



Intergroup Representative Meeting Minutes

August 20, 2024, at 6:30 PM

MEETING ID: 834 8089 6922 (NO PASSWORD REQUIRED)

LINK: <https://us02web.zoom.us/j/83480896922>

(The waiting room will open at 6:15 PM)

Opened meeting at 6:30 PM, Serenity Prayer - Megan, Twelve Traditions - Sarita

Welcome

Megan introduced Michael B. as Information Chair

IGR Reports:

Note: The following IGRs were present and all reported STATUS QUO unless noted below:

- All In Men's: David
- Back to Basics: Lynn
- Broad River Road: Daniel
- Fifth Tradition: Debbie
- Hartsville: Christina
- High Noon: Christine, Area 62 Treatment Chair
- Horseshoe: Jim
- Keep It Simple-Lugoff: Brad, D22 DCM
- Living Sober: Tom
- Long Branch: Allison
- North Columbia: Tony
- Park Road: Sue
- Positive Action: Jeff
- Primary Purpose: Michael
- Shandon Happy Hour: Richard
- Smokestack: Ted
- Spiritual Progress: Carol. Carol shared that there is a Women in Recovery Midlands Island Retreat on Sept. 27-Sept. 29 at Dreher Island State Park. Flyer will be posted on website soon.
- Starting Over: Dennis
- Third Tradition: Dena
- Twilight: Jim
- Young People's: Michael

STEERING COMMITTEE REPORTS

Outreach – Ryan E.– Ryan shared that as of July there were 13 Bridges with 10 being successful and three no contacts. As of August, there are 11 Bridges already. There have been 49 Bridges since April. Ryan shared that there is a workshop coming up in Landrum, a District 42 workshop and that he is

working with Aiken Center for Bridges from the jail. Ryan stated that we need volunteers in the Columbia area badly. He is willing to host on the spot workshops at any group. Finally, hotline emails have been sent out for September. Ryan previously shared a QR code that links to a form wherein people can sign up to volunteer to assist with Bridge the Gap service. The form can be emailed as well to all who are interested. The code and form link are below:



<https://bit.ly/BTGSignup>

Treasurer – Dave N. – Dave presented the current Monthly Financial Summary.

The following expenses, summaries, contributions and balances were highlighted as Dave spoke to the Monthly Financial Summary and GCI Group Contributions spreadsheets for July 2024:

Operating Expenses = \$1,398.80
Inventory Purchases = \$4,189.80
Cash/Check Sales = \$2,726.27
Total Operating Expenses for July = \$5,588.60
Office Summary: Sales = \$3,752.92
Credit Card deposits = \$1,650.97
Bank Summary: Balance = \$8,387.98
Bank Summary: Prudent Reserve = \$12,332.83
GCI Group Contributions = \$1,742.47

Dave also reported that there have been no excess funds distributed. Finally, the \$1400 overbudget previously discussed will even out because there have been only minimal expenditures.

A motion was made and seconded to accept the Treasurer's reports. Reports were accepted unanimously.

Literature – Peri B. – Peri shared the value of on-hand inventory and stated that Newcomer Kit requests would be coming soon. A motion was made and seconded to accept the literature report, and the report was accepted unanimously.

Information – Michael B. - July minutes were presented and unanimously approved.

Technology – Daniel N. – Daniel shared that since the July 22 configuration change in RingCentral the phone number shows as 254-5301 for all incoming calls. Additionally, the change removed press 1 to accept forwarded calls. Only 0.07 percent of calls have been dropped since the configuration change. Daniel thanked everyone and said the calls are now getting answered. Additionally, GCI is going to be trying out Verizon as its internet provider and the cost will go from \$140 to \$90 per month.

- Q: Can we get it to show up as Greater Columbia Intergroup on incoming calls?
A: It shows up as the phone number 254-5301
Q: Are old hotline kits obsolete?
A: Yes

Chair – Megan L. – Megan moved directly to Unfinished Business

UNFINISHED BUSINESS

State of Intergroup Update: Megan thanked everyone for stepping up based on the recent email sent to IGRs on the State of Intergroup. Megan reiterated that it is still a dire situation, and we don't need to get complacent. She stated that there are still lots of challenges ahead. She stated it was important to send the email because we needed to let IGRs know about the status.

Tony from N. Columbia has a volunteer from Providence Home. He should call the office to offer services.

Megan stated that we can't have too many office volunteers.

Lynn from Back to Basics had a question about limited availability. She was informed that we can work around schedules.

Dave stated that we have Office Volunteer forms available. Additionally, there will be an Office Volunteer workshop on September 14 and September 21 from 10 a.m. to 2 p.m. each day. Anyone interested in volunteering needs to attend both days. Dave also joked that we would have a VeriFone burning in the parking lot.

