

**Families Anonymous  
Minutes of the Meeting of the Board of Directors  
July 18, 2020**

**INTRODUCTION**

**1. Call to Order:** 2:05 EDT, by Barbara S, Chair

**2. Roll Call:** by Christy, Secretary

<u>Name</u>	<u>WSB Role</u>	<u>Attendance</u>	<u>Monthly Report</u>
Barbara S	Chair	P	W
Maria S	Vice Chair	P	W
Cindy C	Treasurer	P	W
Christy R	Secretary	P	L
Alan B	BMAL	LOA	E
Ann P	BMAL	P	W
Bob S	BMAL	P	W
Chris Y	BMAL	P	W
David M	BMAL	P	W
George R	BMAL	P	W
Helen L	BMAL	E	W
Jeff S	BMAL	P	N
Marc B	BMAL	P	W
Marcia C	BMAL	P	W
Mike B	BMAL	P	W
Odalys A	BMAL	P	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:**

- Vince moved to accept the revised Agenda, Marc 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 WSB May Minutes:**

- Bob moved to approve the May Minutes, Vince seconded, voted on and approved.

**6. Chair's Report:**

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

**7. Treasurer's Report:**

- Cindy provided the financial reports as part of her monthly report.
- This month we have a net loss of \$3.3K which is \$2K worse than we were expecting in the budget.
  - It is primarily due to literature sales (\$4.3K decrease compared to budget). Group purchases are 10% of what they were at this point last year, most likely due to groups not meeting face-to-face because of the virus. Although individual purchases are above what they were at this point last year, they are not nearly as much as what the group purchases were, resulting in a large deficit.
  - This is somewhat offset by donations which are better than last year (individual donations are up while group donations are down.)
  - Expenses were also down.
- Bob asked if Cindy could tell how much money was coming in through the Zelle account that was set up. Cindy reported that at the end of June it was just under \$250. Cindy suggested that we encourage individuals in our groups to donate to the WSO through Zelle. Unlike credit card transactions, there are no fees. Bob indicated that there would be an article explaining how to donate with Zelle, in the next Serenity Messenger. Right now only a few groups are aware of the Zelle capability. Maria suggested that we also send out an email blast to the big list. Bob agreed to follow up on this. Cindy had prepared something which could be used for both the Serenity Messenger and the email blast; she will resend it to Bob.
- There were no other comments or questions.

**STANDING COMMITTEE REPORTS**

**Committee**

**Chair**

SC-1 Public Information	Jeff S
SC-2 WSO	Maria S
SC-3 Literature	Ann P
SC-4 Serenity Messenger Newsletter	Robert S
SC-5 Bylaws, Parliamentary	George R
SC-6 International Groups	Vince M
SC-7 Budget Committee	Cindy C
SC-8 Sponsorship	Helen L
SC-9 Group Outreach	Marcia C
SC-10 Financial Oversight	David M
SC-11 Technology	George R

- **SC-1 Public Information**
  - Barbara introduced Jeff as the new PI Chair. Cindy has agreed to help him, as will anyone else that is currently on the committee.
  
- **SC-4 Serenity Messenger Newsletter:**
  - Bob reported that Nicole agreed to develop templates for the Serenity Messenger so that there would be a standard format in the future.
  - There will be two new features:
    - ▶ Word from the Board: a brief article from a Board member, talking about their experience on the Board or an area of focus. Barbara volunteered to provide a summary of her State of the Fellowship, which could be used for this feature.
    - ▶ Focus Group: an article that features a particular group or issues relevant to all groups.
  - Nicole is also creating a masthead for page 2 that identifies the issue. The fellowship could then print the newsletter without page 1 which is usually ink-heavy.
  - Jeff notified Bob that they should have received an article from Jean (Jeff's wife) about boundaries. She is also preparing to write another one. Bob suggested that Jeff send the articles to him, and he will make sure that Elizabeth gets them.
  - David asked about the number of words for a typical article. Bob replied it's at least 450 words (~a page and a half).
  
- **SC-6 International Groups**
  - Vince reported that he contacted Bengali again, but did not get a response; he suspects that part of the issue may be COVID.

