

**Greater Fresno Area Intergroup Association
Ad Hoc Committee and Workshop Reports**

Action Recommendations for Decision

Issue #	Report Section	Workshop Group Recommendation	Action Proposal	Decision (Yes/No/Defer)
1	1	Bylaw Change completed 6/2008	Does Intergroup want to hold a workshop or establish some process to review how new Bylaws affect Intergroup business, meetings and operations?	Y N D
2	2	The intergroup council is the primary governing body. Agreed, need policy as to the role of the board and what needs to go to Intergroup. Most decisions seem to be finance. Limit dollar amount that the board can do without Intergroup interaction.	Does Intergroup want a new policy to clarify what the Intergroup Council does and what the Board does?	Y N D
3	2	(related to previous workshop comment)	Does Intergroup want some process to clarify how the Board will implement Intergroup Policy and oversee day to day operations?	Y N D
4	2.2.1	Intergroup meetings. There should be a handbook put together for new Intergroup reps to help with their roles and responsibilities. Tammy noted a handbook is attached as an appendix. We also have a blurb in New Group Handbook	Does Intergroup want to develop a Handbook for New Intergroup Reps?	Y N D
5	2.2.2	Group reports. Moved group reports to end of meeting.	How does Intergroup want to deal with actions taken that seem to address Ad Hoc Committee recommendations, but are not formal or permanent policy changes?	Y N D
	2.2.3	Yes there is a need for a manual to be put together along with a handbook.	See 2.2.1 & Issue 4 above.	
6	2.2.4	If we have a handbook we may not need an orientation. Service sponsorship sometimes overcomes instructional lag.	Does Intergroup want to hold periodic orientations for new Intergroup Reps and new Board members?	Y N D

7	3	<p>Standing committees, intergroup operations committee</p> <p>3.1.1 Agreed a personnel committee with the Vice Chair as the Chair of the committee with a 3 to 5 person committee. Might be structured with a past board member, current board and with others being group representatives.</p> <p>3.1.2 Finance Committee. Under development</p> <p>3.1.3 Group Service Committee Great idea, concerned about future of this committee, may not last. Possibly the Intergroup Speaker Chair.</p>	<p>Shall Intergroup establish Standing Committees for Personnel, Finance and Group Services?</p>	Y	N	D
8	4	<p>Pipeline, policies and Procedures coming forth. Being introduced at the next board meeting. Website The committee is well under construction. Anticipate complete soon.</p>	<p>Shall Intergroup establish a formal Pipeline Policy and create a Pipeline or Communications Advisory Board to oversee the Pipeline and other publications, such as the website?</p>	Y	N	D
9	5	<p>Committees not Individuals Suggested a handout of committee structures.</p>	<p>Does Intergroup want to establish a policy and procedure for orienting new Committee chairs and members?</p>	Y	N	D
10	6.1.1	<p>The function of the office is agreed upon and clarified in the ByLaws.</p>	<p>Does Intergroup want to have some process for discussing this section of the Bylaws and how it relates to decisions being made about the office, office operations and office supervision? (See Issue 1)</p>	Y	N	D
11	6.1.2	<p>Lack of Cross Training Policy and Procedures even for Volunteers so all know about money, pipeline, etc. All should know even Volunteer.</p>	<p>Does Intergroup want to establish a policy that all office staff and volunteers should be cross-trained?</p>	Y	N	D
12	6.2	<p>Service Orientation Central Office should have a goal to carry the message effectively. It should be the goal to be as service oriented as possibility. We should have a method of collecting information, comments, complaints etc. Possibly on the web. Should be a board action NOW!</p>	<p>Does Intergroup want to adopt an ongoing policy of collecting comments, suggestions, and complaints about Intergroup and the Central Office?</p>	Y	N	D

