

# Santa Clara County Intergroup Council

MEETING AGENDA – October 7, 2020

- *Welcome to Intergroup - Zoom*
  - *Zoom Best Practices - if you wouldn't do it at an in person meeting, don't do it here! Please be mindful to turn off your video & audio when making noise or moving around, so as not to disrupt or distract others. You may unmute yourself when called upon, but please remember to mute yourself when you are done speaking.*
  - *A Moment of Silence followed by the Serenity Prayer*
  - Reading of the Definition of Intergroup - Melissa H.
  - Reading of the Twelve Traditions - Carol B.
  - Introduction of New Group Representatives - Jennifer from Winchester fellowship, Phil from Ferris and Spencer in los gatos
  - Visitors - Tamlyn
  - Birthday announcements - Carol B. 9/15 - 16 years, Moriah 10/3 - 16 years, Rob 10/6 - 7 years, Vicky 5 years on Sept? Tamlyn 9/16 - 9 years, Melissa 10/6 - 14 months, Matt G. 10/1, - 3 years, Mark 10/4 - 43 years
  - Corrections or Additions to the Previous Month's Reports listed in the Coin. None
  - Observe our 7<sup>th</sup> Tradition – via Venmo - @mary-silv
  - Voting Member Count: \_32\_ (62 people in attendance)
- 

## REPORTS

### **Intergroup Chair**

Jaye S. 408-489-5309

[jayezdaisy@yahoo.com](mailto:jayezdaisy@yahoo.com)

If you need to bring something to the meeting that requires more than a 3-5 minute discussion, please email me in advance so I can add it to the agenda.

Also, we will be keeping the meeting open for 10 minutes after the close of the meeting for any questions and to give people extra time to get items of interest / links out of the chat.

Tonight, we have elections.

Notes:

IG Chair: Jaye, Sobriety date 8/31/14, IG Chair various service positions, same home group for 6 year.

Positions held: Alt. Chair, presented at Unity Day, in charge of several events, sits in on board meetings, Kitchen production manager as profession, in service for IG.

IG Alt Chair: Jill B. Sobriety date: 11/5/2004. Positions held: IG Rep 4x, Secretary 5X, Sponsor box coordinator, Literature, IG recording Secretary. Profession: Silicon Valley Executive Assistant for the past 20 years.

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IG Recording Secretary: Chris J. Sobriety date is 3/12/2018, starting in AA in San Diego - IG for SNL, works with a sponsor and has a sponsee. Positions held: Coffee/setup and clean-up, secretary. Works as a school psychologist. Masters in psychology, being in service helps me stay sober.

IG Alt Recording Sec: Linda Y served in various positions, take good notes, IG rep

## Central Service Board:

Steve D: Sober since May 29 1991, enjoys service, served as secretary, men seeking guidance home group, H&I rep for men seeking guidance, board of directors for recovery homes also served as president as the board, profession: Attorney

Mary D. Honored to be considered and would like to give back, IGR since sober, H&I, GSR, reaches out to newcomers, attends 7-10 meetings per week, visits the jails to carry the message.

Mark K.: 10/4/1977 got sober in Minnesota and moved to CA in 1991. Held positions, secretary for SNL, PICPC, served on the board 1990-1992, managed a 10 person company and owns a small transportation company,

Wendy S.: Sober since July 25, 2013, held secretary position, H&I, Norcal finance committee, BA degree supervisor and paralegal, mom of 3 sons, involved in women's recovery position. Honor to serve members.

Bill S.: Sober Jan. 25 2002, business experience w/managing teams and budgets (collaboration skills)

Election process: multiple rounds of voting, voting will rename anonymous, need majority of votes, will re-vote if necessary until all positions are filled. Remember to click the submit button.

