

**IR Meeting
August Agenda**

Start Time: 6:30 P.M. Finish Time: 8:00 P.M. August 12, 2021
 Board of Trustees: Chair- Craig S., Co-Chair – Jim S., Secretary- Cindy S., Treasurer - Zack L., SW Trustee - Kent D., NW Trustee - John F., SE Trustee - Steve T., City Trustee - Michelle M.
 Maureen B., NE Trustee - Zack L., SW Trustee - Kent D., NW Trustee -

<u>Topic</u>	<u>Facilitator</u>	<u>Time</u>	<u>Purpose</u>
Introduction/Agenda Review - COVID Protocols	Chair	6:30 - 6:40	To open with the Serenity Prayer, introduce members and review the agenda for additions or corrections and determine a the presence of a quorum.
Approval of Minutes	Secretary	6:40 - 6:45	To review the minutes from the previous month and approve such minutes.
New Business - Approval Office Administrator - Registrar Vacancy	Chair	6:45 – 7:15	To discuss new issues that need to be addressed by the IR Group and to establish possible action items.
Administration Reports - Office Administrator - Treasurer - Board of Trustees	All	7:15 – 7:30	To provide an update of operational, budget status and concerns.
Committee Liaison Reports	Chair	7:30- 7:45	To provide and update on key areas of concerns that require BOT response.
Old Business - Central Office Re-opening	Chair	7:45 –7:50	To review and resolve issues identified at previous IR meetings.
Wrap-up	Chair	7:50 - 8:00	Set a next meeting time, provide announcements for the good of the organization and close out the meeting with the Responsibility Declaration.

Responsibility Declaration "I am responsible, when anyone, anywhere reaches out for help, I want the hand of AA always to be there and for that I am responsible."

**Rochester Area Intergroup
Board of Trustees Meeting Minutes
July 1, 2021**

- I. **Opened** meeting at 6:00pm with the Serenity Prayer.
- II. **Introductions, Attendance & Verify Quorum** – No to quorum. No changes to the agenda. Craig introduced new members, Co-Chair-Jim S. and Treasurer-Maureen B.
- III. **Approval of Last Month's Minutes:** Steve motioned, seconded by Michelle to approve the June 2021 minutes. **Approved.**
- IV. **Officer Reports**
 - **Office Administrator** - Mary reported she will be leaving her position as Administrator. She will be able to train a new Administrator part-time, but she would like to be done full-time by the end of July. She thanked everyone and talked about her experience as Administrator.
 - **Financial Report** – Mary reported that we are 12% below budget overall year to date which constitutes appx. \$13,000 (19% behind on income and 7% below budget on expenses). Mary stated we are falling short of about \$2,000 per month with groups continuing to not contribute. Normally we would have raised appx. \$5,000 from FCFC as well. We will remind groups to pass the basket at meetings and that Central Office is in need of support. Mary moved \$5,000 from the Prudent Reserve into the checking account to meet expenses.
 - **Chairperson Report** – Craig explained changes that have transpired with the Personnel Committee and the history of the Office Administrator as it pertains to Personnel Policies and Procedures.
- V. **Committee Assignments:**
 - **Accessibility** – Jim S.
 - **Archives** – Zach L.
 - **Committee Chairs** – Cindy S.
 - **Corrections** – Craig S.
 - **E&P** – John F.
 - **FCFC** – Maureen B.
 - **Nightwatch** – Mary S.
 - **Personnel** – Jim S.
 - **PI/CPC** – Steve T.
 - **Treatment** – Michelle M.
 - **Website** – Kent D.
- VI. **Old Business**
 - **Central Office Reopening** - The Personnel Committee is working on staffing and volunteers, and they are almost finished filling positions.
 - **Bylaws Review Committee** = As the Bylaws are not conducive to an emergency situation, they need to be reviewed by an Ad Hoc Committee that can make recommendations to the Board/ IR body for changes as needed in response to an emergency such as the pandemic. Cindy offered to help with this committee. Michelle motioned, seconded by Steve to form an Ad Hoc committee to review the Bylaws and make recommendations to the Board for submission to the IR body. *Since there was not a quorum at this meeting, this motion was approved unanimously via email immediately following this Board meeting.*
 - **Registrar for the July IR Meeting** – Since Elyse will not be present at the July IR meeting, Zach and Michelle will fill in as Registrar.

