

**Families Anonymous
Minutes of the Meeting of the Board of Directors
January 19, 2019**

INTRODUCTION

1. Call to Order: 2:00 EST, by Barbara, Chair

2. Roll Call: by Maria, Secretary

<u>Name</u>	<u>WSB Role</u>	<u>Attendance</u>	<u>Monthly Report</u>
Barbara S	Chair	P	W
Hank H	Vice Chair	P	W
David M	Treasurer	E	W
Maria S	Secretary	P	W
Alan B	BMAL	P	L
Ann P	BMAL	P	W
Bev B	BMAL	P	W
Bob S	BMAL	P	W
Donna D	BMAL	P	W
George R	BMAL	P	W
Helen L	BMAL	P	L
Marc B	BMAL	E	W
Odalys A	BMAL	A	N
Vince M	BMAL	P	W

Attendance Key: P=Present, A=Absent, E=Excused, LOA=Leave of Absence

Monthly Report Key: W= Submitted by deadline, L=Submitted after deadline,
N=No report submitted, E=Excused for extenuating circumstances

3. Acceptance of Published Agenda:

- Maria moved to accept the Agenda, Alan seconded, voted on and accepted.

4. Tradition One:

- Read by Maria: *“Our common welfare should come first; personal progress for the greatest number depends on unity.”*

5. Approval of November 2018 WSB Minutes:

- Alan moved to accept, George seconded, voted on and approved. Maria to distribute.

6. Chair's Report:

- There were no comments or questions concerning the Chair's Report.

7. Treasurer's Report:

- David M provided the financial reports as part of his monthly report.
- There were no comments or questions.

STANDING COMMITTEE REPORTS

Committee

SC-1 Public Information
SC-2 WSO
SC-3 Literature
SC-4 Twelve Step Rag Newsletter
SC-5 Bylaws, Parliamentary
SC-6 International Groups
SC-7 Budget Committee
SC-8 Sponsorship
SC-9 Group Outreach
SC-10 Financial Oversight
SC-11 Technology

Chair

Alan B
Maria S
Ann P
Bob S
George R
Vince M
David M
Helen L
Donna D
George R
Hank H

- **SC-1 Public Information:**

- Alan, who will be filling in for a radio host on a Central NJ station, is conducting a one-hour interview about FA with Stacey D from his Cherry Hill, NJ FA group. Stacey was the Chair of last year's convention. The interview will be broadcast live on Tuesday, January 22 at 8:00 am EST on station WCTC AM radio. Those wishing to listen in can connect via WCTCAM.com and click on "Listen Live". He will also get a recording of it and send an mp3 file out to the Board. If anyone would like to call in, it will

be open for someone to do so. Because this is the first one, it will be a learning experience. His plan is to help others do the same.

- **SC-3 Literature Committee:** Ann reported that there will soon be items for the Board to review.
- **SC-4 Twelve Step Rag Newsletter:**
 - Bob reported that Lilly will be resigning as editor of the Rag. Barbara shared that Lilly will be getting married and moving, and will no longer have the time to do this.
 - Elizabeth will now be the sole editor. She will be traveling for work beginning February 8 until April.
 - The Oct-Dec 2018 issue of the Rag has been completed. Although Barbara wanted to make a couple of minor changes, she indicated it's OK to publish as is. Bob can forward it to Hank and Nicole for publishing on the website and sending out via an email blast.
 - Elizabeth plans to get another issue out before she begins traveling.
 - Bob has a call scheduled with Elizabeth this week to discuss her needs. He is preparing an e-mail blast to go out to the membership, asking for design and editing assistance.
- **SC-8 Sponsorship:** Helen indicated she will have something to share next time. She has been busy with upcoming elections in Greece, and the writing and filing of documents.
- **SC-10 Financial Oversight Committee:** George reported that the Financial Oversight Committee Report for the last quarter was sent out to the Board.
- **SC-11 Technology:**
 - Hank reported that he has renewed the domain name for FAConvention.com. It is now populated with the information about Atlanta. He has been working with Cindy from the CPC and more information will be added to that site.

