegate at Large** – Kelsey [delegate@aanapa.org](mailto:delegate@aanapa.org)

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### DAL Report

Meetings without representation visited:

Stepping Stones, Tuesday Morning Women's, Living Sober, Experience Strength and hope, A day at a Time, A Safe Place, Friday Night Candlelight, Cottage Group, Grapevine Meeting, Beginners Meeting

Below is a list I've made based on the intergroup sign in sheet on meetings that are without reps, and meetings that haven't had a rep sign in the past two months.

Im including it in my report so that the group can inform me if there are any errors/updates.

<u>Representative Not Listed</u>	<u>Representative Not Present in 2020</u>	<u>Representative Listed</u>	<u>Meetings To Be Removed From Sign in Sheet (not on aa Schedule)</u>
<b>Mon</b> Stepping Stones	<b>M/Th/F</b> Day at a Time	Tom C.	
<b>Mon</b> Keep it Simple	<b>M/Th</b> No Ma'am	Chris S.	
<b>Mon</b> Sunset One	<b>Mon</b> A Safe Place	Cody H.	
<b>Mon</b> Napa Acute	<b>Mon</b> Night Serenity	Byron M.	
<b>Tues</b> Sunset two	<b>Mon</b> Sunny Side	Richard P.	
<b>Wed</b> Experience, Strength, and Hope	Serenity		
<b>Wed</b> Flimsy Reed	<b>Tues</b> Morning Women's	Dianne	
<b>Wed</b> Women on Wed	<b>Wed</b> Joes Group	Bill Mc.	
<b>Wed</b> 11th step Med	<b>Wed</b> Last Chance	Bob B.	
<b>Fri</b> Beginner's Meeting	<b>Wed</b> Living Sober	Darlene	
<b>Fri</b> Chosen Ones	<b>Wed</b> Up Valley Sisters	Vivian P.	
<b>Fri</b> Candlelight	<b>Wed</b> Downtown Group	Josh A.	
<b>Fri</b> Night at the Queen	<b>Thurs</b> Topic Discussion	Lynn L.	
<b>Sat</b> Sharing Meeting	<b>Thurs</b> Grape Vine	William S.	
<b>Sat</b> Unity Service	<b>Fri</b> Open Book	Les L.	
Recovery	<b>Sun</b> As Bill Sees it	Bill	
<b>Sun</b> Being Quiet	<b>Sun</b> Came to Believe	Connie	
<b>Sun</b> Cottage Group			Staying Connected
			One Day at a Time
			1st Things 1st
			11th Step Med Tues
			Calistoga Beginners
			Daily Reflections
			Depression in Sobriety
			Emotional Sobriety
			1st Step Group
			Free Thinkers
			Freedom From Bondage
			Last Call
			Women's Saturday

**Birthday Meeting Chair** – Michelle P. & Donna R. [birthdaymeeting@aanapa.org](mailto:birthdaymeeting@aanapa.org)

Birthday meeting was held virtually via Zoom for March. 160 attended.

Discussed pros and cons of having password for Birthday meeting

Suggested having multiple co-hosts to monitor meeting (Seth T. volunteers to help)

**Web Editor** – Brian D. [webeditor@aanapa.org](mailto:webeditor@aanapa.org):

1. Backup manager auto charge...

1 @ \$15.98 - Backup Manager - 1 Year ([aanapa.org](http://aanapa.org)) - 1 year

SubTotal: \$15.98

Sales Tax: \$0.00

Total: \$15.98

Applied To: xx-6852

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2. Wordpress friend I have is open to advising on how we can improve how website looks has asked for "wish list".
3. COVID-19 meeting change email conversations = 85
4. Special thanks to Alston, Edward, and Lily for their invaluable support!