VII. New Business

- **Hybrid IR Meeting** – Craig presented a memo he sent to the IR’s regarding COVID protocols at the Al Sigl Center Gym Facility. Risa is hosting the hybrid meeting, Michelle will co-host, and Doug may run a camera for it. The process of hybrid meetings was discussed. Orientation for new IR’s will be in-person only.
- **Personnel Policies and Procedures Review** – The Personnel Committee will review the document and make recommendations to the Board for changes, which will then go to the groups for approval.
- **Administrator Salary Increase** – Cindy S. motioned, seconded by Michelle M. to approve the 4% increase for the Administrator retro to 1/1/21, as recommended to the Board by the Personnel Committee. *This motion was made via email and was approved unanimously via email, since a quorum was not present at this meeting.*
- Craig closed the meeting with the Responsibility Declaration at 7:35 PM.

Next Meeting: August 5, 2021, 6 PM – In-person at the Central Office Meeting Room.

Respectfully submitted,

Cindy S., BOT Secretary

**RAI Board of Trustee
Special Board Meeting - Minutes
July 26, 2021**

Attendees: Craig S. (Chair), Steve T. (SE Trustee), Kent D. (SW Trustee), Zack L. (NE Trustee), John F. (NW Trustee), Jim S. (Co-Chair), Julie S. (Personnel Committee)

Purpose of Meeting – The Personnel Committee was concerned about the lack of coverage of the Central Office by a paid administrator once the position became vacant on August 1, 2021. The Personnel Committee was also concerned about losing an opportunity to have Mary provide some essential training that would assure a successful transition for the new administrator.

- *Note – Per Section 4.01 of the Personnel Committee Practices and Procedures Manual the Office Administrator position cannot be filled permanently until the next regular scheduled IR meeting August 12, 2021.*

Personnel Committee Request: To maintain continuity during the transition of the Office Administrator Position and to ensure the Central Office maintains the level of support it needs to operate efficiently, the Committee recommends that the Board approve bringing the selected candidate in for some training (Approximately 30 total hours) and to have the selected candidate provide an interim administrative service from August 1, 2021 until the position goes through the proper process and is filled.

Motion: Zack L. made a motion that the Board authorize the personnel committee the authority to bring on the leading candidate (Sue) to fill the position of Office Administrator for an interim period for the purpose of training and maintaining the continuity of the Central Office Re-opening plans. This interim period will end once the Office Administrator position is approved through the proper process as outlined in the Personnel Procedure Policy Section 4.01. Seconded by Jim S.

The Motion was unanimous approved by a yes vote.

Discussion:

The Board members felt that the RAI By-laws clearly entrusted them with protecting the assets and property of the Intergroup and it was imperative with the short timeframes to take some action. The only action the Board could see, at this time, was to bridge the gap with an interim position that would allow continued support of the Central Office following Mary's resignation. This interim position would remain in effect until the August 12, 2021, IR meeting where the hiring of a permanent replacement will be voted on, as required by the Personnel Practice and Procedure Policy Section 4.01.

There was a concern about the budget and paying a full-time administrator and an interim at the same time. The Personnel Committee stated that the interim would not require a full-time schedule and with Mary's term ending in a few days, the cost to maintain continuity at the Central Office as well as the gaining the training experience was well worth it.

The Personnel Committee will notify Sue of the decision and reiterate that her potential permanent hiring status will be determined by the Intergroup at the next regular IR meeting August 12, 2021.

