UA New York Intergroup
March 13, 2017 Meeting

Meeting Minutes/DRAFT

Location: 580 Broadway, Rm 510   Chair: Peter S.   Secretary: Andrew B.

Attendance/Meetings Represented:

• Peter S./NY Outgoing Intergroup Chair	• Jef/ Outgoing NY Intergroup Literature Chair
• Orison/NY Incoming Intergroup Chair	• Ne/ Incoming NY Intergroup Literature Chair
• Ed W./NY Intergroup Treasurer	• Andrew B./Outgoing NY Intergroup Secretary

REPORTS:
- **Secretary's Report/February Minutes** (Andrew B.) – **ACCEPTED**
- **Treasurer's Report** (Ed W.) 2/12 balance: $644.04; 3/13 balance: $1,639.04; PayPal account balance: $27.00 – **ACCEPTED**
- **Literature Report -- TABLED**
- **GSR Report** (position empty) – **TABLED**

- **Outreach Coordinator** (position empty) – **TABLED**

OLD AND NEW BUSINESS:
- **Open Intergroup Service Positions**

  All present voted in favor of creating a list of all the open Intergroup service positions, including a brief description of each position and the service requirements. Andrew B., Intergroup secretary, will create this document and email it to the Intergroup members. This list will be announced and circulated at meetings during the 7th tradition break.

- **February 25 Share-A-Day Inventory**
  - Positive Takeaways:
    - Overall, very positively reviewed by Intergroup members.
    - We made $1,095.00; it's possible this could be attributed to the higher pricing
    - The "bigness" (i.e., abundance) of a full-day event
  - Possible Improvements:
    - Possibly leave more time between sessions; people entering and leaving the room at the beginning of a presentation can be distracting.
    - We could've used more volunteers to staff the event in general.
    - Delegate a "Volunteer Coordinator" specifically for the share-a-day. In the weeks prior, that person could go around to UA meetings and recruit volunteers and schedule them for day-of service positions (e.g., ushers, check-in table, etc.).
    - Create a new Intergroup service position, Event Coordinator, whose whole responsibility would be to oversee share-a-days and similar events; this would relieve everything landing on the Chairperson, for example.
    - Allow people to pay in advance, and encourage this by offering pay-in-advance discounts.
    - Create a policy for payment by personal checks.
    - Have the capability to process debit and/or credit cards.

- Have a general event checklist so that things don't fall through the cracks (e.g., not having small bills for change).
- Have an opening, introductory session at the beginning of the day and a closing, wrap-up session at the end.
- There were complaints of there not being a printed agenda for the day.

- **New York UA Website (UA-NYC.org)**:
  All present are in favor of having a New York UA website. Among other things, it will allow us to promote our events and collect payment for them.
    - <u>Suggestions for website content:</u>

        - Events
        - Meetings; this section might also include a "Meetings 'News'" section, relaying up-to-date information about new meetings, changing locations, or meetings that need support
        - Meet-ups: step study groups, action groups, action partners, sponsors, etc.
        - Blog/Newsletter (like the Grapevine) that would include stories of recovery, written qualifications, etc.

  It was also suggested that we try to make the site as interactive as possible.

- **Support for the Massachusetts Meeting**

  They were just looking for a good approach for their recovery in general. So Peter pointed them toward the "ProsperTeam" literature.

- **Flyers**

  Ongoing conversation.

ACTION COMMITMENTS
Jef – Bring literature materials to Ne
Ed – Send balance history to Andrew; follow up with Chase; follow up with Jef
Andrew – Produce minutes of this meeting; Create document with descriptions of Intergroup service positions; compile the folder of all 2016 Intergroup meeting minutes
Ne—Take over the literature chair from Jef
Peter – Get Ruby's email for Jef; finish prototype of website and add section for newsletter; upload these meeting minutes
Wayne – Meet with Peter to learn more about the Intergroup chairperson position; put the word out that we need service positions

NEXT MEETING:
April 1, 2017, location TBD