Treasurer – Seth T. [treasurer@aanapa.org](mailto:treasurer@aanapa.org)

APRIL 2020 TREASURER REPORT						
					STARTING BALANCE	\$ 7,167.07
DATE	CK#	PAY TO	PURPOSE	DEBIT	CREDIT	
3/15/2020	2250	Alston Cole	Intergroup copies + IG packets	\$46.49		
3/15/2020	2251	Katherine Young	Intergroup Newsletter	\$187.97		
3/21/2020	debit	Zoom Meeting	March Monthly fee - Birthday mtg	\$64.99		
3/21/2020	debit	Zoom Meeting	March Monthly fee - IG mtg	\$14.50		
3/21/2020	2252	USPS	PO Box Annual Renewal - March '20 - March ' 21	\$168.00		
3/22/2020		deposit			\$340.85	
3/31/2020	debit	Freedom Voice	Hotline - March '20	\$66.82		
3/31/2020		deposit	Venmo Transfer - Intergroup 7th Tradition		\$1.00	
3/31/2020		deposit	Venmo Transfer - Birthday Meeting 7th Tradition		\$33.00	
<b>TOTAL</b>				<b>\$ 548.77</b>	<b>\$ 374.85</b>	
<b>Ending Balance</b>					<b>\$ 6,993.15</b>	

GRP CONTRIBUTIONS - FY20	MARCH
Last Chance Meeting	\$84.00
Sunset 1-Yountville	\$49.80
Individual's Contributions	\$1.00
<b>Total</b>	<b>\$ 134.80</b>

GRP CONTRIBUTIONS TO IG EVENTS - FY20	MAR
<b>Total</b>	<b>\$ -</b>

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Intergroup Budget, FY20														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	2019-20 Budgeted
<b>INCOME</b>														
<b>7TH TRIAULTION:</b>														
Incl. Aerial Party, Auctions, & workshops*	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>BIRTHDAY MEETING</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
* (see Aerial Party, Auctions, & workshops*)	150.61	169.21	181.02	154.62	215.75	142.75	203.51	184.26	31.00				1,485.99	1,000.00
<b>GROUP CONTRIBUTIONS</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
LITERATURE SALES	3,212.51	895.00	980.80	2,622.81	715.07	511.29	528.72	1,854.71	134.80				11,388.21	11,600.00
PRUDENT RESERVE		771.85	459.25	269.80	276.65	335.60	136.75	283.05	46.25				2,567.20	4,200.00
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	3,392.12	1,736.06	1,571.07	3,046.73	1,227.47	893.64	862.98	2,322.02	208.05	-	-	-	15,417.24	18,800.00
<b>EXPENSE</b>														
<b>ALCAHOLICS (3 @ \$850 each)</b>				\$	\$	\$	\$							
				1,700.00	841.70		(307.76)						2,235.92	2,500.00
<b>ANNIVERSARY PARTY</b>				\$	\$	\$	\$						\$	\$
				1,500.00									1,500.00	1,500.00
<b>BIRTHDAY MTG</b>														
Rent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Supplies	145.30	166.38	66.62	119.62	46.00	54.00	206.19	136.17	64.99				1,058.47	1,200.00
<b>NOTLINE</b>														
Freedom Voice	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Napa Register daily ad	194.76	194.76	194.76	194.76	194.76	194.76	194.76	194.76	194.76	194.76	194.76	194.76	2,317.12	2,400.00
<b>LEGROUP</b>														
Copies	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Insurance	30.70	27.21	81.97	71.87	60.06	70.65	83.14	70.00	46.49				541.49	675.00
PO Box								\$	475.00				475.00	460.00
<b>LITERATURE</b>														
Rent - Oranvale Church	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Supplies	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	120.00
Storage	27.75	29.71	25.16	27.75	27.75	56.98	31.25	31.26	-				289.61	500.00
Misc	300.00												300.00	300.00
<b>LITERATURE</b>														
Books & Pamphlets	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Scholarship	1,195.79	1,025.89		226.28	911.95	627.12	106.03						2,670.99	4,200.00
Sales Tax	226.28					246.53							699.99	1,000.00
<b>NEWSLETTER</b>														
in Nelson Hoising	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WEEKLY	94.18	86.60			60.62	66.30			187.97				495.67	400.00
<b>WORKSHOPS (4 @ \$125 each)</b>														
in Nelson Hoising						\$	155.88	15.99					171.87	250.00
<b>PRUDENT RESERVE</b>														
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	1,195.79	1,630.77	651.33	4,017.10	2,331.06	775.19	1,567.42	1,196.04	853.53	304.76	304.76	304.76	15,076.71	18,800.00
<b>HAIR COLLECTED</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	13.59	46.68	40.00	42.43	114.21	61.05	58.58	42.92	-				418.40	
<b>H &amp; I Total</b>														

\* Includes Group Donations to IG Friends

# Napa Valley Intergroup Minutes

## April 11, 2020

### Liaison/Committee Reports

#### Financial Oversight Committee

Next order of business is to begin working on budget for next year.