**Committee Reports-** *Please keep reports to 3-5 minutes.* Please be sure to highlight your "Take Away".

### 1. **Central Service Board:** Elected Group overseeing Central Office Operations

Robby 408-373-2465

#### 2020 Recap

- HR Manual: With legal council, the Central Service Board (CSB) reviewed and revised the Central Office (CO) Human Resources (HR) Manual, including reducing paid holidays, capping PTO, and ensuring only exempt positions are benefits eligible. A current employee, Julie, had her benefits grandfathered in place from before the revision.
- Survey of Fellowship: CSB created, disseminated, and analyzed a survey of the Santa Clara County (SCC) fellowship in order to inform current and future CO business practices and service offerings. Specifically, CSB polled the SCC fellowship to see what CO-provided services they use, what they

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liked and disliked about CO, and how hours of operation met their availability. CSB discovered that the fellowship needed expanded weekend hours and some evening hours through this survey.

- CO Office Hours: CSB guided CO in changing hours of operation to include evening and extended Saturday hours without increasing hours on payroll.
- Treasurer Report: The 2020 CSB Treasurer created and enhanced the report to show financial figures in a clearer fashion and to compare the same YTD with current YTD. The report now makes evident what the prudent reserve should be based on current financial figures.
- New Website Manager (Phil W.): Worked with Executive Director (ED) Bruce K. to fix the online donations page so it could once again accept payments. Swipe was a challenge, so facilitated change to a new payment processor and recommended QuickBooks online.
- COVID Response:
  - Furloughed employees Julie and Kurt in March to save on expenses. Continue to pay Julie medical as she is furloughed and not terminated.
  - Worked with ED to get expenses lowered.
  - Discussed need to provide information to SCC AA Community on Best Practices for COVID Safety.
    - Worked with IG Chair to create Virtual Solutions Committee whose primary responsibility is to create helpful content for SCC fellowship to have for creating hybrid meetings, and an easy to spot directory for current SCC Department of Health Shelter order and California Shelter order. A Group Inventory document was created to provide groups with talking points should they want it.
  - Shelter order extended from March 2020 through August 2020, so CSB found it necessary to migrate CO operations to be as remote as possible. ■ Purchased Central Office 1st laptop, enabling CO ED Bruce K. to work from home with a laptop possessing all needed work tools. A work equipment document was sent to Bruce and signed by him,

## BOARD OF DIRECTORS

### INTERGROUP CENTRAL OFFICE OF SANTA CLARA COUNTY, INC.

detailing that the laptop is the property of CSB and must be returned upon separation of employment.

- Meeting Listings: As meetings went offline, the current meeting guide was not equipped to include Zoom login or password information. The New Website Master (Phil W.), who proved exceptionally proficient in IT as well as website management, started making changes to the website to

communicate the impact of the shelter in place order on face-to-face meetings and created a Zoom meeting guide in a style similar to excel, which is not part of the meeting guide database.

- Asked Phil to start getting the meeting guide ready to include Zoom info and create a new meeting category for Zoom and Hybrid meetings in order to make searching the database easier for members. This

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still needs to be done in the paper meeting guide.

- COIN: Access program was not taking updates for us to publish the COIN on the CO website, resulting in a backlog of newsletters. Phil fixed and suggested we update the server to remote.
- Chat Feature: Asked if we could have a chat functionality on the CO website. Phil was able to create, train, and deploy the chat functionality on aasanjose.org site. Resulted in a new IG Committee being formed which is part of the Diverters and 12 Steppers. Currently, the committee has 20+ volunteers.
  - In September of 2020, the Public Information and Cooperation with the Professional Community (PI/CPC) committee stated that it would like to share this new functionality in a press release, so began working with Burce and CSB to see about readiness as well as general online presence for the purpose of PI/CPC work and increased clarity of CO's digital footprint and virtual opportunities.
- AA Donations (from individuals and groups): Identified that manually posting donations was cumbersome for ED, because the current online donations logging did not account for a distinction between an individual making a contribution and a group's treasure making a donation on behalf of their group. It is important that online donations are as easy as possible as we were not having live meetings. Phil ensured that the online donations page was prominent on the CO website and CSB communicated with IG to remind them of 7th tradition and make donations online. Notably, the new donations page is visually cleaner and allows for specification of contributions from an individual, a group, and for an AA birthday (sobriety anniversary). These all now have correct codes for Quickbooks to capture and assign to the correct accounting journal.

## 2. **Central Office:** Central Office Updates

Bruce 408-478-0712

Central Office fares well!!!