AD-HOC COMMITTEE REPORTS

Committee

Chair

AH-2 Convention Liaison

Barbara S

AH-3 Intergroup Support & Development

Marc B

AH-4 Document Review

Ann P

AH-5 Long Range Planning

Marc B

AH-6 Revenue Growth Task Force

Bob S

- **AH-2 Convention Liaison:**
 - Donna reported that her local group in NY is hoping to volunteer for the 2020 Convention.
 - Ann asked if an email blast will be going out to the membership about the 2019 Convention in Atlanta. Barbara indicated it will be going out soon.

UNFINISHED BUSINESS:

1. Website, Group Reregistration Form

- **The following discussion was held concerning the group reregistration form:**
 - The January mailing went out to Group Secretaries asking them to reregister their groups.
 - On the group registration site there are instructions for the group secretaries. If they are reregistering, they can email Nicole with their group number and any changes.
 - Ann asked if you can attach the reregistration form to an email blast. Barbara indicated that you can download the reregistration form from the website.
 - Hank indicated that he will know by Monday whether he will be able to get a functioning electronic reregistration form on the website. He will send an email to the Board on Tuesday with the status.
 - Per George, the reasons for group reregistration are twofold:
 - 1) We are required by the IRS to know where our groups are.
 - 2) We need to remove groups that no longer exist from our meetings list.
 - George suggested that although we typically require groups to reregister by April 1, we should give them a month's grace period and ask that they reregister by May 1. He felt that a grace period is warranted since it is the Board's fault that the reregistration form is not available electronically. The Annual Business Meeting (ABM) is scheduled for June 8, and the bylaws require that ballots go out at least 30 days in advance of the meeting. A deadline of May 1 should give us enough time to get the ballots out. Nicole processes the registrations as soon as she receives them. She would need time to process the labels for the mailing.
 - Donna would support extending the deadline; it would give more groups time to register and decrease the number of calls that Group Outreach has to make. She doesn't delist groups until August.
 - Barbara would prefer to keep the deadline of April 1; she feels that groups will just procrastinate if the deadline is extended.

After the above discussion, it was agreed that Barbara would determine whether to extend the deadline based on the availability of the electronic reregistration form. She will send out an email in a week or two.

- **The following discussion occurred concerning the new website:**
 - Hank had sent the Officers a proposal that would allow for quantifiable results within 2 months using the existing development site and provider (SIS). He felt that by February 8, he would have a date of when the new site could be published. An alternative would be to restart the project with someone else and send out bids for proposals.
 - George felt that if possible, we should build on the work already done and put together a “tiger team” to assess the situation and move to get the website completed expeditiously. In addition to working on the new website, Hank has also had to maintain the existing website which is a huge job.
 - Ann would prefer to set a time limit for completion of the website. George felt that until the situation is assessed and a strategy for moving forward is determined, it would be difficult to set a date.
 - Barbara had reached out to Marc to see if he would be able to spearhead this. George volunteered to do this if Marc is unable. Barbara will follow up with Marc and make a decision regarding this.
 - Nicole had taken a goal for 2019 to help Hank with website development activities.
 - Maria and Bob volunteered to help Hank with “non-technical” activities such as editing. Ann also volunteered to help since Literature-related items play a big part in the website.
 - Bob made the motion that the Board put together a Tiger Team to:
 - ▶ Evaluate the current situation
 - ▶ Determine next steps
 - ▶ Provide status reports at every Board Meeting
 - ▶ Ensure release of the website within an acceptable timeframe.

The motion was seconded by Donna, voted on and approved.
- Based on the above discussion, the Tiger Team will be spearheaded by George or Marc, and include as other members Hank, Nicole, Ann, Bob and Maria.