The Personnel Committee will establish a training schedule with Mary and Sue that is sufficient to ensure we meet the purpose of the motion. The schedule will not be a full-time schedule and the Personnel Committee will keep into account any budget constraints.

Mary's last official date as full-time Administrator will be August 1, 2021, and from then on, she offered to provide some limited time to help continue the training sessions if needed. The Personnel Committee will make that determination.

Craig S.
Chair Board of Trustees

Rochester Area Intergroup, Inc.
Intergroup Representative Meeting Minutes
Thursday, July 8, 2021 at 6:30 pm – in-person/hybrid

- A. Craig S., Chair **Opened** with the Serenity Prayer and explained the process of the hybrid meeting.
- B. **Next Meeting:** Thursday, August 12, 2021 at 6:30 pm (In-person, hybrid).
- C. **Introductions**
- D. **Revisions to the Agenda** – There were no changes or additions to the agenda.
- E. **Determine the Presence of a Quorum:** Yes, quorum present.
- F. **Minutes:** John F. motioned seconded by Zach L. to approve the June minutes as written. **Approved.**
- G. **Reports:**
 - a. **Office Administrator Report** – Mary reported that this will be her last IR meeting. She thanked everyone and shared her experience as Office Administrator. She also reported that the IR packet is now posted on the website, and meeting changes are coming in as groups begin to reopen in-person.
 - b. **Financial Report** – Mary reported that we are significantly behind on group contributions, there is no income from FCFC, the sale of coins and literature is down, and no rent is being collected for the meeting room. Overall, this puts us at 12% under budget (19% below in income and 7% below in expenses). Mary reported that \$5,000 was transferred from the Prudent Reserve into the checking account to meet expenses.
 - c. **BOT Chairperson Report** – Craig reported that while we do have enough of a Prudent Reserve to keep us going for a time, it is important that IR's go back to their groups and encourage donations to Central Office. Craig introduced the new Co-Chair, Jim S. and the new Treasurer, Maureen B. Craig then talked about the pandemic in terms of the Bylaws and that many things we needed to do on an emergency basis were not supported by the Bylaws. An Ad Hoc Committee to recommend needed changes to the Bylaws regarding emergency situations will be led by Cindy, and recommended changes to the Bylaws will be presented to the Board for final approval by the IR groups. Progress of this committee will be reported on a monthly basis. Finally, Craig reported that Mary's raise was held off, and the Personnel Committee did a great job in completing her review and recommended a 4% increase retroactive to 1/1/21 (about \$900).
 - d. **Motion to approve increase** – Risa motioned, seconded by Steve to approve the Office Administrator's increase of 4% retroactive to 1/1/21. **Approved.**
 - e. Craig thanked Mary for her years of service as Office Administrator and especially recognized that she was an asset through the pandemic. He wished her luck in her future endeavors.
- H. **Committee Reports:**
 - a. **FCFC:** Morgan reported that there will be a Golf Tournament fundraiser and gave all of the information on it. Home groups are being asked to donate baskets and to place flyers on the clip board for the golf tournament. The FCFC committee will meet in-person at the Central Office meeting room on 7/28/21 at 7 pm. The committee can use support.

- b. **Corrections:** Annette D. reported that she is the new Chair for Corrections. The county is getting ready to reopen. Everyone will need to be cleared again because they are essentially starting over.
- c. **Accessibility:** Karen B. reported that the committee will meet next week. There have been lots of updates concerning ASL interpreted meetings with Central Office.
- d. **Treatment:** The Treatment Committee is looking for more support from groups, especially for women's meetings. Not all meetings have returned to in-person. There are still some meeting via Zoom.
- e. **Website:** Dave reported that the Website Committee will meet next week. It is expected to transition to the new website after their next meeting.

