

**Families Anonymous
Minutes of the Meeting of the Board of Directors
April 20, 2019**

INTRODUCTION

1. Call to Order: 2:03 EDT, 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	L
David M	Treasurer	P	W
Maria S	Secretary	P	W
Alan B	BMAL	E	W
Ann P	BMAL	P	W
Bev B	BMAL	P	W
Bob S	BMAL	P	W
Donna D	BMAL	P	W
George R	BMAL	P	L
Helen L	BMAL	A	W
Marc B	BMAL	P	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:

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

4. Tradition One:

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

5. Approval of March 2019 WSB Minutes:

- David moved to accept, Hank 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.
- David indicated that the April inventory review has been done; he sent the Board a report with his findings. It resulted in a \$716 adjustment, shown as an increase on the printed cost of literature for April. This was the first physical inventory done in three years.
- John S, from Chicagoland, expressed interest in the Treasurer position. He will make his decision by the 24th / 25th of this month and inform David. David will let Barbara know as soon as he finds out.
- There were no other 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-2 WSO:** Maria reached out to Bev C, the former Chair of this committee, to get a historical perspective on the consideration of salary increases for WSO staff.

Once Bev responds, Maria will determine the impact, if any, on next year's budget and get back to the Board with her proposal.

- **SC-4 Twelve Step Rag Newsletter:** Bob included with his Board Report a list of potential new names for the RAG. He plans to see what other suggestions come in during the next month. He spoke to Elizabeth, the editor, to let her know we were considering changing the name to something more modern and upbeat.
- **SC-5 Bylaws, Parliamentary:** Donna asked for clarification of the difference between a Policy and a Guideline. George indicated that a Policy must be followed; Guidelines are suggestions and are voluntarily followed.
- **SC-7 Budget Committee:** George and David have been working on the budget proposal and are almost done.
- **SC-10 Financial Oversight:** George received the 3rd Quarter Fiscal Year 2019 Report from Dennis and Howard. He distributed it to the Board earlier this week.
- **SC-11 Technology:** In reference to George's upcoming motion (Parliamentarian-2) Hank will be stepping down as lead for completion of the new website. He will continue to serve as an advisor. Hank will continue to manage the current website, the convention website, email issues, and the internet service provider. He'll also provide George and Barbara with any other assistance needed.

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:**
 - Barbara reported that the CPC still has not gotten a final "yes" or "no" on their raffle license. She suggested sending out a second mailing if they get raffle approval. The Board agreed with this proposal.
 - Ann asked if it would be possible to provide raffle tickets on the website or by email. Based on her experience, Barbara indicated that some states' requirement for uniquely numbered tickets precluded this in the past.
 - George saw a slot for a WSB meeting on the Convention program (in addition to the ABM meeting).

- ▶ The Board can decide whether or not to hold a WSB meeting at the Convention. The technical logistics are usually difficult. During the last couple of years, no WSB meeting was held; the Board just met informally.
- ▶ WSB business cannot be discussed unless a formal meeting is held; advanced notice would need to be given to Board Members and the Secretary would need to record minutes.
- ▶ Marc volunteered to follow up with the hotel and reserve a conference phone if needed. There would likely be a charge by the hotel.
- ▶ In lieu of a formal WSB meeting, we can hold a “Meet and Greet the Board Members”.
- ▶ The Board members agreed to not have a formal WSB Meeting at the convention; if needed, we will have one at the regularly scheduled time in June.
- Ann asked if registration numbers were available. Barbara will follow up and share that information with the Board.
- **AH-3 Intergroup (IG) Support & Development:** Marc reported that his local IG in Northeastern Ohio is looking to disband. He asked the Board members if there was any policy or precedent regarding what to do with left over funds. There is also a prepaid help line for the next 2-3 years which was used to direct callers to local meetings.
 - George was not aware of any IGs that have disbanded during the last 17 years.
 - Since all groups are autonomous, the IG should decide what to do with the leftover funds. They could redistribute the money to the local groups and / or send a donation to the WSO.
- **AH-5 Long Range Planning:** Marc reported that the group will try to get together in the beginning of May.

UNFINISHED BUSINESS:

1. Website and Tiger Team.

- This topic was discussed under SC-11 Technology, and as part of **MOTION Parliamentarian-2 (April 2019)**.

NEW BUSINESS:

1. MOTION Group Outreach-1 (April 2019):

- **Motion:** The Group Outreach Committee moves that the WSB approve the revision of WSOF-14 *The Group Secretary's Handbook* (version provided by Donna with her April Board Report).