- Odalys reported that she reached out to the Mexico group twice, and received no response.
- **SC-9 Group Outreach**
  - Marcia was contacted by a group secretary who indicated that their group wanted to start to meet in person again, but was concerned about her own liability if someone should get sick. Marcia referred her back to the local authorities in her area for guidelines / regulations.
    - Ann reported that their fellowship hall (located in NY state) just reopened, and they had arranged a Zoom meeting for any groups who use that facility. They laid out the rules and regulations. They have guidelines that they have to abide by, and also need to sign in with contact info, which is available to the NY state health department for contact tracing.

**AD-HOC COMMITTEE REPORTS**

<b><u>Committee</u></b>	<b><u>Chair</u></b>
AH-1 Convention Liaison	Barbara S
AH-2 Intergroup Support & Development	Marc B
AH-3 Document Review	Ann P
AH-4 Long Range Planning	Marc B
AH-5 Revenue Growth Task Force	Robert S
AH-6 Virtual Meeting Format	Maria S

- There was no additional information provided about the Ad-Hoc Committees.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**1. MOTION LC-1 (July 2020)**

- **Motion:** The Literature Committee moves that the WSB approve discontinuing the CD format of *The Twelve Steps of FA* (#1004-AU-CD) .
- **Rationale:**

- In 2016 we released an audio version of #1004 in two formats: a CD (#1004-AU-CD), and a USB flash drive (#1004-AU-USB). We ordered 100 copies of each.
- With only 3 copies of #1004-AU-CD remaining in inventory as of June 30, 2020, a decision needs to be made whether to discontinue the CDs or reorder them.
- The cost to reorder the CDs (50 copies + shipping) would be ~\$130.
- Sales trends support discontinuing the CD:
  - ▶ Sales of CDs at first were robust but since then have gradually declined.
  - ▶ By contrast, sales of USB flash drives have shown the opposite trend: slow at first but increasing modestly over the years.
- Technology advancements also support discontinuing the CD:
  - ▶ USB technology has largely replaced CD technology. Whereas virtually all new cars, computers and laptops have USB ports, few if any have CD slots.
  - ▶ These technology advancements support the sales trends referred to above.
- **Feasibility:**
  - Anyone wanting an audio version of #1004 can purchase a USB flash drive instead of a CD.
  - About six dozen flash drives remain in inventory.
- **Implementation:** Upon approval of this motion by the WSB, the Literature Committee will:
  - remove #1004-AU-CD from the literature catalog
  - change the catalog number of #1004-AU-USB to #1004-AU (since there is no longer any need to differentiate between two audio formats)
  - ask the website manager to make these same changes in the e-store.
- **Motion made by Ann, seconded by George, voted on and approved.**

2. **WSO-1 (July 2020) “PPG-18 Policy on FA Management of Documents and Records (D&R)” Update**

- **Motion:** Approval of updated version of PPG-18 *Policy on FA Management of Documents and Records (D&R)*.
- **Rationale:** The policy required an update to include Author’s Release Forms. Additional changes:
  - The review period for this policy was changed from every 2 years to every 3 years.
  - Wherever “12 Step Rag” appeared, it was changed to the more general term “FA Newsletter.”
  - The retention period for group registration materials was changed from 2 years to 6 years at Nicole’s request.
- **Feasibility:** The updated policy was provided to the Board for review prior to the July WSB Meeting.

- **Implementation:** Once approved, the Golden Master will be provided to the DMC for archiving and posting on our website.
- **Cost:** There is no incremental cost associated with this motion.
- **Motion made by Maria, seconded by David, voted on and approved.**

### 3. **MOTION Parliamentarian-1**

- **Motion:** Move that the WSB approve the July 18, 2020 update to PPG-05, retitled “*Internet Policy*”. This update was previously distributed to the entire board.
- **Rationale:** This PPG has not been reviewed/updated since its adoption in March 2012.
- **Implementation:** If approved, this policy will replace the previous version and will be posted on the FA website.
- **Cost:** There is no incremental cost associated with this motion.
- **Motion made by George, seconded by Vince, voted on and approved.**

### 4. **Italy’s Lemmario Project**

- Ann provided a summary of Italy’s Lemmario Project in her board report. It is based on something that AA does. In her Board report, Ann laid out the reasons why she felt it was not in keeping with our traditions. She has not yet provided a response back to Italy and would like the Board’s backing to her response. Several of the Board members and the LC have already looked at it. The Board agreed with Ann’s proposed response.