I. **Old Business:**

Central Office Re-opening: Zach reported that Central Office is open and the hours are posted on the website. FCFC, Treatment, and Corrections are now meeting in-person at the Central Office meeting room. Three of eight groups will return to meeting in-person at the Central Office meeting room. Meetings will resume in August and committees will resume in July. There is a list at the Central Office meeting room regarding protocols for cleaning after meetings. The meeting room may be open to groups that have not yet met there.

J. **New Business:**

Central Office Transition: Jim S. reported that on Monday, we will switch from Daywatch to reopening Central Office. Central Office needs volunteers. There are about 15, 2-hour slots open. One year of sobriety is recommended for volunteers. Jim gave the current hours for Central Office. It was found that some previous volunteers had not been notified of the reopening, and those members gave their information to Jim to be notified of the volunteer opportunities.

Personnel: Jim reported that we are required to post the Office Administrator position for 30 days within the fellowship, and he encouraged anyone is interested in the position and has the qualifications to apply.

Craig thanked Risa and everyone who helped with the hybrid meeting. The hybrid will continue with next month's meeting.

K. **Next Meeting: August 12, 2021.**

L. **Close with Responsibility Declaration:**

"I am responsible, when anyone, anywhere reaches out for help, I want the hand of AA always to be there and for that I am responsible."

Meeting adjourned: 7:32 pm.

Respectfully submitted,

Cindy S., Secretary

RAI TREASURER REPORT
July 31, 2021

	JULY ACTUAL	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	% OF BUDGET
INCOME	\$10,554.38	\$43,849.66	\$62,796.30	-\$18,946.64	40.73%
EXPENSE	\$9,227.47	\$55,451.79	\$62,796.30	-\$7,344.51	51.51%
BALANCE	\$1,326.91	-\$11,602.13	\$0.00	-\$11,602.13	

PRUDENT RESERVE AS OF 7/31/21 Total \$ 39,399.95 Available to Spend \$12,487.25

Balance in Citizen's Checking Account beginning of the month 7/1/21 \$7,708.43 and end of month 7/31/21 \$ 7,287.96

NOTES:

AS OF JULY 31 WE ARE BEHIND ON THE BUDGET BY 6.82%

INCOME

As of July 31 income is below budget by 17.6%
Group Contributions were \$8,088.25 this month (which is almost triple what we have been averaging this year) Budget target is \$4,400/month

EXPENSES

As of July 31 expenses are below budget by 6.82%
Office Staff Salaries are lower due to the open Office Assistant position unfilled.
Supplies continue to be kept lower to accommodate reduce net Income

FUTURE CONSIDERATIONS

INCOME Will Group Contributions continue to increase now that more groups are meeting in person?

EXPENSE There may be potential increase in operational expenses (Salaries, Central Office Reopening, etc) for the rest of the year.