- **Rationale:** The Group Outreach Committee determined that revision of this piece was required.
- **Feasibility:**
 - The WSB has already had an opportunity to review and make comments on the revised piece.
 - Any comments offered by board members were considered prior to creating the revision.
 - The final PDF was provided with Donna’s April Board Report.
- **Implementation:**
 - The Group Outreach Committee will prepare an email and will send this revision to each group secretary as an attachment.
 - The Golden Master will replace the 2011 version of WSOF-14. Angel will be asked to include a copy in the New Group Starter Kit.
- **Cost:** There is no additional cost to the fellowship.
- **Motion made by Donna, seconded by George, voted on and approved.**

2. MOTION LC-1 (April 2019):

- **Motion:** The Literature Committee moves that the WSB approve adding a two-page cover sheet to the existing four-page WSOF-02 *Literature Catalog*.
- **Rationale:** The cover sheet:
 - categorizes literature pieces by topic, enabling people to easily identify the main theme(s) of each piece
 - will speed up searches for specific issues (enabling, sponsorship, spiritual healing, etc.)
 - fills a void left by the current catalog, in which literature is not categorized by topic but rather is listed numerically and is grouped by format (e.g., booklets, bookmarks, cards) or purpose (e.g., PI materials, group materials, new member materials)
 - is expected to boost literature sales by encouraging members to be better informed and less hesitant about ordering items they have not seen before
 - will increase the catalog size from two sheets to three sheets of 8.5” x 11” paper printed on two sides
 - will be printed in-house as part of the catalog
 - will be edited periodically as deemed appropriate.
- **Feasibility:**
 - The WSB has already had an opportunity to review and make comments on the proposed cover sheet.

- Any comments offered by board members were considered prior to creating the attached revision.
- The final PDF is attached to this motion.
- **Implementation:**
 - The Literature Committee anticipates issuing a revised catalog on or about April 30, 2019.
 - Upon approval of this motion by the WSB, the Literature Committee will:
 - ▶ include the cover sheet in the upcoming revised catalog and in subsequent catalogs
 - ▶ advise the WSO of the changes.
- **Motion made by David, seconded by Bob, voted on and approved.**

3. MOTION LC-2 (April 2019):

- **Motion:** The Literature Committee moves that the WSB approve the revision of WSOF-26 *Sponsorship Guidelines* (version provided by Ann with her April Board Report) for continued publication on the FA website.
- **Rationale:**
 - WSOF-26 is available only as a free download on the website (not printed or in the literature catalog).
 - Italy requested permission to translate WSOF-26 on February 17, 2019, in time for their May 3–5, 2019 convention.
 - The LC determined that extensive revision and updating of WSOF-26 were needed before we could give our approval to the International Groups Committee to authorize Italy to translate.
 - WSOF-26 was historically “owned” by a previous Sponsorship Committee whose members are no longer available to consult. Therefore, the LC took on the responsibility of upgrading and editing.
 - Because of Italy’s time constraints, the LC had to obtain WSB approval of this revision by email between meetings.
 - This motion is therefore a proforma request for approval of the already-approved revision.
- **Feasibility:**
 - The WSB has had an opportunity to review and make comments on the revised piece.
 - Any comments offered by board members were considered prior to creating the attached revision.
 - The final PDF was provided by Ann with her April Board Report.

- **Implementation:**
 - The LC has informed the IGC that the LC is OK with Italy’s request to translate this piece.
 - The LC has sent the files to Italy for them to translate.
 - The LC has sent the PDF to the website manager for uploading to the website.
 - No further action is needed.
- **Motion made by Ann, seconded by George, voted on and approved.**

4. Revision to WSOF-22 Request for Authorization to Translate:

- In Ann’s April Board Report, this recommendation by the LC was listed as **MOTION LC-3 (April 2019)**. However, George indicated that a motion was not needed to revise a WSOF.
- The Literature Committee proposed revising *WSOF-22 Request for Authorization to Translate* (version provided with Ann’s April Board Report), with the following new structure:
 - groups may request permission to translate only a **single** item on each WSOF-22
 - authorization to translate is valid for only **one year**.

- **Rationale - Part #1: Changing to a Single-Item Form:**

- The current version of WSOF-22 allows groups to request permission to translate up to three items. This has proven to be an untenable approach that has recently been misused:
 - ▶ Example #1:
 - **Italy** wanted to have **29 translations** ready for their **May 3–5, 2019, convention**.
 - They submitted the bulk of their translation requests on February 17, just **11 weeks ahead of their convention**.
 - Their requests were difficult to process, in large part because of the way they were submitted. For example, on just a **single WSOF-22** they included **19 pieces of literature** that they intended to publish in four “kits.”
 - ▶ Example #2:
 - **Portugal** (simultaneously) requested permission to translate **17 items**.
 - Although they included no more than 3 items on a single WSOF-22, processing their requests on top of Italy’s proved challenging.
 - ▶ Example #3:
 - **Spain** (simultaneously) requested permission to translate **two items** using a single WSOF-22.