Nominating Committee Update: Megan shared that we have a slate of candidates for the October meeting. The elections will be held at the November meeting. There is one candidate for Chairperson, two for Treasurer and two for Information Chair. Additionally, there are two candidates for the appointed position of Technology. Megan stated that another update would be provided at next month's meeting.

First Draft of 2025 Hotline Schedule Ready for IGR Review: Megan shared that each group should review and provide feedback. The Steering Committee has tried to make sure that groups that provided holiday coverage in 2024 would not be providing holiday coverage for 2025.

Confidential Service List: Megan shared that we are getting more updates than ever and to please keep them coming. We are adding a blank form to the website.

Q: When does anyone get ever get called? Is it being utilized?

A: Historically, people don't answer unidentified calls and people use their own network.

More was shared by Ryan on Bridging the Gap moving fast and that he will be calling for volunteers. An updated blank list was made available to IGRs at the meeting.

Technology Chairperson Recruitment: Megan introduced the two candidates who were present at the meeting. She stated that the person doing the position can be assisted by other volunteers to lighten the load.

Q: Is there a list of things to do at any given time?

A: There is a big to-do list and that we should be able to get to it soon.

Office Manager Possibility: It was shared that groups would have to finance it. An office manager would free the Steering Committee to do its tasks. It was shared that Megan and Dave are both retired

and regularly put in 8-hour days. Megan and Dave will be leaving their offices at the end of 2024. Megan shared that we are in the preliminary stage of information gathering to obtain position descriptions, compensation, hours and benefits for office managers in similar settings.

Square Implementation: It was shared that this would be discussed in more detail at the Mandatory Office Volunteer training followed by an update at the September business meeting.

Updated Office Volunteer Guide: It was shared that this would be discussed in more detail following the Mandatory Office Volunteer Training.

Safety in the Rooms Workshop: We want to have one this year but are dealing with time constraints.

NEW BUSINESS

Mandatory Office Volunteer Training: The point of this office training is to make sure everyone is on the same page, so everything is consistent. Intergroup needs to be run like a business. The training will provide a step-by-step primer on how to do things in the office.

Q: How do you sign-up?

A: New volunteers need to be added. Potential volunteers should contact the office before the training.

The training is required to be a new volunteer. The limit is room capacity. George shared that it's best to have people come in before training to see if it is what they want to do. There is a sign-up form on the website.

Ring Central Admin Guide: Megan shared that we are putting together a picture book in big print.

Structures and Procedures: Megan shared that we are working to revise the S&P to better reflect the suggestion from IGRs that we dial back position descriptions in the S&P and include the common duties in a separate section.

Office Workday: We will be painting the office on September 7. Volunteers are welcome. It starts at 7:30 a.m. and continues all day until we're done, or until we have outlived our usefulness for the day.

Q: Are donations for paint being accepted?

A: Yes.

Other:

Follow-up questions and proposals from those in attendance are below:

Q: Can we stop the requirement that the Steering Committee back up the hotline?

A: Tabled until next meeting so that it can be presented to the groups, but it should be emphasized that the phones are getting answered and the groups should be responsible. There is a possibility of forwarding voicemails to groups. There was support for the proposal that would alleviate duties placed on the Steering Committee. A motion will most likely be made at the September business meeting to formalize the process if approved by IGR vote.

It was shared that we need Spanish speakers for hotline calls. This is one of the checkboxes on the Confidential Service List Update Form and another reason why having updated information will be helpful. We will review our data to identify Spanish-speaking members who are willing to take hotline calls.

Daniel shared that we could forward voicemails and not abandoned calls to IGRs. He stated that each person who has access to RingCentral has access to caller logs (to see who is missing calls). Daniel gave a demonstration on the Admin portal of RingCentral on how to see missed calls.

It was shared that there is an eight- second dead period leading to a missed call. Daniel said he would do some testing to confirm there is a dead period. It was proposed that a message be included to give a minute to pick up call if the dead space is a tech issue.

The proposal to remove the Steering Committee from backing up hotline calls was tabled until at least next month so that it could be presented to the groups. It will be brought up at the September meeting by consensus.

Q: Does Bridging the Gap include only males?

A: No but males are paired with males and females are paired with females.

Ryan shared that Bridging the Gap serves 11 facilities including prisons and treatment facilities. It is available to males and females. He is continually collecting new information. The signup questionnaire includes the question of whether you can provide a ride. Ryan reiterated that 12th Step work should not be done alone.

Q: Can we tie Bridging the Gap requirements into Safety in the Rooms workshop?

A: Yes.

ADJOURNMENT:

The motion to adjourn was made and seconded. Megan closed the meeting with the Lord's Prayer at 7:48 p.m.

NEXT IGR MEETING: September 17, 2024

Intergroup email: GreaterColumbiaIntergroup@gmail.com

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Steering Committee Emails

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