Financial Summary
July 1 through July 31, 2021

58.33%

LINE #	JULY 2021	July 2021	thru 7/31/21	Budget	% of Budget	GROUP
						Budget 30,800.00 (3,818.99)
99	Income					below budget
	Group Contributions (\$4,400)	8,088.25	26,981.01	52,800.00	51.1%	
100	Individual Contributions					
101	FAITHFUL FIVER	375.00	1,580.00	5,000.00	31.6%	
102	GAP/ABC Contributions (\$215)	102.00	1,589.00	2,575.00	61.7%	
103A	Individual-Just a Contribution	680.76	3,651.49	3,500.00	104.3%	
103B	ONLINE - Just a Contribution	325.00	3,758.00	10,000.00	37.6%	
104	Memorials	0.00	25.00	0.00	not budgeted	INDIVIDUAL budget 12,445.88 (1,815.51)
105	Misc. Operating Income	0.86	26.88	260.80	10.3%	below budget
	TOTAL CONTRIBUTIONS (GROUP & INDIVIDUAL)	9,571.01	37,584.50	73,875.00	50.9%	
106	Coin Sales	915.00	4,160.50	15,500.00	26.8%	
107	Literature Sales	2,643.82	10,474.77	26,200.00	40.0%	
108	Operating & Special Contributions	0.00	0.00	3,000.00	0.0%	
109A	Educational Events - FALL EVENT	0.00	1,624.54	4,500.00	36.1%	
110	FGFC Proceeds (remaining balance 2020)	0.00	0.00	6,000.00	0.0%	
111	Gratitude Contributions / Box	0.00	0.00	0.00	0.0%	
112	Meeting Lists/Flyer Mailing Fees	0.00	0.00	3,690.00	0.0%	
113	Meeting Room Rent	0.00	0.00			
114	Total Income	13,130.69	53,871.19	133,025.80	40.5%	
115	Cost of Coins	278.08	1,169.18	3,875.00	30.2%	
116	Cost of Literature	2,298.23	8,852.35	21,500.00	41.2%	
117	Total COGS	2,576.31	10,021.53	25,375.00	39.5%	
118	Net Income	10,554.38	43,849.66	107,650.80	40.73%	
	<i>(Total Income minus Cost of Coins and Literature)</i>					
	Expense					**OVER (+)/UNDER (-) BUDGET -17.6 %
200	Committee Expenses					
201	Board of Trustee - IR - IR Quarterly Expense	0.00	0.00	200.00	0.0%	
202	Accessibility Committee Expense	0.00	388.86	900.00	43.2%	
203	Archives Committee Expenses	0.00	487.78	1,120.00	43.6%	
204	Corrections Committee Expenses	0.00	50.31	3,000.00	1.7%	
205	Education & Participation Committee Expenses	0.00	0.00	600.00	0.0%	
206	Night Watch Committee Expense	15.99	111.93	200.00	56.0%	
207	PI / CPC Committee Expenses	-2.50	55.65	400.00	13.9%	
208	Treatment Committee Expenses	0.00	447.39	5,025.00	8.9%	
209	Web Site Committee Expenses	194.07	550.03	386.00	142.5%	
210	Committee Expenses - Other	0.00	0.00	0.00	0.0%	

LINE #	JULY 2021	thru 7/31/21	Budget	% of Budget
Expense continued				
211	Office Operations			
212	Banking & Credit Card Processing Fees	128.20	1,650.00	41.3%
213	Equipment, Leases & Rent	1,311.27	15,975.24	57.5%
214	Literature, Subscriptions & Printing (inc Inventory Adj, Zoom & Adobe)	93.18	1,119.43	61.1%
215	Postage	0.00	390.00	71.1%
216	Professional Fees (Payroll & Accounting)	91.50	1,275.00	44.5%
217	Repairs & Maintenance (includes Office Cleaning Contract)	566.10	7,247.21	55.1%
218A	Supplies	220.90	3,859.08	16.0%
219	Telephone & Internet	215.87	2,650.00	58.2%
220	Special Workers & Insurances			
221	ICOAA (National Intergruop Seminar)	0.00	0.00	0.0%
222	NERAASA (NE Regional AA Service Assembly)	0.00	0.00	0.0%
223	Employee Benefits	396.36	4,182.88	59.5%
224	Volunteer Expenses/Appreciation	0.00	66.79	0.0%
225	Admin	4,177.60	41,828.80	60.0%
226	Admin Asst	550.00	9,000.00	41.3%
227	Total Employee Taxes	384.30	4,123.78	61.3%
228	Insurances	884.63	2,451.59	81.7%
229	Total Expenses	9,227.47	55,451.79	51.51%
118	Net Income	10,554.38	43,849.66	107,650.80
230	Balance (+)Income/-Expenses)	1,326.91	-11,602.13	**OVER (+) /UNDER (-) BUDGET -6.82 %
231	Excess Funds Remaining In "Trust Fund"	\$		
	TRANSFERRED TO CHECKING 5/20/21	\$		
	PRUDENT RESERVE AS OF 7/31/21	\$ 39,399.95		
	WITHDRAWAL from Prudent Reserve 6/30/21	\$ (5,000.00)		
	Percentage of 2020 Budget in Prudent Reserve	36.60%		
	Balance in Citizen's Checking Account 7/1/21	\$ 7,708.43		
	Balance in Citizen's Checking Account 7/31/21	\$ 7,287.96		

