**Attendance**

* Present (7): Rich K., Earl D., Ashly B., Ned J., P.A. K., Jay G., Seth S.
* Absent (1): Nancy G.

**Opening Matters**

* 1. Serenity Prayer
  2. Check-Ins/Sobriety Statements
  3. Readings
  4. Recording Reference #09

1. **Assign Roles**
   1. Facilitator – Rich K.
   2. Record Keeper – Earl D.
   3. Timekeeper – Seth S.
   4. Spiritual Reminder - All
2. **Announcements**
   1. May is Individual Contribution Month  
      (*Flyer for May Contributions*)
      1. The QR code on the flyer does not work; states “campaign” is disabled
   2. Newsletter submission deadline is May 19th.
3. **Approval of Agenda**(*BOT Agenda 2019 05*)
   1. Discussion about the Elevated Priorities ensued; there were no changes to the agenda.
   2. By consensus, the Agenda was approved.
4. **Approval of Minutes** 
   1. Minutes from BOT Regular Meeting (*BOT Minutes 2019 04*)
      1. Motion to approve the Minutes as written: Ned J.
      2. Second: Seth S.
      3. Vote: 7-0-0
      4. Action: BOT Chair to forward Minutes to be posted on the F.W.S. website.
5. **Monthly Action Items**
   1. DONE
      1. BOT Chair to forward March Minutes to Webmaster
      2. BOT Chair to advise Rita of Committee changes involving Seth S.
      3. BOT Chair to advise Executive Director of committee changes and to add Seth to the Google Groups
      4. Treasurer to inform Executive Director of the authorization to order 15,000 Basic Texts from Sheridan
      5. Seth S. to update the non-BOT Rotation of Service Policy to “carve-out”   
         paid staff
      6. BFC Chair to bring the Travel Expense Reimbursement Policy back to the BFC for suggested changes
      7. Ashly B. to bring the ABC/M Host City Application back to the BPMC for proposed changes
   2. PENDING
      1. Ned J. to get with Webmaster regarding the practice and implementation plan for the At Cash Register Giving Policy
         * The Webmaster is reaching out to new vendors to find programming support
      2. Ned J. to get with BOT Chair and Treasurer about funding the implementation
6. **Routine Reports**
   1. Report on Suggestions to the Board
      1. None report
         * No discussion.
   2. Executive Director’s Report  
      (*ED Report to BOT – 19-05-11,  
      Sales Comparison – MarApr 18-19*)
      1. Clarification: international orders required no manual refunds.
   3. Board Committee Chair Reports
      1. Copyright Translation –Rich K.  
         (*BCTC Minutes 19-02-21, BCTC Report to BOT 19-05-11*)
         * No discussion.
      2. Development – P.A. K.  
         (*BDC Minutes 2019 02, BDC Minutes 2019 03\_Ver2.0,   
         Board Development Committee Report 2019-5*)
         * Discussion: BOT candidate #044 has received the application and is looking to submit the completed forms within a week.
      3. Finance – Jay G.  
         (*BFC February 2019 Minutes,   
         BFC March 2019 Minutes,   
         BFC Report to BOT 2019-05*)
         * Discussion: KPIs or business metrics status is posted in the BFC report and is postponed by the BFC due to priorities and time constraints.
         * Discussion: Prudent Reserve update posted in the BFC report. BFSC Chair will search for a prior BOT or Fellowship motion(s) that deals with the Prudent Reserve. The BFC consensus is to solicit and capture the Fellowship’s view (e.g., CCC, Chair, CFC, or other Conference Committees, and at a future ABC/M) on the limits (minimum and maximum) and any related policy procedure(s).
      4. HR/Personnel – Nancy G.  
         (*3 11 19 BHR\_PC Minutes r1,  
         BHRPC 5 11 19,  
         BHRPC 2019 2 11 Minutes*)
         * No discussion.
      5. Outreach – Earl D.  
         (*BOC Minutes – Regular Meeting – 2019 03 March 04,   
         BOC Minutes – Regular Meeting – 2019 04 April 01,   
         BOC Report by Earl D – 2019 05 May 11*)
         * Discussion: Thanks to the BOC members for their effort; the “Mediation Book” is complete and move to the BOT Agenda. The “Anorexia Steps 4-5-6-7” Booklet is in review by the BOC.
         * Discussion: The BOC is open to feedback and comments by the Fellowship on its activities and progress with business items.
