**OPENING**
Meeting held via Zoom opened with the Serenity Prayer, followed by the reading of the preamble and standing rules, introductions, and concept of the month. Board Members in attendance: Chair- Marie D, Vice Chair- Vacant, Recording Secretary- Lisa M. absent with notice, Treasurer-Bob; Rep/Delegates present Greg (alternate), Pat H., Stacy Alyse. Welcome and attendance report:20 present, 19 voting members, 0 new meeting representatives, and 1 visitors. The agenda was adopted with the addition of motion under new business.

**OFFICER REPORTS**
Chair- Marie D distributed report, available on oaphoenix.org. Marie added a comment about service and that it is sometimes difficult and we should recognize that everyone is doing the best they can

Vice Chair- Vacant.

Treasurer- Bob reported. ASDI was negative -$151.57 for this month after expenses with $1648 income this month between office donations and paypal. Request to look at 7th tradition donations year over year to let fellowship know that we are down since we have not been self supporting 2 months in a row. This will go into eCares. Marie reminded folks that contributions can be made through Paypal link on oaphoenix.org.

Recording Secretary- Minutes from April posted to website. April minutes approved.

Office Operations- Donna reported. Landlord’s electrician checked electrical box, may be an issue with AC unit capacitor. ASDI will have to pay expense of AC repair, which is forthcoming. There is a request to sanitize office before meetings resume. Four quotes - 3 at $175 and 1 at $400 for electrostatic sprayer with EPA hospital grade sanitizer. Hand Sanitizer dispenser runs between $130 and $280. Marie has a brand new one that can be donated but pouches need to be purchased and then someone would have to replace periodically, also scents are a concern.

PIPO- Alicia absent, no report submitted.

Finance- Pat H reported. Proposed budget should be discussed then voted on in June. Given the office meetings may have lower numbers should we purchase a monitor for hybrid meetings that would connect to a laptop. Norma offered a flatscreen. Question on relationship with landlord – he would have to give us 6 months notice but ASDI only has to give 1 month notice. Question on if we can modify prudent reserve due to pandemic – this would be a bylaws change that has to be made for this year. Also option to put in the convention fund. Question if there is even a need for the office in a COVID-19 environment. Also concern about regular cleaning fees moving forward which should be in the repairs and maintenance category from office committee. Request to create protocol for office – Marie has asked for a committee to look at what other Intergroups do including use of literature. Denise, Greg and Donna will do this under office committee. Request for a survey of who plans to return to office. Tabling this discussion to June.

12th Step Within- Norma presented. Planning future events including a 12 step workshop in Fall as a Zoom format meeting. 1st Saturday in December – church across the street has been reserved for Promises by Candlelight meeting.

Literature- Norma reported. Not much has been used at office. Norma has $400 left to spend but has no 12 & 12s or workbooks. Donna questioned if we should put literature in the office prior to it being cleaned. Norma says no matter what we don’t have literature for the assembly, Norma will create order and we will vote in June on the funding.

Outreach- Tori reported. Reminded the Outreach directory is available but not posted online, contact Tori with request for a copy. Has outreach, sponsors and speakers contact Tori at victoria@azwoods.com or 602-679-5273.

Communications- Dianna reported. Ecares has returned to weekly Monday evenings. Get any messages to Dianna noon Monday. Dianna was thanked for her service.

Bylaws- Charlene reported by phone. Bylaws committee very busy, completed Policy and Procedure Manual. Doesn’t require a vote for publishing site committee approved. Will be posted on ASDI Website. Request for committees to review mission statements. Some language around signatories on ASDI account needs to be changed as housekeeping to what we do today. Additional language needs to be updated since communication secretary position has been removed from board around the cadence of elections in even and odd years. Will need to be voted on prior to election in June. The committee is working on guidelines around data capture and retention.

**Old Business**

a. Elections for vice chair- no nominations. Next month there will be 4 elections - Chair, Recording Secretary and 2 Delegates. Since we are meeting via Zoom we will text in our votes.

**New Business**

a. Returning to office – informal poll, 4 out of 14 willing to return to office meeting before knowing procedures, cleaning, etc in office.

b. Regional Assembly and Convention – Stacy Alyse reported- convention will be proceeding as scheduled. Next meeting Sunday May 17 at 3pm by phone or in the office. Still in need of volunteers.

**Announcements**

1. General Trustee position open at World Service

**Good and Welfare**- not to be recorded

**CLOSING**

Closed at 2:39 pm with “Serenity Prayer.”

**NEXT** **MEETING
6/20/2020 1:00 PM**, via Zoom