

**Families Anonymous
Minutes of the Meeting of the Board of Directors
March 16, 2019**

INTRODUCTION

1. Call to Order: 2:04 EDT, by Hank, Vice Chair

2. Roll Call: by Hank, Vice Chair

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

- Donna moved to accept the Agenda, David seconded, voted on and accepted.

4. Tradition One:

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

5. Approval of February 2019 WSB Minutes:

- Helen moved to accept, Alan 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

<u>Committee</u>	<u>Chair</u>
SC-1 Public Information	Alan B
SC-2 WSO	Maria S
SC-3 Literature	Ann P
SC-4 Twelve Step Rag Newsletter	Bob S
SC-5 Bylaws, Parliamentary	George R
SC-6 International Groups	Vince M
SC-7 Budget Committee	David M
SC-8 Sponsorship	Helen L
SC-9 Group Outreach	Donna D
SC-10 Financial Oversight	George R
SC-11 Technology	Hank H

- **SC-1 Public Information:** Alan reported that his goal is to get interviews on the air. Vince had contacted him and offered his help. Alan will put together talking points and guides for those participating. If anyone else is interested, please let him know.
- **SC-3 Literature:**
 - Ann reported that the WSO recently completed a physical inventory of the literature. For many of the items, there was a large discrepancy between the number available and the inventory report from QuickBooks. For some items the actual count was less than the QuickBooks number by 100 or more. Ann

indicated the problem seems to be getting worse and they are not sure what is causing it. This makes it difficult for the LC; they are not the ones to solve it. The following points were made during the discussion:

- ▶ There is no reason to suspect that anyone would be taking the literature.
- ▶ Marc indicated that if using QuickBooks to maintain your inventory, (and assuming it was accurate when you put it in), if you run a report after an e-sale, and if the inventory report doesn't reflect it, then you've found the problem. He suggested the following possibilities:
 - The items are "walking away"
 - The orders are not driving QuickBooks
 - The orders put into Quickbooks aren't coming out of inventory.
- ▶ Marc suggested that running the inventory report periodically and looking at trends may help to determine where the shrinkage occurred.
- ▶ David and Kevin were involved in an earlier discussion about this. They thought it could possibly be due to the assemblies of group packets. They have not yet checked the e-sales. David will work with Angel this coming week to see if inventory is reduced when she enters orders. David will also involve Nicole, who has also been trying to troubleshoot this.
- ▶ Hank indicated that with e-sales, the invoice created by Angel for the customer should result in the item being taken out of the QuickBooks inventory.
- ▶ Ann indicated that Nicole sends the inventory reorder worksheet to the LC every month.
- ▶ Donna asked whether free materials, such as group starter kits, are accounted for. David indicated that from an accounting perspective, when Angel gives something away, the invoice Angel creates reduces inventory and shows that we got \$0 for it.
- ▶ Alan asked whether our income reflects reality (i.e., the actual count). David indicated that the financial reports are based on what we sell. If we do a physical inventory to make adjustments, they show up as adjustments on the financial statement.
- ▶ George asked if the inventory problem ever presents the other way, where we have many more items on hand than the report indicates. Ann indicated that the significant deltas are where we're missing items.
- ▶ Ann agreed to forward the physical inventory worksheet to everyone.
- Marc indicated that a few meetings ago, we had talked about finding a different vendor for printing the TABW. Ann said that she has 2 other printers that she will reach out to, but there hasn't been a need to print it since that meeting. She mentioned they are getting ready to print *The FA Tools of Recovery*, and she has quotes from the vendor who printed TABW and another company. Both quotes came in within a few dollars of each other. Both

companies are reputable printers and she would feel comfortable going with either one.

- **SC-7 Budget Committee:** George volunteered to help David put together the budget for next year. If anyone else is interested in helping, they should let David know.
- **SC-10 Financial Oversight:** George reported he will be reaching out to Denis about the 3rd Quarter Report.
- **SC-9 Group Outreach:** Donna said she's working with Nicole to send out an email blast about group re-registration.
- **SC-11 Technology:**
 - Hank reported that various people on the Tiger Team sent him corrections and information for the website changes. They are in the process of being taken care of.
 - They had one issue with the plug-in for the e-store that is causing some errors; hopefully it will be fixed Monday.
 - Per George's suggestions in his monthly report, Hank will be transitioning some responsibilities to Nicole this coming week; he's also spoken to Maria about this.
 - Hank reported that a couple of people have had issues with email; he believes it was SPAM that was misdirected.

AD-HOC COMMITTEE REPORTS

<u>Committee</u>	<u>Chair</u>
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:** Ann was wondering if the CPC will be in need of literature display boards. Donna will forward to Ann the email addresses of Greg and Cindy.

UNFINISHED BUSINESS:

1. Website.

- Hank had provided an update on the website status under **SC-11 Technology**.

NEW BUSINESS:

1. MOTION Parliamentarian 1 (March 2019):

- **Motion:** Move that the WSB approve the draft update to PPG-04, *International Policy* dated 3/16/19. The text of the update was distributed to the full board for review on 2/23 and no objections / requested changes have been received.
- **Rationale:** This update eliminates the requirement for formal approval by the WSB of requests to translate FA materials. Rather, it delegates to the International Committee responsibility for approval.
- **Implementation:** Upon approval, the Parliamentarian will finalize the document and submit the golden master to the DMC for archiving and posting on the website.
- **Cost:** There are no incremental costs associated with this motion.
- Motion made by George, seconded by Donna, voted on and approved.

2. MOTION LC-1 (March 2019):

- **Motion:** The Literature Committee moves that the WSB approve publication of #1034 *The Gift of Awareness*; a copy was provided with Ann's monthly Board report.
- **Rationale:**
 - This is a new piece created by the Literature Committee.
 - The WSB has already reviewed this piece. All WSB comments were favorable, and several minor changes were made based on WSB suggestions.
- **Feasibility:** This piece is ready to be printed.
- **Implementation:** Upon WSB approval of this motion, the Literature Committee shall:
 - proof and polish this piece, as appropriate, before sending it to the printer
 - ask the treasurer for a purchase order, send a press-quality PDF to the printer, and monitor the production of this job
 - add this piece to the literature catalog and to the various contents lists
 - ask the WSO to send a scan of the front cover to the website manager for uploading to the e-store.
- Motion made by Ann, seconded by Helen, voted on and approved.

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items:

- George mentioned that Bob had provided his recommendation to the members of the Revenue Growth Task Force regarding the AmazonSmile program. Because of the concerns related to our Twelve Traditions, and because it wouldn't generate a lot of income, the recommendation was not to proceed.

2. Adjournment

- Motion to adjourn was made by Marc seconded by Donna, voted on and passed (2:45 pm EDT).

3. Closed with the Serenity Prayer