## 3. **IT Coordinator:** Responsible for updating the AA website

Phil 408-656-2236

Echo everything Robby said. Web chat feature in, updated meeting guide with Zoom mtg info. Phil shared tutorial - link to procedure to purchase literature (pictures of material/books for sale). Can pay with paypal or credit card. NOT shipping so you need to pick up on Saturday between 10-2.

## 4. **Activities Committee:** Organize the many great activities for A.A, in Santa Clara County

Tiffany 408-831-8854 Alternate: Marquis 408-590-1459

None

## 5. **Twelfth Step Committee:** Phone and visitation contact with callers in need

Blake 408-316-3938

## 12 Step Committee:

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Any member with 6 months sobriety and a working knowledge of the steps & traditions can be a 12 stepper. Next training will be Saturday, October 17th @ 10am. Commitment lasts as long as you want to be on the list. Zoom info stays the same every month.

Diverter/Web Hotline/12 Stepper Workshop

(Every 3rd Saturday at 10am)

Upcoming: October 17th @ 10am

<https://zoom.us/j/172445181?pwd=VnorbGtLVG5DSG5SNlhMc1NzU3VyQT09>

Meeting ID: 172 445 181

Passcode: 019237

6. **Nights & Weekends Diverter Coordinator:** After-hours phone coverage for A.A. Hotline in SCC.

Carol B            650-743-5023

It is my privilege to be the Diverter Coordinator. Diverter Volunteers provide after-hours phone coverage. Other AA fellowships may call this service the 24-hour hotline or the AA hotline. We call it the Diverter because in the late 70s-early 80s we had a call-forwarding machine called The Diverter.

When our Central Office is closed, incoming calls are diverted (or forwarded) to a person who is on call. The Diverter sobriety requirement is 1 year; the service term is at least 1 year, but many serve longer. Each diverter volunteer goes through a training workshop before assuming a diverter shift. The workshop is held the third Saturday of each month. In addition to the sobriety requirement it is also important that the diverter have a working knowledge of the 12 steps and the 12 traditions.

- Currently we have no DIVERTER shift openings.
- Please think about becoming a DIVERTER if you don't yet have a shift; it's a great way to appreciate your sobriety.
- We are now conducting the DIVERTER/Web Hotline/12-Step Workshop on Zoom. The next Zoom workshop for these service positions will be Saturday, October 17, at 10:00. Please attend this workshop to understand how the Diverter service, the Web Hotline, and 12-Steppers help the alcoholic who still suffers. To receive the Zoom Meeting ID, contact [carolbuchser@aol.com](mailto:carolbuchser@aol.com) or text 650/743-5023.

Takeaway:

- Diverter shifts are only once/month for an average time of 3-4 hours. You can take your shift wherever you happen to be: at home, on a Zoom meeting, at dinner, or out of town. This is an easy way to help another alcoholic, whether it's a newcomer or a person with long sobriety who is struggling.  
Thank you for granting me the privilege of being in service.

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7. **Web Hotline:** Coordinates web hotline functions

Katy F            408.368.0787            [sccwebhotline@gmail.com](mailto:sccwebhotline@gmail.com)

Volunteer oppty for people with 1 year of sobriety. Have been operating for 2 months, 21 volunteers with 99 requests last month. SJSU has an assignment to attend an AA meeting. Accepting new volunteers.

8. **Secretary Workshop:** Discuss the Secretary's role as the facilitator of an A.A. Meeting

Cheryl            408-838-4188

Continue first sat of the month via Zoom - usually only one member

9. **Outreach Committee:** Intergroup's liaison with groups and meetings

Jennifer            650-814-4434            Jesse            650-814-4167

Jennifer: Outreach goes out to AA meetings to educate about the role of IG, make sure AA guide is accurate. Takeaway: A lot of freedom and can go to any meeting you want.