Percent +/-	-10.78%
(against the Budget)	
25% of Prudent Reserve	\$ 26,912.70
Amount that could be taken from Prudent Reserve	\$ 12,487.25

**Rochester Area Intergroup
Board of Trustees
IR Report – August 2021**

Key Points:

Office Reports

Sue (Interim Office Administrator) noted that she has been training with Mary and is confident that the Central Office was in good shape and all operational issues are being handled. It was also noted that Tim (Administrative Assistant) resigned as of August 2, 2021. Jim S. is working on a schedule to use volunteers to keep the office open its regular scheduled hours.

The Treasurer noted that this month the Group Contributions were up substantially, and our income deficit was reduced significantly. The treasurer also noted that she was working on a more user-friendly report that the groups can use for financial reporting at their group consciences. She hopes to have a draft copy ready for the IR meeting to share with everyone.

Standing Committee Liaisons

The Personnel Committee presented to the Board their recommendation for the vacant Office Administrator position, Sue H. A motion was made and approved to bring the nominee forward to the IR meeting for approval on August 12, 2021.

Steve T. notified the Board that we still do not have a Chair and Co-chair of the PICPC Committee and we need to assist in finding someone. Craig will draft a volunteer letter to ask the IR's for help in filling the position.

Cindy noted that the Bylaws Review Ad-hoc Committee met for the first time, and they will be looking at every section of the Bylaws for potential updates.

Old Business

Craig noted that with Budget Preparation coming up we need to look at all the expense items, including our office cleaning schedule. Currently the office is being cleaned once a week and we need to confirm that we should continue our contract in 2022.

New Business

Craig noted that he would be on Vacation next week and would attend the Zoom portion of the meeting. Jim, Co-Chair will preside over the in-person portion of the IR Meeting.

The Board was notified that Elyse, the Registrar was resigning August 12, 2021, and we would have to fill the position. Craig noted that in concert with the Nominating Committee we could nominate and vote on someone to replace Elyse at the next meeting.

It was noted that the CDC issued some new Mask recommendations for the vaccinated people. A motion was made and passed that we, the board, consider this mask communication as recommendations, as stated by the CDC, until some further directives come for NYS.

Rochester Area Intergroup Committee Reports for August 2021 IR Meeting

Rochester Correction Committee IR Report

The committee meets on the third Thursday of each month at 6:30pm at Central Office. Next Corrections Committee meeting will be on 8/19/21 at 6:30pm.

We are starting to coordinate meetings to be brought into the Monroe County jails. The schedule is still being determined. We are starting over from scratch so anyone interested in bringing a meeting into the jail will need to get cleared even if they were cleared any time in the past. The committee has clearance applications. The applications need to be completed and submitted to the jail through the correction committee. Please do not attempt to submit clearance forms directly to the jail. If you are interested in bringing a meeting into the jails please contact the correction committee at correction_committee@rochester-ny-aa.org and we can share the clearance form and the clearance process with you. You can also join us at the August committee meeting for more information on clearance.

The first orientation is on July 28th at 1pm in Henrietta. Corrections Chair will find out if there are more dates for orientation in the future.

The committee is creating a new Bridging the Gap list. This list will consist of AA members who are willing to meet former inmates at AA meetings in their area. We are building the list with the AA members name phone number and zip code. This information will not be given out to former inmates. The process is that the BTG coordinator contacts the AA member and gives the AA member the former inmates contact information so the AA member can reach out to the former inmate and decide which meeting they will meet at. The AA member can introduce the former inmate to other AA members and inform them about AA. The AA member is not required or encouraged to give former inmates rides. It is encouraged to simply meet them at the meeting.

