

OSPA Intergroup Minutes – November 2024

DRAFT – TO BE APPROVED

Zoom URL: <https://us02web.zoom.us/j/89826297321> | Meeting ID: 898 2629 7321

Date: Sunday, November 3, 2024

Time: 12:15 – 1:15 pm Eastern Time

Attendees: Mackenzie (Chair), Jamie (Vice Chair), Emily (Secretary), Cathryn (Treasurer), Mera (Email Support), Kirra (Zoom Host), Greg, Isabella, Mark

Absent: Molly (Webmaster Assistant & Tech Support)

1. Opening

The meeting opened with the “We” version of the Serenity Prayer at 12:17 pm ET. A timekeeper was appointed and [The 12 Traditions of OSPA](#) were read. Last month’s meeting minutes were read and approved.

2. Reports

- **Treasurer:** The Treasurer gave a brief update on OSPA’s finances. They noted that we are still technically running at a deficit but we have a big reserve from many years of donations. The treasurer’s reports are attached below for ease of reference:

TREASURER REPORTS	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Beginning of month's balance	4,143.60	3,973.39	4,139.79	4,227.54	4,200.17	4,237.41	4,255.72	4,339.31
Total contributions	54.00	177.00	94.00	70	46	26	90	77
Total fees and expenses	224.21	10.60	6.25	97.37	8.76	7.69	4.61	-6.2
End of month's balance	3,973.39	4,139.79	4,227.54	4,200.17	4,237.41	4,255.72	4,339.31	4,410.11
Prudent reserve	1000	1000	1000	1000	1000	1000	1000	1000
Remaining surplus	2,973.39	3,139.79	3,227.54	3,200.17	3,237.41	3,255.72	3,339.31	3,410.11

Average monthly expenses	
	49.65
Average monthly intake after expenses	
	41.15

A link to the Treasurer’s full spreadsheet for those interested is shared here: [Treasurer Reports Spreadsheet](#).

- **Webmaster:** The Webmaster was absent but posted a report to be read, which is included below:

Website stats for October 6 - November 3rd 2024

- In the last 30 days the website had 659 unique visitors from 41 countries, with a total of 1,435 sessions. The number of unique visitors is up 5% from the previous period while the number of site sessions was up 14%.
- We added two new meetings to the website this past month – the Friday and Saturday Meetings.
- 81% of visits were from new visitors while 18% were from returning visitors.
- 66% of these sessions originated from mobile devices, 34% from desktops, and 1% from tablets.
- We had three form submissions directly from the website to OSPA support.
- Unique visitors by traffic source - 45% direct, 23% Google, 21% Wikipedia, 2% Bing and the remaining 9% from other search engines and referral sources.
- The average site session time was shorter than the previous month at 4 minutes and 26 seconds long.
- The most visited pages were the meetings page then homepage, followed by literature and newcomers.

- **Tax & Legal Committee:** Jamie gave a report on Tax & Legal business related to OSPA, listed below:
 - An update to our registered addresses is pending, which Jamie is managing. OSPA's taxes will also be filed after the 1st of the year.
 - Regarding by-laws, Jamie is working with an attorney on by-laws which they recommend using who she will be following up with this week.

- **Email Support:** 2 new requests for information, and they were responded to.

- **Chip Representatives:** UK & EU chip rep sent one 6-month chip out this month. The US chip rep sent one 1-year chip, and noted that one 6-month one has just been requested.

3. Meeting Representative Updates

The Tuesday night meeting (previously 11pm EST) rep updated that the meeting's start time has been updated to one hour earlier. They stated that has been updated on the website as well. It now begins at 10pm EST / 7pm Pacific time.

4. Reports from Special Committees

- There were no reports.

5. Unfinished Business

There was no unfinished business to address.

6. New Business

a) Elections for Intergroup service positions.

Elections were conducted for semi-annual Intergroup service positions. It was clarified that all Intergroup service positions are 6-month terms, other than Treasurer, which is a 1-year term.

The results of the elections were as follows:

- Chair: Mackenzie
- Vice Chair: Jamie
- Treasurer: Cathryn
- Secretary: Vacant
- Email support: Mera
- Zoom Host: Cathryn
- Social Media: Vacant
- Webmaster: Vacant
- Webmaster Assistant & Tech Support: (The re-election of this position was tabled as the current holder was absent so could not step down or commit to continuing).
- Chip representatives: Jamie (US) and Emily (UK/Europe)

A motion was made that this election's service positions will be 6-month commitments and we will have a **re-election in May 2025**. The motion was seconded. 9 votes in favor / 0 opposed. The motion passed.

Action: Mera to update the Webmaster/Webmaster Assistant so the [Positions & Elections](#) page on the website can be changed to reflect that the next election will now be in **May 2025**.

A discussion arose around vacancies. Emily volunteered to post about this on the Friends of OSPA chat to encourage new volunteers.

Action: Emily to post on the Friends of OSPA chat that there are vacancies for Intergroup service positions and that anyone interested should come along to the next Intergroup on December 1st 2024 to learn more about what they involve and/or volunteer.

b) Discussion regarding OSPA's 20th birthday in December 2024.

Isabella volunteered to plan something virtual to commemorate OSPA's 20th anniversary next month on December 3rd 2024. Cathryn & Mackenzie volunteered to support.

Closing

A motion was made to close the meeting early, which was seconded and passed. The meeting closed with the "We" version of the Serenity Prayer at 12:55 pm ET.

Next Intergroup Meeting Date: Sunday, December 1, 2024