10. **Newsletter Committee:** Help prepare our monthly newsletter the Coin

Mel            408-656-1521

None: Jaye will email to get topics: 11 step/11th tradition

11. **Nominating Committee:** Help with nominations and fill service roles

Gloria            408-656-9524

Shout out to the nominating committee. Did an amazing job! Thank you so much. Steve D, Mary D. and Wendy S (newly elected CSB members)

12. **Virtual Solutions Committee:** Providing virtual solutions

Joe & Lisa            Joe 408-427-1608            Lisa 408-807-4443

10/7/20 Intergroup Report

o - A reminder to please share with your meetings/group the "Future In Person Meetings" tab on the [www.aasanjose.org](http://www.aasanjose.org) website.

§ You may want to work with your General Service Rep and look over the document we created titled "AA Group Inventory for the COVID-19 Era". It is a great resource for your group to either utilize or reference if you are interested in doing a group inventory. As a reminder a Group Inventory helps the group/meeting evaluate how well they are fulfilling their primary purpose to help alcoholics recover through A.A.'s suggested Twelve Steps of recovery.

· Some feedback we have heard is that traditionally the GSR is responsible for heading the group inventory. Since every meeting/group is autonomous, and with these extraordinary circumstances, we believe that the group/meeting should discuss and decide for themselves who should best lead this.

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§ This is NOT a full group Inventory; it has been tailored based on Covid-19 topics. It is meant to be either used as is or a starting point for your groups/meetings to use at their discretion.

§ We would like to ask the that the General Service Liasons to please make sure and share this info from the website with General Service.

§ Also feel free to post this inventory on any Santa Clara AA Social Media groups to help spread the word. For example I know a lot of groups have created Facebook Groups, this would be great info to pass along so that members who may not attend business meetings have access to these resources.

o Since last month there have been no changes to SCC Public Health Order. If/when updates happen, which pertain to “Gatherings”, we will make appropriate revisions to the [www.aasanjose.org](http://www.aasanjose.org) website.

§ There have been some updates and we are hopeful that very soon we will be moving into the “Orange” status, per [www.sccgov.org](http://www.sccgov.org) but until anything official happens we feel it best to stay on standby. If/when things do change please know that we will meet swiftly and update our website appropriately.

o Feel free to contact the committee at [aasjvc@gmail.com](mailto:aasjvc@gmail.com) with any questions.

## Old/Ongoing Business:

### **Tamlyn : NY IG - contributions**

NY Intergroup (IG) stepped up and got an account capable of hosting thousands of AA meetings at the start of the pandemic, and offered them to groups all over the country. As of now, however, new signups on their account are limited to groups in the 5 boroughs of New York City, and Westchester County, so no additional Santa Clara county AA groups will be joining NY's Zoom account unless conditions change.

Subject of this email:

This email is regarding the issue of what amount our local AA groups using the NY IG Zoom account might wish to contribute to NY IG, to help cover NY IG's cost for providing the service. In other words, "paying our own way".

These are the currently advertised prices (as of 10/7/20) for Zoom service if a group buys their own monthly license from Zoom (if purchased annually, you pay for 10 months and get 2 months free):

PRO "\$30 Savings"

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Great for Small Teams

**\$14.99 /month/license**

**Host up to 100 participants**

Unlimited group meetings

Social Media Streaming

1 GB Cloud Recording (per license)

**\*Purchase up to 9 licenses per account**

BUSINESS "\$400 Savings"

Small & Med Businesses

**\$19.99 /month/license**

**Host up to 300 participants**

Single Sign-On

Cloud Recording Transcripts

Managed Domains

Company Branding

**\*Starting at 10 licenses**

ENTERPRISE

Large Enterprise-Ready

**\$19.99 /month/license**

**Host up to 500 Participants**

Host up to 1,000 Participants with an Enterprise+ Plan

Unlimited Cloud Storage



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Dedicated Customer Success Manager

Transcription

**\*Starting at 100 licenses**

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A Santa Clara county AA member, Christine F, made an enquiry about the costs that NY IG is incurring for providing the Zoom service to us all. In response, she received the email below from NY IG "Technology Enablement Committee" member Sequoia K. My comments about Sequoia's email follow.

