Members Present: Rick K., Jay G., P.A. K., Ned J., Ashly B., Nancy G., Earl D., Bob G.

Members Absent: None

NOTE: Ashly B. advised that she will need to leave the call early due to another commitment.

1. **Assignment of roles**
   1. Facilitator – Rich K.
   2. Record Keeper – Bob G.
   3. Timekeeper – Earl D.
   4. Spiritual Reminder - All
2. **Announcements**
   1. November is Gratitude Month *(Gratitude Month Flyer*).
   2. Survey ends in December
   3. Any Reports to the Newsletter are due Sunday November 18th.
3. **Approval of Agenda** (*BOT Agenda 2018 11*)

After discussion, the agenda was approved as stated

1. **Approval of Minutes** 
   1. Minutes from BOT Interim Meeting from October 2018 (*Draft Oct 18 Minutes*) were approved. Motion was made to approve these minutes by Earl D. and seconded by P.A. K. Vote: 8-0-0.
   2. Action Item: Bob to forward minutes to Webmaster for publication on website.
2. **Monthly Action Items**
   1. Bob to forward September Minutes to Beth (DONE)
   2. Rich to Reach out to Nancy re: CSTCC (DONE – awaiting reply from Nancy)
   3. Nancy to notify Amalia of not being re-appointed to the BHRPC (DONE)
   4. Ashly to advise Jim B of reappointment to BPMC (DONE)
   5. Rich to inform Pam to begin negotiations with Sheraton (DONE)
   6. Rich to inform Pam of decision to have office work through backlog of inmate requests (DONE)
   7. Rich to notify Rita H. of appointment as whistleblower contact, and to notify Beth to update the information on the website. (DONE)
3. **Routine Reports**
   1. Report on Suggestions to the Board
      1. None
   2. Executive Director’s Report - (*ED Report to BOT 8Nov18, Sales Comparison Sept-Oct*)
      1. There were comments expressing concern about the reduction in sales during the last few months. Rich K. stated that this is not a trend, just that Hazelton did order the Basic Text recently.
      2. New literature is selling quite well.
      3. Sobriety appears to be on the increase as evidenced by the increase in sales of chips and coins.
   3. Board Committee Chair Reports
      1. Copyright Translation – Bob G. (*BCTC Report to BOT 2018 11*)
         * A question was asked about going forward with local stories to international translations. Bob G. is to check this out for next meeting.
      2. Development – Bob G. (*BDC Report to BOT 2018 11*)
         * Concerns were expressed about the privacy of information on the Board applications. It was stated that people left copies of applications in public areas at the last ABC/M. There may be some need to control access to these applications
         * It was asked if the by-law that was presented at the previous ABC/M was going to be resubmitted at next years meeting. Bob G. said that it was going to be discussed at the next BDC meeting.
      3. Finance – Rich K. (*BFC August 2018 Minutes, BFC September 2018 Minutes, BFC Report to the BOT 18-11-10*)
         * Rich K. reported that he is working with Jay G. to train and advise with a possible transition to Treasurer.
      4. HR/Personnel – Nancy G. (*2018 9 10 Minutes BHRPC, 2018 August 13 BHRPC Minutes, BHRPC 2018 11 10 BOT Report*)
         * A question was asked if there are policies that relate to social media and email monitoring of the F.W.S. staff. Nancy stated that she would add these questions to the committee’s agenda.
      5. Programs and Memberships – Ashly B. (*BPMC November Report, BPMC September 2018 Meeting Minutes*)
         * There are recommendations about approving the application for the ABC/M as a result of the New York application of the prior year. Requesting the intergroup minutes approving the request to submit an application is a good idea to include with the application so we can be assured of the intergroup’s commitment.
      6. Outreach – Earl D. (*BOC Minutes – Regular Meeting – 2018 10 October 01, BOC Minutes – Regular Meeting – 2018 11 November 05, BOC Report – 2018 11 November*)