NEW BUSINESS:

1. Motion Parliamentarian-1: PPG-06 “Intellectual Property Policy and Limited License”, (George R)

- **Motion:** Move that the WSB approve the updates to PPG-06, “*Intellectual Property Policy and Limited License*” dated January 19, 2019.
- **Rationale:** It was discovered that the previous policy was silent on the use of the term “FA World Service Board” and the logo version which includes the wording

“FA World Service Board Approved”. This update precludes the use by groups of this terminology.

- **Implementation:** If approved, the “Golden Master” of PPG-06 will be archived at the WSO and our website updated with the new version.
- **Cost:** There is no incremental cost associated with this update.
- Motion made by George, seconded by Bob, voted on and approved.

2. Motion Parliamentarian-2: PPG-15 “FA Convention Guidelines”, (George R).

- **Motion:** Move that the WSB approve the updates to PPG-15, “*FA Convention Guidelines*” dated January 19, 2019.
- **Rationale:** This policy was due for its bi-annual review / update.
- **Implementation:** If approved, the “Golden Master” of PPG-15 will be archived at the WSO and our website updated with the new version.
- **Cost:** There is no incremental cost associated with this update.
- Donna asked whether we should include in the guidelines that some groups have set up a tax-exempt status to save money when hosting a convention. We would not necessarily recommend that groups do so.....just inform them of the possibility.
 - Bob indicated that groups would need to maintain their tax-exempt status for a period of time, depending on state jurisdiction.
 - Barbara indicated that perhaps the Convention Liaison could share this information with groups considering hosting.
 - George suggested that we let this update go through, and consider adding this at a later time. Donna agreed.
- Motion made by George, seconded by Ann, voted on and approved.

3. Motion Parliamentarian-3: PPG-16 “FA Convention Emergency Preparedness and Sample Response Plan”, (George R)

- **Motion:** Move that the WSB approve the updates to PPG-16, “*FA Convention Emergency Preparedness and Sample Emergency Response Plan*” dated January 19, 2019.
- **Rationale:** This policy was due for its bi-annual review / update.
- **Implementation:** If approved, the “Golden Master” of PPG-16 will be archived at the WSO and our website updated with the new version.
- **Cost:** There is no incremental cost associated with this update.
- Motion made by George, seconded by Alan, voted on and approved.

4. Motion PPG-12 “Policies and Procedures for Volunteers”, Jan. 2019 (Maria S)

- **Motion:** Move that the WSB approve the updated version of PPG-12 “*Policies and Procedures for Volunteers,*” revision dated January 19, 2019.
- **Rationale:** This policy was due for an update; it was last reviewed on July 2012.
- **Feasibility:** The updated policy was sent to Board Members for their review and feedback on January 8. Only minor changes were made.
- **Implementation:**
 - Any additional feedback provided by Board Members will be considered and incorporated into the final document.
 - If approved by the WSB, a golden master will be provided to the WSO for filing, and a PDF will be provided for posting on our website.
- **Cost:** There are no incremental costs associated with preparation of this policy.
- Motion made by Maria, seconded by George, voted on and approved.

5. Motion PPG-18 “Policy on Management of FA Documents and Records (D&R)”, Jan. 2019 (Maria S)

- **Motion:** Move that the WSB approve the updated version of PPG-18 “*Policy on Management of FA Documents and Records (D&R)*”, revision dated January 19, 2019, which include Ann P’s suggested changes.
- **Rationale:** This policy was due for an update; it was last reviewed on February 2016.
- **Feasibility:** The updated policy was sent to Board Members for their review and feedback on January 8. Only minor changes were made. Ann P provided feedback which will be included in the final version.
- **Implementation:**
 - Any additional feedback provided by Board Members will be considered and incorporated into the final document.
 - If approved by the WSB, a golden master will be provided to the WSO for filing, and a PDF will be provided for posting on our website.
- **Cost:** There are no incremental costs associated with preparation of this policy.
- Motion made by Maria, seconded by George, voted on and approved.

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items: None.

2. Adjournment

- Motion to adjourn was made by Alan seconded by Donna, voted on and passed (3:17 pm EST).

3. Closed with the Serenity Prayer