#### Hospitals and Institutions - John C

**John Curnutt**

Mon, Apr 6, 8:48 AM (2 days ago)



to Chair, me ▾

As I'm sure you've all already considered, there will be no H&I meeting in April. To my knowledge, the only H&I meeting that's still happening in our area is for the South Shelter which Audrey setup via Zoom. Along those lines I've included some recent NorCal communications below regarding our current financial health, guidelines on providing remote meetings and perhaps the most useful for our situation, contact information for the Grapevine Chair. Coordinating the delivery of Grapevines into facilities may be the only thing we can do right now. It is possible to have them sent directly to facilities as long as the facility is expecting them.

Here's the March Performance Analysis – the Financial Report is att'd. Due to Covid-19, our financial picture will be uncertain for the foreseeable future. While we encourage members to continue making contributions to H&I through their online groups, we have no idea how things will fall out, both on the income and the expense side. YTD, we're still ahead of budget in contributions, but that was due to strong results in December & January – February and March contributions were both under budget. More will be revealed.

Please thank your groups and members for their generous contributions to carry the message of A.A. to the alcoholic who is confined

March, 2020	contributions	Lit expense	Total expense
YTD comparison to LY	+16.8%	-6.1%	-2.9%
YTD comparison to Budget	+7.4%	-11.5%	-11.0%
<b>overall financial condition:            UNCERTAIN</b>			

#### General Service Liaison - Edward

First District meeting for General Service is today at 1pm. Area meeting will be held after.

Some GSR members are taking group conscience via Zoom meetings

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**Old Business:**

**Insurance for Groups and IG Incorporation into 501c3** – See attached Ad Hoc Summary Report, submitted by Terry C. March 2020 (See December 2019, January 2020, February 2020 minutes for discussion details.)

Ad Hoc Committee

4.11.20 Update

Submitted by Terry C.

Nothing has really changed with regard to insurance since my March 2020 summary. I expect no one is in urgent need of insurance, since there are no physical meetings.

However, if we want to be prepared for when meetings resume, we may want to get a couple of quotes. I would suggest we table the issue of incorporation until it can be fully discussed and considered.

As soon as Seth updates out EIN information we can get quotes as an unincorporated not for profit organization. To do this our committee would need:

- A list of all meetings and locations that want insurance
- Frequency of the meeting and the approximate number of attendees.
- Information for any special events to be covered.
- 

Seth is now the EIN contact person with the IRS.

The next step is to get quotes but need to know how many meetings and how many people per meeting are interested in purchasing insurance (what locations require it and what groups want it).

Kelsey delegate at large will try to obtain this information from groups that don't have IG representation.

Tracy makes a motion: I make a motion to have all IG reps bring back a vote as to whether or not they want to have an Intergroup Umbrella Insurance policy in two months (information needed: location, # of meetings, approximate # of participants).

Anthony makes an amendment.

Anthony seconds the motion. Amendment withdrawn. 2<sup>nd</sup> withdrawn.



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Vote: Not taken at this time; will be considered next month.

**Safety in AA meetings** – (See February 2020 minutes for discussion items.)

Mary S. interested in doing a Safety Workshop.

Zoombombings appears reduced since passwords in Zoom meetings have been enforced.

Safety in AA meetings will be removed from agenda as old business.

### **IG inventory (before bylaws are updated) –**

2016 IG inventory is attached (See also February 2020 minutes for discussion items.)

There are four people that have been recommended as facilitators for our inventory: Eric Anthony Lee, Area Chair – Jennifer Brontsema, Area Alternate Delegate – Ken Monson, Past Delegate and Coree Hogan, Area Assembly Chair.

Bylaws will be a large part of the inventory with possibly revising bylaws, bylaw revision due in October.

Edward shares that taking an inventory via Zoom was met with positive results...format allowed for good conversation, sharing questions, and round robin format.

Discussion about making inventory open to entire fellowship.

Mary S. shares that inventory questions will have to be limited if it is open to entire NV fellowship.

Next month we will look at how we will hold an inventory and possibly discuss questions. Discuss how to allow full fellowship to participate.