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*Hi Christine,*

*Each Zoom account Enterprise License cost approximately \$10.27 per group per month. If your group has a larger capacity, the cost is \$21.60 per month. To maintain the Zoom account, the website, and keep the listings on the website update, NYIG incurs an additional cost of approximately \$11 per group per month.*

*Yours in Service,*

*Sequoia K*

*Technology Enablement Committee*

[Sequoiak@nyintergroup.org](mailto:Sequoiak@nyintergroup.org)

*Please Help NY Intergroup Support 2,500 Free Zoom Meetings Per Week*

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<https://nyintergroup.org/contribute>

Venmo: @nyintergroup

Paypal: <https://www.paypal.me/nyintergroup>

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Tamlyn's comments about the email above:

I don't know whether the "larger capacity" Sequoia mentioned is for groups of 100-300 people, or for >300 people. At first glance, it doesn't make much sense that the NY IG cost for <100 people (\$10.27) is less than if a group buys its own Zoom license (\$14.99), but for the "larger capacity", the NY IG cost (\$21.60) is more than a group buying its own Zoom license (\$19.99). But, it may have to do with the "savings" shown on the Zoom website, which indicates a "\$400 savings" on the *current* pricing AND/OR the fact that you apparently have to buy 10 or 100 separate licenses to get that kind of \$19.99/month pricing. The prices Sequoia quotes seem reasonable to me, but I am going to inquire about what she meant by "larger capacity" meetings to be sure.

I don't know if it's appropriate for Santa Clara county groups to contribute to the \$11/month additional cost attributed to "maintaining the Zoom account, the website, and keep the listings on the website update". First of all, we have our own website to maintain here in Santa Clara county. Second, the NY IG website currently does not appear to be "keeping updated" with Santa Clara county group meeting information: I searched for the name of EVERY town in Santa Clara county in the NY IG website's list of remote meetings. I found only 4 meetings, all in San Jose, despite knowing that actually nearly 20 meetings in Santa Clara county ARE currently using the NY IG account. So, if the Santa Clara county AA groups hosted by NY IG that are NOT currently listed on the NY IG website want to also pay that extra \$11/month, they might want to contact NY IG to make sure their meetings actually get listed on the website! I am also going to inquire whether NY IG intended to list all of the Santa Clara county meetings they're hosting, or whether the 4 meetings in San Jose were actually listed "by mistake" from NY IG's point of view, and they'd rather have 0 meetings listed in Santa Clara county.

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Venmo and Paypal links for sending payments to NY IG are included in the email, so that info can be shared with group treasurers.

## Motion:

New Business: None

Other Service Committee Reports- Please keep reports under 2 minutes.

### 1. North County General Service

Lori

Christina reporting: New panel of officers will begin in Jan. Always looking for GSRs.

### 2. South County General Service

Scott 408-449-1625

None

### 3. Hospitals & Institutions: Carrying the message to those confined to correctional & mental health facilities

Lisa 408-807-4443

Will email Jill report

### 4. Bridging the Gap: Helping alcoholics just released from hospitals, treatment centers or correctional facilities transition to A.A. in their local community

Christina C. 408.600.6806

Looking for volunteers to show a newcomer how to get on Zoom calls Christina. BTG meets the 3rd Wed of month at 7:00 - contact Christina

### 5. PI/CPC: Our information voice to the general public & professionals

Luisa 408-930-6046

none

### 6. Sober and Free:

Blake 408-316-3938

### **Sober and Free: Annual LGBTQ+ Conference:**

Sober & Free is San Jose's LGBTQ+ annual AA conference.

Next Event...Adventure of FUN & FELLOWSHIP

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Speakers, games, and a costume contest with prizes!

Saturday, October 24th at 7:30-9pm PST. Everyone is welcome.

Zoom ID: 823 7041 2358

Passcode: fellowship

Find us at [soberandfree.org](http://soberandfree.org)

## 7. **SCCYPAA:** Young People in A.A.

Ben (510) 324-6302

None

**Open Forum-** What's on your mind? Please raise your hand & wait to be called on so we don't have a lot of people talking over one another.

Sharon: There can be an issue with virtual backgrounds that have words that can bring in outside issues. Christina thinks decisions will be made in individual groups. There is a setting in Zoom you can disable virtual backgrounds so up to each group.

**Treasurer's Report: \$67**

**Close with the Responsibility Statement: "Who is Responsible..."**