Thus, we were processing 48 active translation projects within a three-month period— in addition to trying to keep up with our usual LC workload.

- Processing translations (from requests through authorizations):
 - ▶ Processing any translation request is a multistep process of determining (a) whether a piece is ready for translation; (b) updating the piece if it is not; (c) emailing PDF and Word files; (d) reviewing translations as they are sent to us; (e) requesting changes to the translations; (f) reviewing final translations; (g) confirming that independent verification has been granted; (h) giving approval to print; and (i) coordinating and keeping in touch with the International Groups Committee throughout this process.
 - ▶ Adding to this the need to break down multi-item WSOF-22s into individual files makes an already complex translation process even more complicated and unnecessarily time consuming.
- Changing to a **single-item WSOF-22** would eliminate our need to break down and process multi-item WSOF-22s.
- **Rationale - Part #2: Addition of a Time Limit:**
 - In the current version of WSOF-22, any authorization granted is valid indefinitely.
 - This policy is unwise because:
 - ▶ It does not take into consideration that literature items are revised and updated periodically.
 - ▶ Authorization granted years ago could be for literature that is now obsolete.
 - The attached revision of WSOF-22 states that any authorization granted is valid for only **one year**.
- **Feasibility (for both rationales):**
 - The final PDF was provided to the Board for review.
 - The new form would pertain to the process of translations going forward.
 - The new form would not impede the process of translations already underway.
- **Implementation:** To implement this proposal, the LC will:
 - email the attached WSOF-22 revision to the website manager for uploading to the website
 - inform our current contacts in Italy, Portugal and Spain of the changes in WSOF-22 so as to simplify future translation requests, prevent confusion, and discourage these contacts from copying and using the old form they may have on hand.
- The Board supported this recommendation by the LC.
- The Board then had a discussion concerning the archiving of documents.

- Since documents can now be archived electronically, Ann asked why would we not archive all documents indefinitely. Currently, based on the category they fall into, there are various retention periods.
- George agreed that this is something we could look into; it would just be a matter of changing the policy, PPG-18 *Management of Documents and Records*.
- The Board reviewed prior decisions on the posting of WSB minutes on the website. It had been previously agreed (in keeping with our transparency policy) to post the minutes from the prior 12 month period. This will done on the new website. Sensitive topics from the minutes could be redacted based on a motion to do so.
- Barbara suggested we consider archiving all copies of Board Reports on a flash drive annually. George indicated that was possible if we felt there was value in doing so.
- Bob asked if there is a procedure in place for the archiving of the “assignment of rights forms”, which are to be completed when someone submits an article / literature for publication. Who does it, where are they archived, and for how long? This would impact how we address revising the assignment to account for multiple submissions by a single author. George indicated we would need to see if PPG-18 covers this, and if not, include it.
- Although Ann submits all Golden Masters of literature pieces to Nicole for archiving (in addition to retaining copies on her personal computer), it is unclear if older versions of the Golden Masters are also archived.
- George agreed to start the process of reviewing / updating PPG-18. He will then reach out to the Board to solicit input.

5. MOTION LC-3 (April 2019):

- Note: This motion was listed as MOTION LC-4 in Ann’s Board Report.
- **Introduction to Motion:** Adding a period between the English-language catalog number and the two-digit country code.
 - Our current numbering system for translations, as stated in PPG-04 *International Policy*, calls for the English-language catalog number to be followed immediately by the translating entity’s two-digit country code.
 - ▶ This system works well for simple catalog numbers.
 - For instance, #1006 *The Fourth Step Workbook* translated by Italy (country code = IT) would be #1006IT.
 - ▶ This system does not work well—and, in fact, is confusing—for more complex catalog numbers.
 - For instance, #5003-1A “Introduction to FA” (in #5003 *Suggested Meeting Format with Basic Readings*) translated by Italy would be

#5003-1AIT. In this case, the three letters “AIT” run together, and their meaning is unclear.

