

**Families Anonymous
Minutes of the Meeting of the Board of Directors
May18, 2019**

INTRODUCTION

1. Call to Order: 2:04 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	E	W
David M	Treasurer	P	W
Maria S	Secretary	P	W
Alan B	BMAL	P	L
Ann P	BMAL	P	W
Bev B	BMAL	E	L
Bob S	BMAL	P	W
Donna D	BMAL	A	L
George R	BMAL	P	L
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:

- Helen moved to accept the Agenda, Bob 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 April 2019 WSB Minutes:

- Vince moved to accept, David 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.
- The April financial statement was distributed. It included the preliminary fiscal year-end report.
- It has been sent to Kevin, our accountant, who will review it and issue his compilation letters. The Financial Oversight Committee (FOC) will also review the last quarter and issue their findings on the preliminary year-end financial statements. After those two things are done, the reporting will be complete for the year.
- David's preliminary report is that we lost \$250 for the year. We had a very large donation of over \$10K from the convention last year.
- The proposed budget for this year is ready for distribution except for the cost of website renovation which George and his Tiger Team are working on. David expects a \$4K loss for the year. The budget is not presented to the convention attendees; it is used by the Board for management purposes.
- Barbara inquired about the final payment being made to Strategic Internet Services (SIS). David indicated that a new invoice was received for the work they've completed to this point. George had followed up with Hank to see if the amount was correct; he is waiting for a response. This final payment would allow us to disengage from SIS and move on.
- David has started working with our incoming Treasurer, John S, who has requested that David continue to work with him throughout the summer.
- Ann asked David if he would be willing to join the FOC once he is no longer Treasurer. She felt he would be a huge asset to the group. David indicated he would be willing to do so, once he turns over the Treasurer's responsibilities including signatory authority to John, and finishes helping him over the summer.
- David is working with Chase Bank to see how to turn over signatory authority to John. In the past, both the outgoing and incoming Treasurer had to be present at

the same branch. Since David is unable to attend the convention this year, if necessary he and John will meet in Chicago.

- George asked if Barbara and Maria could be made signatories as well, since in the past we had more than one person who could write a check on an emergency basis. David agreed to follow up on this.
- Ann asked when David would transfer responsibility to John for issuing LC purchase orders. David suggested that Ann send the requests to both John and himself for the time being. David will provide Ann with John's email address.
 - George asked if this needs to be the responsibility of the Treasurer. Ann felt that since it involves spending a lot of the fellowship's money, having another person involved (i.e., the Treasurer) serves as a check and balance. Also, in working with book printers, there are terms of payment which are better handled by the Treasurer.
- 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-1 Public Information:**
 - Alan is recommending a more targeted approach to this. He reached out to Barbara and Greg (CPC Chair) and will speak to the Convention attendees. In addition to talking about things like “Supermarket” sheets, he wants to raise awareness about doing radio interviews. He'd like to put together a roster of individuals willing to be guests on radio interviews. To maintain anonymity, individuals can be interviewed outside of their home town area. He will prepare talking points for both the interviewer and interviewee, as well as “do's and don'ts”.
 - ▶ Bob volunteered to be on the list of interviewees.

- Alan would also like to think of ways to increase awareness of the annual convention and its benefits.
- Barbara reminded the Board members that:
 - ▶ No one can represent FA; you are merely sharing your own experiences as a member.
 - ▶ You may choose to give up your own anonymity, but must maintain the anonymity of other members, including individuals in other 12-Step programs.
- **SC-2 WSO:**
 - Maria had provided to the WSB members via email a spreadsheet summarizing potential salary increases for the WSO staff. For comparison purposes, it also included results of an internet search for salaries of similar positions in the Chicago area.
 - Both Nicole and Angel had very positive performance reviews for the prior year. Their work is valued by the Board.
 - After discussion, Maria made a motion to increase Angel and Nicole's salary by 5%, effective June 1; it was seconded by George, voted on and approved.
 - ▶ **Post Meeting Note:** Because the 5% increase was slightly less than \$1.00 per hour, it was agreed via email by the WSB to round up the increase to \$1.00 per hour for each.
- **SC-3 Literature and SC4 Twelve Step Rag Newsletter:**
 - Ann reported that since the end of last summer, members of the LC have submitted articles to the Rag but they have not been published. She does not know what happened to those articles.
 - ▶ Bob reported that the latest edition of the Rag is coming out in a few days and includes something submitted by the LC: "A Funny Thing Happened on the Way to Recovery". Elizabeth has indicated that they are in need of articles, so it's not clear what could have happened to those other LC submissions. Bob and Barbara suggested that Ann reach out directly to Elizabeth regarding the prior LC submissions, and that whenever new material is submitted, the LC also copy Bob.
 - ▶ Barbara suggested that perhaps the LC submissions got mislaid in the transition from Lily to Elizabeth as editor.
 - ▶ The LC is also in the process of preparing a list of what was sent and what was published. Ann will provide that list to Bob and Elizabeth.
- **SC-7 Budget Committee:**
 - David indicated that he will add the WSO salary increases to the new budget and have something to distribute next week.
- **SC-8 Sponsorship:**
 - Helen met with Vince. They are considering sending an email to the groups about sponsorship. Once it is ready, they will send it to Barbara for review.

- The latest Rag has a nice article regarding sponsorship.
- **SC-10 Financial Oversight:**
 - George reported that now that the fiscal year is closed, the committee is busy doing the 4th Quarter Fiscal Report as well as the Annual Report.

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 commented that a lot of the convention speakers seem to be affiliated with recovery providers and the summaries of their topics seemed to be geared towards their services.
 - Barbara mentioned that at last year’s convention 80% of the speakers were associated with recovery facilities, but they did not speak about their facilities.
 - Barbara feels that Ann’s concerns are appropriate and will pass them on to Greg and the CPC.
 - Alan asked if there are any specific events scheduled for the Board Members. Barbara indicated that Board Members will need to attend the ABM, and should encourage other members to do so. There will not be a WSB meeting at the convention. She will be inviting the board members to get together informally after the last session on Saturday, before the dinner.

UNFINISHED BUSINESS:

1. Website and Tiger Team.

- George reported that the team has been working on this for ~one month. He has identified one potential developer in the Richmond area with a unique business model, who does training on Word Press for \$40 / hour. (The usual running rate is \$100 to \$120 / hour.) They have been very responsive.

- He has taken all the inputs from those who tested the new site 3 months ago and put them on a single spreadsheet (i.e., the “Punch List”). The Punch List will be given to the web development firm, who indicated they can provide a work estimate within one business week.
- George is hoping to have another team meeting next week.
- He had asked Nicole to indicate which items from the Punch List she can take care of herself, and she quickly provided George with her responses. As a result, it looks like a lot of the work can be done internally.
- George would like to get a firm work estimate from the new developer. He expects to get an hourly rate and number of hours expected to complete the work.
- George asked the developer about also providing training to Nicole and anyone else interested in learning Word Press. The training session could be done on Go To Meeting. George anticipates a maximum training time of 4 to 6 hours on how to do routine maintenance of the website using Word Press. Maria volunteered to be trained; Ann and Bob are “maybes.”

NEW BUSINESS: None

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items:

- Helen asked if the ballots were mailed out. Her group has not yet seen them. Barbara believes that they were mailed out last Tuesday; she will ask Nicole to resend the ballot to Helen’s group.

2. Adjournment

- Motion to adjourn was made by Bob seconded by Alan, voted on and passed (3:15 pm EDT).

3. Closed with the Serenity Prayer