Please see flyer to bring back to your home group conscious. Please have anyone interested fill in their information and bring the completed form to the September IR meeting. Please direct any questions to correction_committee@rochester-ny-aa.org

Education and Participation Committee Report

Save the date! The Education & Participation Committee will be hosting a workshop regarding service. The event will be held at the Al Sigl Center Gym on October 19 at 6:30 PM. Details and flyer to follow!

Thank you,
Jessica

Rochester NY Area Correction Committee

Please bring this form to your home group group conscious and read it to your home group members. Please return the form at the next IR meeting.

Bridging the Gap Sign Up List

The Rochester NY Area Correction Committee is looking for AA members who would be willing to meet new comers recently released from incarceration at local AA meetings. The AA member is not required or encouraged to give these newcomers rides to or from meetings. It is simply to meet the new comer at the meeting, explain what AA is, introduce them to other AA members and help them feel welcomed at the meeting.

We attempt to connect the new comer with someone in their zip code. Once the new comer contacts the Rochester Central Office through the Bridging the Gap program, someone from the committee will contact the AA member in the correlating zip code and give the AA member the newcomer's contact information so that they can make arrangements of what meeting, including day and time, they will meet at.

If you are interested in being on the Bridging the Gap list, please fille out your information below:

Name	Phone Number	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have questions, please email the corrections committee at
corrections_committee@rochester-ny-aa.org

ROCHESTER AREA INTERGROUP



To: All Rochester Area A.A. Groups

RE: "We Need Your Help" for the Public Information/Cooperation with the Professional Community Committee (PI/CPC))

The purpose of the Rochester Area Intergroup is to render services to the A.A. Groups, A.A. members and any individual seeking recovery from alcoholism that directly supports Alcoholics Anonymous' primary purpose.

One of the most fundamental activities associated with the Rochester Intergroup efforts to achieve this purpose is the active participation of our Standing Committees - Archives, Convention, Corrections, Education and Participation, Nominating, Personnel, Public Information/Cooperation with the Professional Community, Accessibility, Telephone(nightwatch), Website and Ad-Hoc.

Although all these committees can use support and volunteers, our current primary concern is the lack of volunteers for two critical positions on the PI/CPC- **Chairperson and Co-Chairperson.**

The purpose of this committee is to develop, maintain and implement an appropriate public information program in order to carry the message of Alcoholics Anonymous to the still suffering alcoholic through sustaining a public image for A.A. and educating those professionals who may have first contact with prospective members. In keeping with the A.A. Traditions, programs and activities adopted or undertaken by this committee shall be based upon a concept of attraction rather than promotions.

Please assist us in filling these extremely important positions by asking all your groups to solicit volunteers that would be interested in serving on the committee in these roles. The only requirement to serve as Chairperson of this committee is a suggested minimum of 2 years of sobriety and for Co-chairperson there is no suggested minimum.

Once you identify any volunteers to fill these important positions or any of the other committees please have them contact the Central Office at office1@rochester-ny-aa.org.

**Thank you for your support and we look forward to your continued service
Rochester Area Intergroup
Board of Trustees**

RAI Procedures

For Hiring Administrator and Filling Vacant Registrar Position

RAI Practices and Procedure Manual - Section 4.01 - Hiring of the Administrator

When a vacancy occurs in the Administrator position, the Chairperson of the Intergroup will announce it at the next meeting of the Intergroup Representatives and the Personnel Committee will announce the open position via the monthly mailing to the groups

The Personnel Committee will solicit and accept resumes along with suggestions from the Intergroup Representatives during the ensuing 30 days.

Following the 30-day period the Personnel Committee will screen resumes to select candidates for interviews. The Personnel Committee will conduct interviews and select a candidate who, in their opinion, is best qualified for the position. All candidates not chosen for an interview or for a position will be notified in writing by the Personnel Committee chairperson.

The Personnel Committee will then submit the preferred candidate for review by the Steering Board of Trustees and then for the approval (at their next meeting) of the Intergroup Representatives.

