

Central Virginia Intergroup
Minutes for January 3, 2021 at 7:00 PM via Zoom
Meeting results in **bold**

1. Welcome by **Catherine: meeting opened at 7:00 PM with the Serenity Prayer. Kathryn read the 12 Steps; Alice read the 12 Traditions and Mark read Concept 1.**

2. Introductions: **Catherine, Kathryn, Dianna, Susie, Mark, Alice, Alicia, Sarah and Hope**

3. Questions on these reports:

Chair—Catherine: no report- **none**

Vice Chair—Julie: no report- **not present**

Treasurer—Sarah: **no questions** [Treasurer's Report](#)

- Started the month with \$6454.65
- Received \$87.99 in deposits
- Paid out \$259.84 (post office box annual rental and two fees for our annual web service)
- Leaving us with \$6282.80
- Less \$1000 prudent reserve
- Leaves us with \$5282 in available funds
- We contributed \$1000 to WSO last month, but the check cleared after the accounting period and will be reflected next month
- We also have another \$59 website-related fee that wasn't reflected here.

Secretary—Hope:

Approval of previous month's minutes—attached. **Motion to accept December 2020 minutes as written was accepted.**

Region Rep/WSO Delegate—Susie: no report- **Susie shared that Region Delegates will be voting on whether to conduct a virtual WSBC in Spring 2021.**

Internal Communications--vacant: **Mark will serve in this position on a temporary basis. See below notes under the Website report.**

Telephone—Dianna: no report —**no updates**

Newsletter—Bob: no report- **not present**

Website—Mark: see also New Business

Per the decision made at the last CVIG meeting, we set up a free Mail Chimp account to better manage the CVIG mailing list. A new centralva.org e-mail address was created to manage the internal communications and used as a username for the new Mail Chimp account. Our current mailing list was converted to a .csv file and imported into Mail Chimp. The new Mail Chimp database was integrated with our website contact page to allow people to sign-up for the mailing list through the contact form. A couple of internal communications have been successfully sent using Mail Chimp to date. There has also been some normal website maintenance including software updates and changing of current events.

Following the resignation of the Internal Communications chair, the Website committee has taken over the internal communication function until a new Internal Communication chair can be found. This raises the issues of finding those with sufficient technical skills to take over positions with increasingly complex systems. The website infrastructure is at the point that someone with good technical skills would be required to take it over, but it would be relatively easy for a professional to take over.

12th Step Within—vacant:

Retreat—Kathryn: no report- **See Old Business**

Public Information--vacant:

Fun and Fellowship—April: no report-**not present**

4. Old Business:

a. PayPal update- **Susie researched what would be involved in setting up a PayPal account and referred to her experience as Treasurer for the San Diego Intergroup. There was much discussion which presented the following questions and key considerations:**

- **Do we want outside professional help? - In adherence to our traditions, what can we accept from non- OA members? - Susie recommends an outside accountant. She also stated that an Article of Association would need to be created; IRS forms completed; PO Box address will need to be changed and three years of financial statements would need to be provided. Susie will contact our Region 7 Trustee, Karen B. to receive additional guidance.**
- **Do we want to invest the money and energy that is required? -Mark estimated a cost of \$200 for an accountant's services, who specializes in Non-Profits. Alicia has two referrals. Karen B., Trustee is an accountant by profession. Sarah stated that she would not be available within the next six months to invest time and energy into research and action on this matter.**
- **What is the benefit of being non-profit? Being a separate entity can enable the IG to avoid legal challenges.**
- **How important is it to have a PayPal account? - The opinions shared agreed that having a PayPal account is not as important as "getting ourselves established as a legal entity."**
- **A concern was expressed about choosing PayPal as the vendor as the person perceives it as having issues with protecting an individual's privacy. It was shared that most vendors will have the same issues.**

Susie and Mark volunteered to gather and present more information on this topic at the next scheduled IG meeting in February.

b. Nonprofit status - **What are other Intergroups doing? - Some do have non-profit status. Catherine will contact other Region 7 Intergroups to learn what they do.**

c. Retreat update- **Kathryn, Chair, reported that a deposit of \$1669.16 sent in Oct. 2019 had been sent to Massanutten to reserve dates of Sept. 24-26, 2021. Next deposits are due in May and Sept 2021. The IG will discuss in April whether to cancel the reservation contract due to concerns about attendance. In the**

meanwhile, Kathryn will find out if the deposit already sent can be applied to a contract for 2022.

5. New Business:

a. Review of financial records by professional? **Catherine suggests that when service positions transfer in Oct 2021 that this be discussed with the new officers. A non-profit accountant can advise and assist with auditing statements.**

b. Internal Communications chair replacement? **Please announce in meetings that this service position is open. IG needs someone with Mail Chimp experience, software capability and computer skills.**

6. Closing: **The meeting was closed, with thanks to all who attended, at 7:38 PM with the “We” version of the Serenity Prayer.** The next Intergroup meeting will be Sunday February 7 at 7:00 PM via Zoom