

**Families Anonymous
Minutes of the Meeting of the Board of Directors
July 17, 2021**

INTRODUCTION

1. **Call to Order:** 2:06 EDT, by Maria S, Chair
2. **Roll Call:** by Maria

<u>Name</u>	<u>WSB Role</u>	<u>Attendance</u>	<u>Monthly Report</u>
Maria S	Chair	P	W
Marcia C	Vice Chair	P	W
Cindy C	Treasurer	P	W
Eileen	Secretary	P	E
Barbara S	BMAL	P	W
Ann P	BMAL	P	W
Bob S	BMAL	P	W
Chris Y	BMAL	E	W
Chris Z	BMAL	A	N
Greg C	BMAL	A	N
Helen L	BMAL	P	E
Jeff S	BMAL	P	W
Marc B	BMAL	LOA	LOA
Mike B	BMAL	E	E
Sara L	BMAL	E	E

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, LOA = Leave of Absence

3. Acceptance of Published Agenda:

- Barbara S moved to accept the Agenda, Cindy C seconded, voted on and accepted.

4. Tradition One:

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

5. Approval of June 2021 WSB Minutes:

- Bob S moved to accept the June WSB Minutes, Helen L seconded, voted on and approved. Eileen to distribute.

6. Chair's Report:

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

7. Treasurer's Report:

- Cindy provided the June monthly financial reports, as part of her monthly report.
- \$200 in cash from literature sales and an individual generous donation were reported. Expenses are on track; literature sales were better than expected.
- A broker, paid for by the landlord, helped secure the lease agreement at a good rate with substantial savings for the future.
- Cindy motioned to approve the new lease.
 - **MOTION:** Move that the WSB approve the lease renewal offer (details provided in Attachment A) negotiated with Imperial Realty (current lessor) for the World Service Office space at 701 Lee Street, Suite 670, Des Plaines, Illinois. The current office lease expires on September 15, 2021.
 - **RATIONALE:** Office space is necessary, and the proposed terms are an improvement over the existing lease terms.
 - **IMPLEMENTATION:** On approval, the Chair will accept the lessor’s offer and sign the new lease.
 - **COST:** Total savings over the term of the new lease would be ~\$30K. (See Attachment A for details).
- Motion was seconded by Barbara S, voted on and approved.
- Thanks to Cindy for lowering spending and achieving significant savings.
- Bob S and Cindy C will highlight this in the Serenity Messenger (under “Word from the Board”), perhaps titled “Run Leaner”. They will include a summary of the cost savings, explain how Board members serve as stewards, and the importance of donations.

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	Barbara S
SC-6 International Groups	Helen L
SC-7 Budget Committee	Cindy C
SC-8 Sponsorship	Helen L
SC-9 Group Outreach	Marcia C
SC-10 Financial Oversight	Greg C
SC-11 Technology	Chris Y

- **SC-3 Literature**
 - In her monthly report, Ann mentioned that the LC had discussed ways to make our literature known outside our fellowship. One suggestion: writing articles and submitting them to relevant outside publications. For example: an article for AARP Magazine on grandparenting in families with addiction (which would refer to and/or quote from our Grandparenting book).
 - Jeff S referenced article in AARP magazine discussing addiction in a Michael Douglas cover story. The article interview showed the impact of family addiction.
 - The Board agreed with the LC’s recommendation. Ann and the LC will move ahead.
- **SC-9 Group Outreach**
 - Marcia provided an update on the effort to provide educational opportunities. (See motions under New Business).
 - She asked that Board members go back to their groups and see if anyone can provide an article for the “Focus: Group” section of the Serenity Messenger (eg., what’s special about their group, etc.)
- There were no other updates from the Committee Chairs.

AD-HOC COMMITTEE REPORTS

<u>Committee</u>	<u>Chair</u>
AH-1 Convention Liaison	Barbara S
AH-2 Intergroup Support & Development	TBD
AH-3 Document Review	Ann P
AH-4 Long Range Planning	Mike B
AH-5 Revenue Growth Task Force	Cindy C

- Other than the information provided in the monthly Board Reports, there were no additional updates from the Ad-Hoc Committee Chairs.

UNFINISHED BUSINESS:

1. Amending the Articles of Incorporation (Bob S) - next steps

- Development of new wording was discussed. In the past, the proposed wording was too broad, leading to a certain amount of confusion.
- Considerations were discussed and relevance made to the specific and primary purpose of this corporation.
- Barbara reported that after the ABM, Jon S shared his concerns with her. He felt that our proposed wording was too broad because members are unfamiliar with other types of addiction. Bob volunteered to speak with Jon S, and explain our feeling that our focus is not on any particular addiction, but rather how members can help themselves using the 12 steps.
- Rewording is suggested as follows and needs to be reviewed by all board members. It will be discussed at the next board meeting in August.
 - “The specific and primary purpose of this corporation is to provide assistance to Member Groups whose objective is to help their individual members lead a wholesome life despite a relative’s or friend’s addiction to, dependence on, or use or abuse of potentially addictive substances or behaviors, and related behavior problems.”
- Helen added that we need to be aware that translations of the proposed new wording may require some thought (i.e, can’t just use Google Translate).

NEW BUSINESS:

1. Hybrid Meetings (Maria S)

- Jeff S shared use of hybrid meeting in Atlanta and effective ways to handle.
- Jeff will share his revised meeting script. Maria will use it as a starting point for a best practices document on hybrid meetings. Bob S will help ; he will reach out to Matt B from Chicagoland who is also interested in this.
- There is a suggestion to put information in the Serenity Messenger, conduct an educational meeting, interactive Go-To Meetings, provide a guidance document and use Email blasts to share best practices among the fellowship.