**TABLED ITEMS:** None

## **CLOSING**

### 1. **Announcements and Other Items:**

- Bob clarified that as a retired attorney he is not in a position to provide legal advice, and that board members should not reference his opinions as such.
- Barbara asked for feedback on the ABM which was held virtually.
  - Ann felt it was professionally done.
  - Vince said it facilitated the attendance from those who would find it difficult to travel there.
- A discussion ensued regarding virtual meetings. The following points were made:
  - When discussing restarting their own face-to-face meetings, Mike’s facility was clear on what they were comfortable with. The facility allowed them to sit near the building and have a Zoom meeting. Attendance has increased

since they've been meeting virtually. He is sensing that until we get to a vaccine comfortable world, many would still prefer to meet virtually. He feels that this is an opportunity, not a temporary solution to an emergency. He believes it will be more standard and that people should start to act differently. It impacts many aspects such as donations, literature sales, etc. He believes we should start thinking virtually, and that a majority of our membership will want to join that way. People can join virtual meetings without the need to travel long distances.

- Barbara shared that her group meetings are now hybrid; they meet in someone's backyard and also connect via computer. This gives people options.
- Jeff mentioned that members of his group would like to continue meeting virtually as well. They are considering holding a virtual meeting on a different night, once they start meeting face-to-face. They have revised their meeting script to include things like virtual donations via Zelle.
- Bob agreed that it will change how we meet at least for the foreseeable future. He has been updating the Directory of Virtual Meetings. He suggested that we create a standard meeting format for those meeting on line, which can be shared with the Group Secretaries. David felt it would be helpful. Barbara agreed.
- Barbara suggested that if a new suggested format is created for virtual meetings, that it include the 5 basic readings, so that they can be shared on screen.
- Marc's group has been meeting virtually; they are also considering meeting in a hybrid fashion. He felt it would be helpful to provide guidance and be more prescriptive on how to do the educational aspect (for example suggestions on holding a step meeting, speaker meeting, etc.).
- Mike mentioned that some of the basic readings have gender specific references (such as "his" or "her"). Due to the culture of sensitivity in our society, he suggests changing it to "their". Ann indicated that the LC had looked at this; she thought that Mike might be using older versions. If not, please alert Ann.
- Mike suggested that we look at documents and processes, and think about how virtual meetings impact them.
- We could provide guidance on how to maintain anonymity while using Zoom.
- Jeff said that their group has newcomer ambassadors who stay on after the virtual meeting ends and meet with the newcomers to answer any questions.
- The LC would like to look at any materials produced before they are distributed.
- Maria asked if we should consider making more of our literature available electronically (i.e., on Kindle, Nook, etc.) by bundling smaller pieces. Ann

indicated that up to 75,000 words is the minimum number to convert to an e-book; the cost would be \$249; the LC is not considering doing this at this time.

- Bob reported that he has ~35 groups on the Virtual Meeting Directory so far.
- Christy asked if there was a way to cross-check the Virtual Meeting Directory against the full list of registered groups. Marcia volunteered to reach out to the secretaries of those groups who are not on the virtual meeting directory. If Marcia becomes aware of any roadblocks to meeting virtually, she will share that with the Ad hoc Committee.
- People can join a virtual meeting that is most convenient for them (date / time wise) and not be restricted by geographic location.
- Barbara shared that Agnes has GoToMeeting open several nights each week for groups who wish to use that capability.
- Mike agreed to write up something for the website to make people aware of virtual meetings.
- Maria suggested that we form an ad-hoc committee to address virtual meetings; she volunteered to lead it. Committee members will include Ann, Mike, Jeff, Bob, Chris, and Marc. If anyone else is interested in joining the ad-hoc committee, they should notify Maria. Marcia volunteered to serve as a liaison in her role as Chair of GO.
- George suggested that we use our e-mail blast capability more. We have 3,000+ email addresses on the big list. Jeff agreed that an email every two to three weeks would be helpful to connect with the membership. He volunteered to put a monthly “newsletter” together; he asked people to send him suggestions (quick bullet points). The intent would be to increase communication with our community, to grow membership, and connect with people in an increasingly electronic world.
  - Ann asked if there would be a way to link the email blast to the website (i.e., if you go to the website, you’ll see the recent email blasts). George agreed it was a great idea and will look into that.

## **2. Adjournment**

- Motion to adjourn was made by Bob, seconded by David, voted on and passed (3:25 pm EDT).

## **3. Closed with the Serenity Prayer**