13	6.3	Does office reflect it's priorities? Does it look like it fits its purpose.	How will Intergroup assure that current changes get a periodic review and attention? Does Intergroup want to tap some type of expert help from time to time? (See Ad Hoc Report, Section 15)	Y	N	D
	6.4	Office of future. Is office up to date and etc.				
	7 & 7.1	Cooperation with Intergroup, Districts and General Service. Varying opinions on whether we are doing well or not in this area. Exactly how we do it is tricky.	Does Intergroup want either the Board or a new Group Services Committee to develop a proposal on how to strengthen cooperation with Districts and General Service?	Y	N	D
14	8	Personnel policy and oversight is valid and needs to be implemented.	Does Intergroup want to create a standing Personnel Committee and charge it with developing guidelines for its procedures in the light of the Ad Hoc Committee recommendations?	Y	N	D
15	9	Salary and Wages. Discussion is complex. May be addressed by Salary basis rather than Hourly basis.	Does Intergroup want to make major changes in office hours and staffing before establishing a Personnel Committee and getting the Report of the Finance Committee?	Y	N	D
16	9.2	Health benefits, should be part of package. May be employee funded as Group Benefits.	Does Intergroup want to review and upgrade health benefits for employees?	Y	N	D
17	10	Retirement. Could be an employee contribution type package.	Does Intergroup want to explore a retirement policy and package for long-term employees, including an option for having it funded by the employees?	Y	N	D
18	11	Hiring concepts and process. The group felt that positions could be opened to AI-Anon	Does Intergroup want to open future office staff positions to non-alcoholics?	Y	N	D
19 & 19a	12	All equipment should be inventoried, and logged. Serial numbers on computers and hard copies. How to handle old, obsolete equipment. "Ridding clutter is freeing"	Does Intergroup want to authorize a full inventory of office equipment and other items that may be obsolete or cluttering the office?	Y	N	D
			Does Intergroup want a policy on periodic inventories and purging of files?	Y	N	D

20	13	Proper training should be given to office staff. Training should be paid but staff should not be paid. Ongoing education. Interface with vendors when possible.	Does Intergroup want a policy on regular training of employees?	Y	N	D
	13.3	Computers running on separate systems. Computers should be accessible by enough people to complete tasks. Also discussed important for Manager and Assistant as well as a Board member to have knowledge. Communication very important.	Should the Board, Chair or others be charged with assuring coordination of office computers and equipment?	Y	N	D
21	14	Insurance, Office and Intergroup Liability. One of the most important issues. Agree with the recommendation of the Ad-Hoc committee as read. The Board must know our responsibilities and Liabilities. The Staff and Volunteers should know their liabilities.	Should Intergroup and/or the Board get a briefing on the nature of Intergroup responsibilities and liabilities?	Y	N	D
22	14	Safety. Office safety manual, do we have a fire extinguisher, first aid kit and are all Volunteers and Staff aware of where it is? Also exterior safety and secure.	Should Intergroup and/or the Board get a briefing on the nature of Intergroup responsibilities and liabilities?	Y	N	D
23	15	Expert Analysis. Not a bad idea to have a group come in and give us analysis. Didn't feel it should be paid for and not really important at this time.	Should Intergroup tap experts to help us with office setup, operations, etc?	Y	N	D
24	16	Group Policy and Employee Handbook. We are taking the document produced from Central Office to present as Office Policy	Should Intergroup consider getting professional help in planning and reviewing our proposed policy manual for legal and other practical considerations?	Y	N	D
25	17	Have a review process of various goals of the report. Possibly have a committee that looks at implementation committee. What did we decide, who should be doing it, is it being done? No better way then to decide to do things then not do it.	Should Intergroup adopt a policy and procedure for tracking its decisions based on the Ad Hoc Committee Report so it understand clearly what it has addressed, decided not to act on, or deferred for future consideration – and inform groups of the status of its work?	Y	N	D
	18	Progress reports. Read statement on page # of Ad-hoc Final Report. Let the Board know what needs to be done then follow through. A spot at both the Monthly agenda of the Board and Intergroup. Key Action Item.				