2. Education Ad-Hoc Committee

- **Motion 1: Formation of an ad hoc committee (AH-6 Education)**
- **Rationale:** Because of the success of Donna D’s 12 Step Workshop (i.e., member participation, very positive feedback, associated increase in literature sales and donations) and the Speaker Series by Chicagoland, there is benefit in having an ad hoc committee focused on educational opportunities.
- **Implementation:**
 - Donna D has agreed to lead this.
 - A brainstorming first meeting was held on July 10 by Donna D and Marcia C.
 - Donna is willing to do the 12 Step Workshop once a year.
 - Future ideas include:
 - A monthly meeting on Tradition and Step of the month, perhaps on the 1st Saturday of each month at 12:00 EST to begin this series in January 2022. This would be interactive and would be run as regular meeting. The objective would be to demonstrate a healthy meeting and show that many groups currently use this format. By modeling this type of meeting, other groups might decide to adopt this format. [Literature items: #5010 The Twelve Traditions in Action, #1019 12 Step Workbook, #1004 The Twelve Steps, and audio version #1004-AU Flash drive version]
 - Present information on “keeping your meetings healthy and growing”. Donna would do this as a presentation, similar to those at Conventions in Atlanta and Greece, allowing time after the presentation for questions. [Lit. items: #5013 Avoiding Four Destructive Forces, #5010 The Twelve Traditions in Action and #5011 Growing Your FA Group: A Tip List for New and Established Groups.] This would be held after these educational series of meetings have been ongoing for a few months.
 - Meetings on a variety of Literature Pieces could include #1028 Setting Boundaries: A Very Loving Thing to Do, and many others. The first in this series would be two meetings featuring #1025 The Gifts of the Spirit as described in the attached proposal (Motion 2) which this committee is submitting to the WSB for approval. Future meetings could be scheduled on 4th Saturday of each month at 12:00 EST lead by different committee members.
 - The committee plans to speak to the Chicagoland Intergroup to see if there is an opportunity to collaborate with them on their speaker series, and to look into posting videos or podcasts of each session on the FA website.
 - Ann reached out to the LC and found an additional volunteer.
 - A second meeting will be scheduled for July 24.
- **Cost:** None

- **Motion made by Marcia C seconded by Barbara S, voted on and approved.**
- Ann will follow up with Jeanne (an LC member) who volunteered to serve on this Committee. Ann also spoke to Sue L, who expressed interest. Barbara S and Maria also volunteered.
- Maria suggested that we announce the formation of this new Ad-Hoc Committee via an email blast to the fellowship. We could ask for volunteers to join the committee. She will work with Marcia on this.
- It was also suggested that we have a standing article in the Serenity Messenger, highlighting upcoming offerings. Bob will inform Nicole and Elizabeth.

- **Motion 2: Proposal from Education Ad Hoc Committee:** The committee has the following proposal: To hold two regular meetings using The Gifts of the Spirit, to be interactive, and open to the fellowship. .
- **Implementation:**
 - The first meeting would be on Saturday, September 25 at 12:00 EST led by Donna D using GoToMeeting (GTM) and PDF scans of pages on Love and screen sharing feature of GTM.
 - Members would read one paragraph and share on that, similar to topic meetings.
 - The second meeting would be on Saturday, October 30 at 12:00 EST led by Marcia C using GTM and PDF scans of pages on Joy and screen sharing feature of GTM.
 - Following WSB approval, a flyer could be sent to our larger email list and this could also be printed in the July/August edition of the Serenity Messenger, deadline Aug 10th..
- **Cost:** None
- **Discussion:**
 - Ann suggested that the meetings be open even to those outside of the fellowship; others agreed.
 - Motion was amended to delete the following: “and open to the fellowship”.
- **Amended motion made by Marcia C, seconded by Barbara S voted on and approved.**
- Barbara S suggested we send the word out to other fellowships and volunteered to assist.
- Ann advised setting up a schedule for each offering. We could send out an Email blast announcing each offering, include the information in the Serenity Messenger, and send out email reminders beforehand.
 - Cindy added that the schedule would assist in ensuring that we have the appropriate literature inventory on hand.
 - A formatted version of the schedule could also be posted in the Serenity Messenger. Bob will follow up with Nicole and Elizabeth.

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items:

- None.

2. Adjournment

- Motion to adjourn was made by Barbara S, seconded by Bob S, voted on and passed (3:21pm EDT).

3. Closed with the Serenity Prayer

Attachment A

COST AND COMPARISON TO CURRENT LEASE TERMS:

TERMS	OFFER	EXISTING LEASE	SAVINGS
Area & Premises	989 sq ft in Suite 670	989 sq ft in Suite 670	No change
Commencement	September 16, 2021	Expires 9-15-2021	
Term	64.5 months from September 15, 2021	60 months	4.5 months longer term
Rent Rate & Escalation	Yr 1: \$16/sq ft Yr 2: \$17/sq ft Thereafter: 2% increase each year	<u>Current Rate:</u> \$21/sq ft <u>Current Escalation Rate:</u> 3% each year	Yr 1: Save \$4,945 Yr 2: Save \$3,956 Yr 3: Save \$3,620 Yr 4: Save \$3,274 Yr 5: Save \$2,927 Yr 6 (4.5 months): Save \$964 Total Savings Over Term of New Lease: \$19,686
Operating Exp & Real Estate Taxes	Same as existing lease. Base year reset to 2021.		
Improvements	As-is		No change
Storage Space	Terminate storage space on last day of month when new lease is executed.		\$2,213 annual savings \$11,894 Saved Over Term of New Lease
Holdover	125% for first 3 months, then 150%		
Brokerage Fees	\$1 per sq ft per year	None	\$0 for Families Anonymous (paid by Lessor)