- Likewise, #5001 *The FA Tools of Recovery* translated by Italy would be #5001IT. In some sans-serif fonts, differentiating between a 1 and an I is difficult to impossible (#500IIT), again making the numbering unclear.
- The modified numbering system proposed in Motion LC-4 would add a period between the English-language catalog number and the two-digit country code. The period would act as a unique separator because none of our English-language catalog numbers currently includes a period.
 - ▶ Using the examples above, Italy’s catalog numbers would be:
 - #1006.IT – Italy’s translation of *The Fourth Step Workbook*
 - #5003-1A.IT – Italy’s translation of “Introduction to FA” in #5003 *Suggested Meeting Format with Basic Readings*
 - #5001.IT – Italy’s translation of *The FA Tools of Recovery*
- **Motion:** The Literature Committee moves that the WSB approve modifying the numbering system for translations by adding a period between the English-language catalog number and the two-digit country code, and to so reflect that change on page 9 of PPG-04, in the 1st section of the publication section, as attached in Ann’s April Board Report.
- **Rationale:**
 - Our current numbering system, on its own, has become quite complex during recent years, as our literature offerings have expanded. The catalog numbers (and the literature catalog) now include symbols and/or letters indicating new editions, digital editions, audio editions, CDs, flash drives, downloads, etc.
 - As more countries translate FA literature using various fonts and styles, and as their two-digit country codes are added to our existing catalog numbers, our current numbering system is proving to be even more confusing.
 - The modified numbering system proposed in this motion would differentiate clearly between the catalog number and the translator’s country code.
- **Feasibility:**
 - Page 9 of PPG-04 (copy provided by Ann with her April Board Report) can be easily changed to reflect this revised numbering system.
 - This revised numbering system would be implemented for future translations.
 - This revised numbering system would not interrupt the process of translations already being printed abroad.
 - This revised numbering system would become effective with translation requests received on or after May 1, 2019.

- Translating entities would be given the option of switching to this revised numbering system for translations currently in process but not yet printed.
- **Implementation:** Upon approval of this motion, the LC will:
 - ask the Parliamentarian to make this change in the permanent file
 - inform the translating groups of this revised numbering system.
- **Motion made by Ann, seconded by Vince, voted on and approved.**
- The Board also agreed to add text on FA’s new website indicating that translated literature may be available on the NSB websites. George will follow up on this, and asked Board members for help in reminding him to do so.
 - Ideally, it would be nice to have all translated pieces listed on the FA website, but it would be too difficult to ensure that they are available to purchase.

6. MOTION Parliamentarian-1 (April 2019):

- **Motion:** Move that the WSB approve the draft update to PPG-16 *Convention Policy* dated 4/20/19. The text of the updates was distributed to the full board for review on 4/13, and no objections / requested changes have been received.
- **Rationale:** This update a) clarifies FA’s position on whether a CPC should officially establish itself as a non-profit entity under IRS code, and b) explicitly defines that Silent Auction donations made on “consignment” by a third party with sharing of proceeds with the third party is considered a violation of our Traditions.
- **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 Bob, voted on and approved.**

7. MOTION Parliamentarian-2 (April 2019): George began the discussion by acknowledging the Herculean effort by Hank on the new website. George is willing to take the lead moving forward. Marc B has agreed to help and Hank will also provide assistance. George indicated that this will have a significant impact on the budget for next year.

- **Motion:** That the WSB halt all further internal efforts on the “new” website, and select an established third-party web development firm to complete or, if necessary, reimplement the new site.
- **Rationale:**
 - The current effort to implement the new site has been ongoing for three years. At the 2016 ABM, the fellowship was told that funds had been budgeted for

an update to the site. At the 2017 ABM, it was announced that the update would be completed in FY2018 (which ended April 30, 2018). And at the 2018 ABM, the fellowship was told that the “new website is expected to be rolled out in a few months”.

- Through this entire time frame, the WSB has been given multiple completion date estimates, none of which have been met.
- Additionally, in the interim, our membership has been forced to utilize a website with serious flaws, including but not limited to a) the inability to utilize the on-line registration function, b) known issues / problems with placing on-line literature orders, c) very limited site search capability, and d) persistent delays in updating documents hosted on the site. This situation reflects poorly on the WSB, and I believe that the credibility of FA has been seriously damaged.
- **Implementation:** On approval of this motion, the board chair will name a team charged with the following initial implementation steps:
 - a) Explicitly identify the remaining efforts required to complete development of the new site. This will require a thorough understanding of the current status of the new site and the technical requirements for completion of the site.
 - b) Generate an RFP (request for proposal) identifying the project requirements (technical and schedule) and providing all technical information required for a vendor to estimate the cost to complete the new site.
 - c) Identify multiple viable vendors of web development services, forward the RFP to them, and invite them to bid on the project.
 - d) Receive RFP submissions from the vendors, evaluate the responses, and select a preferred vendor.
 - e) Negotiate and execute a contract for web development services as well as follow on maintenance / support services.
- **Cost:** Please note that the below costs are only ball park estimates at this time. Final costs are dependent on project approach, usability of the existing site as a starting point, and the individual services vendor selected.
 - Assuming we can build on and complete the existing new site: \$5k to \$10k.
 - Assuming we cannot build on the existing new site and must re-implement: \$10k to \$15K .
- **Motion made by George, seconded by Marc, voted on and approved.**

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items: None

2. Adjournment

- Motion to adjourn was made by Vince seconded by Marc, voted on and passed (3:05 pm EDT).

3. Closed with the Serenity Prayer