### **New Business**

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**Take Back to Your Groups**

- If you have any contributions for the Napa AA Fellowship newsletter, please submit to: [newsletter@aanapa.org](mailto:newsletter@aanapa.org)
  
- Please send meeting changes to: [reportmeetingchange@aanapa.org](mailto:reportmeetingchange@aanapa.org)
  
- Inform your group that IG will be holding an Intergroup Inventory. What questions would you like to see on IG's upcoming inventory?
  
- Inform your group that IG would like to know if your group is interested in purchasing insurance through an Intergroup Umbrella policy.
  
- **AA Hotline Positions Needed:**  
Men: 2 (Tuesday & Wednesday)  
Women: 2 (Monday & Tuesday)

**Closing Statement**

**The Responsibility Statement:**

*I am Responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.*

## NVIG Inventory

### Questions from 2016 Inventory

1. What is the basic purpose of our group?
  - Action Items
  - a.
  - b.
  - c.
2. How effective are we in communicating with all our groups?
  - (a.) Do all A.A.'s know about Intergroup meetings and have the opportunity to attend?
  - (b.) Has enough effort been made to explain, to all groups, the value and purpose of an Intergroup Rep?
  - a. 3. What has our group done lately to bring the A.A. message to the attention of professionals in the community—the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?
  - b. Do we emphasize the importance of service sponsorship? How effectively? How can we do it better?
  - c. Do our incoming Intergroup Representatives gain a good understanding of what their job description entails?
3. What has our group done lately to bring the A.A. message to the attention of professionals in the community—the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?
4. Do we emphasize the importance of service sponsorship? How effectively? How can we do it better?
5. Do our incoming Intergroup Representatives gain a good understanding of what their job description entails?

Ad Hoc Committee  
4.11.20 Update  
Submitted by Terry C.

Nothing has really changed with regard to insurance since my March 2020 summary. I expect no one is in urgent need of insurance, since there are no physical meetings.

However, if we want to be prepared for when meetings resume, we may want to get a couple of quotes. I would suggest we table the issue of incorporation until it can be fully discussed and considered.

As soon as Seth updates out EIN information we can get quotes as an unincorporated not for profit organization. To do this our committee would need:

- A list of all meetings and locations that want insurance
- Frequency of the meeting and the approximate number of attendees.
- Information for any special events to be covered.

## March 202 Insurance for Intergroup Ad Hoc Committee report

On October 12, 2019, an Ad Hoc Committee was formed for the purpose of investigating issues related to Napa Intergroup acquiring an umbrella liability insurance policy. At the February 2020 IG meeting the ad hoc committee on insurance was asked to provide a written update on our findings. This memo is an interim summary in response to that request. It is not final and some portions have not been reviewed by all committee members. Nothing in this memo will be final until approved by vote of the committee.

Committee members are: Lynn Mary S Terry C (Chair) Bill M (inactive)

Additional Individuals who have attended committee meetings or have provided written information to the committee: Angela Jeff D Seth (Napa IG treasurer) Walter N (accountant for east Bay IG) Robin (Sacramento IG)

The ad hoc committee has been authorized to spend up to \$50.00 to obtain information necessary for research. Thus far no money has been spent.

### **SUMMARY**

- IG is currently an unincorporated nonprofit association.
- It is not necessary for IG to incorporate in order to purchase insurance, however incorporating could increase the number of insurance companies that would be willing to provide IG with insurance.
  - Incorporation as a 501(c)3 organization is the most common type of incorporation for a nonprofit and would increase the number of insurance companies that are willing to provide IG with insurance. However, IRS requirements for record keeping and for reporting can be complicated and penalties for non-compliance can be severe.
    - Incorporation as a 501(c)7 offers some benefits, with simplified record keeping and reporting, but may not make it any easier to obtain insurance.
- IG does not currently file an annual income tax return with either the IRS or with the State of California. Annual reporting would definitely be required if IG incorporates.
  - The possible requirement for IG to file annual tax returns even while an unincorporated nonprofit association (IG's current status) may be deserving of separate consideration.
- Neither incorporation nor providing umbrella insurance coverage would violate AA traditions.
- It should not be necessary to retain an attorney or tax professional in order to incorporate, although professional advice may assist in the decision of whether to incorporate and in setting up record keeping and reporting procedures.