         * The meditation book will definitely be completed by the BOC with less than 25% changes.
      7. Fellowship Self-Supporting – Ned J. (*BFSC August.2018 Minutes, BFSC Minutes November-pdf, BFSC Sept ’18 Minutespdf,*)
         * Ned J. reported that it may be necessary to for the Board to approve some money to update software to make it possible for the website to handle certain mechanisms of accepting certain donation methods. There are some limitations that are inherent in the current software. Action Item: Ned J. is to ask Beth for an analysis of needs about the checkout program.
   4. Board Liaison Reports
      1. Rich K. – CCC, CFC (*Rich K Liaison Reports – 18-11-10*)
         * The Conference Chairs Committee is now meeting three time a year.
      2. Earl D. – CHRC, CPIC (*CHRC, CPIC – Liaison Report by Earl D – 2018 10 November*)
      3. Nancy G. – CSC, CIC, CSpC (*2018 11 10 CSC CSpC CICC*)
      4. Ashly B.. – CMRC (*CMRC Liaison Report Ashly B*)
         * The CMRC is talking about doing a survey. It was questioned about how the proposed survey would differ from the survey currently underway.
      5. Ned J. – CDC, CJC ()
         * Although Ned J. posted the reports for these committees, they cannot at this time be seen in the DropBox folder.
      6. P.A. K. – CAC, CLC (*CAC&CLC Liaison Report (1) (5)*)
         * A question was asked about whether the CLC has settled on a Chair. It was not discussed at the last meeting of the CLC.
         * P.A. K. stated that she was not able to attend the next meeting of the CLC and asked if anyone could attend in her place. Earl D. agreed to do so.
         * P.A. K. stated that she was correcting her report saying that the next CAC meeting was to be in December; It will actually occur in November.
      7. Jay G. – CBC, CTIOC (*Liaison Report CBC – Jay G., Liaison Report CTIOC – Jay G.*)
         * The CBC is waiting to see if the Board wishes to pursue the By-Law change proposed and defeated at last years ABC/M.
4. **Business**
   1. Elevated Priority
      1. ABM Contract – (*2019 ABM Contract, SLAA ABCM Year to Year Comparison*)
         * The contract from the Sheraton Grand Sacramento was presented for the 2019 Board Face-to-Face meetings and the ABC/M to be held in Sacramento, California on 19 – 27 July 2019. Total contracted cost is about $54,000.
         * It was stated that we could eliminate some cost by not having a “store” at the ABC/M, but rather allow possible “one-time” free shipping for orders placed in conjunction with the ABC/M. This would eliminate a dedicated room (and its costs). It would also mean that it wouldn’t be necessary to have F.W.S. office staff at the ABC/M and, thus, not incur travel, lodging, meals and overtime costs for those staff members.
         * After looking at the possible costs if we don’t meet the final Friday night occupancy numbers, it was suggested that we request that this number be lowered.
         * One member stated that they would prefer to see the meeting be held in San Antonio and was therefore opposed.
         * After discussion, a Motion to accept the contract with the Sheraton Grand Sacramento Hotel provided that (1) the Hotel agree to reduce room nights on Friday to 25 and (2) we eliminate the room which would have been used for the store was made by Rich K. and seconded by P.A. K. VOTE: 7-1-0. The minority chose not to give a report. Action Item: Rich K. will talk with the Executive Director and have her discuss with the hotel the changes for which we are asking and get a corrected contract.
         * A motion to allow Rich K. to sign the contract with the Sheraton Grand Sacramento Hotel if they agree to the changes we have requested was made by Bob G. and seconded by Nancy G. VOTE: 7-1-0. The minority chose not to give a report.

NOTE: Ashly B. leaves the meeting. There are now 7 members on the call.