A two-thirds (2/3) majority approval is required by the Intergroup Representatives present and voting. Upon approval of the Intergroup Representatives, the Personnel Committee is empowered to hire the selected candidate.

RAI By-laws - Section 3.07 - Vacancies of Trustees (Registrar)

Should any Trustee resign, be removed during their term, or should there be no nominees to fill an open position for Trustee at the regular election, the Voting Body of the Intergroup (§2.10), in concert with the Nominating Committee, shall elect, as soon as possible and practicable, a qualified candidate to fill the vacancy for the remainder of the existing term. A Trustee that has been elected to fill the remainder of an existing term, provided that the remainder is less than one year, shall still be eligible for two full terms.

Key Points

- The Intergroup in concert with the Nominating Committee can nominate a candidate(s) at any regular meeting to fill the vacancy as soon as practical.
- The IR Group can elect via plurality of vote the candidate(s) nominated at the meeting without having to bring it back to the groups.
- In this case, because the term is greater than 1 year the candidate elect would fill the position for the rest of the term and be eligible for one more term.

Bylaws Ad Hoc Committee Meeting
July 25, 2021
Minutes

Present: Natalie E., Michelle M., Cindy S., Paul W.

- Cindy opened the meeting with the Serenity Prayer.
- The committee looked at and discussed the emails from Craig S. and Cindy S. identifying needed changes in the Bylaws as a result of the Board's experience with the pandemic.
- The committee discussed and decided to start at the beginning of the Bylaws, to take one section at a time, and to split Sections 3 and 5 into two sections because of their length.
- The committee discussed Section 5.09-B-1 to add "If none of the above are available to serve, a past Chairperson or Board member can be appointed to serve on the Personnel Committee."
- The committee reviewed and discussed the following sections for the next meeting, placing priority on the identified needed changes first. The committee will come back with suggestions for rewording these sections of the Bylaws:
 - Section 2.10 – Voting at Meetings of the Intergroup
 - Section 2.11-1 – To add "not included in the Intergroup Budget."
 - Section 3.14 – The introduction, B, D, and E
 - Section 5.05-E-4 – Convention Committee
- The committee will review the above sections for the next meeting on **August 22, 2021 at 3 PM at Central Office**. Thereafter, we will start from the beginning of the Bylaws and review one section at a time.
- The committee decided that the fourth Sunday of the month is a good time to meet and will generally meet at the same time each month.
- The meeting was adjourned at 3:58 PM and closed with the Declaration of Unity.

Rochester Area Intergroup

New Mask Recommendations

CDC

The CDC's new recommendations pertain to fully vaccinated people. The agency continues to advise those who aren't fully vaccinated to wear a mask when in indoor public settings.

Generally, the CDC says masks aren't needed outdoors, but unvaccinated people might consider it if they are in crowded locations in close contact with others.

As for the new guidance for the fully vaccinated, in addition to recommending mask use when in indoor public places in areas of substantial or high transmission, the CDC has recommendations for specific situations:

Immunocompromised: The fully vaccinated might decide to wear a mask even in areas of low or moderate transmission, "if they are immunocompromised or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk of severe disease or not fully vaccinated." The CDC has said there is limited information on how well immunocompromised individuals are protected from the coronavirus by the COVID-19 vaccines.

Public transit: The CDC also continues to require face masks "on planes, buses, trains, and other forms of public transportation."

K-12 schools: Everyone who is indoors in K-12 schools should wear a mask, whether they are vaccinated or not, the CDC recommended. In the July 27 briefing, Walensky said that guidance, too, was based on data on the delta variant and a low vaccination rate among children aged 12 to 17.

COVID-19 exposure: The CDC also added a recommendation for fully vaccinated people to get tested three to five days after an exposure to someone with COVID-19, or suspected to have COVID-19, and to wear a mask when indoors in public places until the test comes back negative, or for 14 days.