* + 1. September 30, 2018 Financials (*18-09 Balance Sheet, 18-09 Budget v Actual, 18-09 Profit & Loss*)
       - Rich K. reported that we are moving to a new bank (Frost Bank) and thus there are currently two cash accounts on the Balance Sheet. At present, monies received through PayPal are now being sent to Frost Bank, not Bank of America. The Bank of America account will be closed when it is determined it is okay to do so.
       - These are end-of-year statements, however, they will not be final until the auditors complete their review. Depreciation expense has yet to be posted.
       - We have had a profitable year.
       - Rich K. presented a detailed explanation of the profit and loss statements.
       - Contributions for the fiscal year were about $108,000 and sales were about $230,000.
       - A motion was made to approve the financial statements as presented by Jay G. and seconded by Earl D. VOTE: 7-0-0. Action Item: Rich is to forward these financial statements to the Newsletter editor for publication. Action Item: Rich K. is to contact Williams, Crow, Mask and advise we are ready to start the review.
    2. Non-BOT Candidate Applications
       - BFC – (*BFC – Cory F Application, BFC – Cory F Non Disclosure and Conflict of Interest Documents*)
         1. After discussion, a motion was made to appoint Cory F. to the Board Finance Committee subject to a 90-day provisionary period by Earl D. and seconded by P.A. K. VOTE: 7-0-0. Action Item: Rich K. to contact Cory F. and advise him of appointment.
       - ABMPC – (*ABMPC – Phillip W*)
         1. The Conference Charter Committee has asked that Phillip W. join Rita H., the CCC chair, on the ABMPC.
         2. After discussion and confirmation that Phillip meets the requirements to serve as a non-BOT member on a BOT committee, a motion to accept Phillip W. onto the ABM PC committee as a CCC representative was made by Earl D. and seconded by Nancy G. VOTE: 6-0-1. Action Item: Rich K. will let Phillip know of his appointment.
    3. ABM PC Board Members – Typically BPMC Chair, Board Chair, and Treasurer are members of this committee. The meeting is held on the third Monday of the month @ 6:30 Eastern. 1st Meeting November 19th.
       - By consensus, it was decided that Jay G. will also serve on the ABM PC.
    4. CSTCC Liaison Appointment
       - Earl D. agreed to be the Board Liaison to the CSTCC. Action Item: Rich K. to request that the Executive Director add Earl D. to the Google Group.
  1. Normal Priority
     1. Designated Giving Program (*BFSC – Donor Agreement v06 09-08-18 word, BFSC DGP v14 – 09\_08\_18 word*)
        + Comments made by members include:
          1. This seems to rigid and bureaucratic in nature.
          2. I fully support this policy because it was based on Board input.
          3. This is not what I expected to see. It seems too burdensome and would require a lot of time to manage.
          4. Don’t see “individual” in this policy.
          5. Being too complicated might inhibit participation.
          6. How do we handle contributions of $5 and should it be different if it is $10,000?
          7. I support the idea and want to see it done.
          8. Frustrated about where to go from here.
        + At this time, we will table the discussion on this item and revisit.
     2. Literature Price Increase (*BFC Literature Increase Recommendation, SLAA\_OrderFormPRINT.pub*) TABLED
     3. Release of Copyright on “Step Questions Workbook” back to Lisa C TABLED
     4. Discussion of whether Webmaster should be exempt of the non-BOT Rotation of Service Policy. TABLED
     5. AMB Minutes Review Process Discussion (*ABM Minutes Review Process*) TABLED
     6. Thank You Note Policy (*SLAA BFC Thank You Notes Policy*) TABLED

Meeting Schedule for Conference year 2018-2019

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| --- | --- | --- |
| **8 Sept 18 – Regular** | **13 Oct 18 – Interim** | **10 Nov 18 – Regular** |
| 8 Dec 18 – Interim | 12 Jan 19 – Regular | 9 Feb 19 – Interim |
| 9 Mar 19 – Regular | 13 Apr 19 – Interim | 11 May 19 – Regular |
| 8 Jun 19 – Interim | 13 Jul 19 – Regular | F2F – TBD |