         * Discussion: The CJCs’ desire for a smart device app has been received, review, and recommendation returned to the CJC. The CJC sent a communication to the BOT Chair regarding keeping their original name of the Meditation book of “A State of Grace: Daily Meditations.”
           1. The 2019 ABC/M approved, based on the 18o01/17-13 Motion, the title of “Meditation Book.”
           2. Action: BOC Chair to place in the June BOT Dropbox this letter from the CJC for review and discussion.
         * Discussion: Any future correspondence by a Conference Committee that precipitates a BOT Agenda item should be posted to the BOT Dropbox (or Google Group via email) for review before the subsequent BOT meeting.
      6. Programs and Memberships – Ashly B.  
         *(BPMC March 2019 Meeting Minutes,  
         BPMC May 2019 Report)*
         * Discussion: Co-S.L.A.A. meetings exist and should be added back into the manual.
         * Discussion: The BOC seeks to clarify with the BPMC a potential conflict of the following activities jointly on our agendas: 1) “50th Anniversary” Basic Text; and 2) Mobile App(s). The BOC and the BPMC will coordinate on these work tasks.
      7. Fellowship Self-Supporting – Ned J.  
         (*BFSC Report to BOT -05 2019*)
         * Discussion: The BFSC Chair again calls for committee membership support.
   4. Board Liaison Reports
      1. Rich K. – CCC, Chairs   
         (*Rich K Liaison Reports – 19-05-11*)
         * No discussion.
      2. Earl D. – CHRC, CPIC   
         (*CHRC & CPIC – Liaison Report by Earl D – 2019 05 May 11*)
         * No discussion.
      3. Nancy G. – CSC, CIC, CSpC   
         (*2019 5 11 CSC CICC CSpC*)
         * No discussion.
      4. Ashly B. – CMRC   
         (CMRC May Liaison Report.docx)
         * No discussion.
      5. Ned J. – CDC, CJC   
         (*CDC, CJC Liaison Report 05 2019 Ned J.*)
         * No discussion.
      6. P.A. K. – CAC, CLC   
         (*CAC&CLC Liaison Reports 2019-05*)
         * CLC: Website submitted messages are not being received through the web forms. The BOC is aware of the issue that Gmail addresses are bouncing using the Gravity Webform plug-in. The Webmaster is working on this issue.
         * CLC: The CLC H.O.W. Literature IFD is missing an additional attachment for the addendum, and the ARS has been notified.
      7. Jay G. – CBC, CFC   
         (*CBC, CFC & partial CCC Liaison Report – Jay G.*)
         * No discussion.
      8. Seth S. – CSTCC, CTIOC –   
         (*BOT Liaison Report SethS 51119*)
         * No discussion.
      9. Other Topics
         * Discussion. The BOT missed an opportunity to interact with Intergroups that are, or becoming, nonprofit business entities, like the L.A. and Houston Intergroups.
7. **Business**
   1. Elevated Priority
      1. March 2019 Financial Statements  
         (*2019-03 Balance Sheet,   
         2019-03 P&L Current & Budget Comparison,  
         2019-03 P&L Current & Prior YTD Comparison  
         2019-03 P&L*)
         * Discussion: Profit & Loss Statement was reviewed. ABC/M Income is progressing; Sales Income is in line with the Cost of Goods Sold (COGS). The only Conference Committee that has spent money thus far is the CPIC. Payroll expenses demonstrate the cost of living adjustments. The negative inventory adjustment was a “pickup” in inventory, and this topic is being reviewed by the BOT Chair and Treasurer as how to best show changes in inventory and vendor payments and expenses.
         * Discussion: Profit & Loss Budget vs. Actual Statement was reviewed. Income decline may have stabilized or flattened with sales (and thus COGS) slightly lower. Overall, the current fiscal year budget is on target. Rent will increase $50/month starting June 1st. The F.W.S. facility lease expires May 31, 2021, with an option to renew for five (5) years built into the current agreement; thus, the BFC will be discussing options about facilities. The cost of living adjustments on target.
         * Discussion: Profit & Loss Current & Prior Year Comparison Statement was reviewed. Currently, contributions are tracking marginally higher, and sales are tracking marginally lower. We do not show a merchandise gross profit or “true” gross profit; this could be one of the KPIs to report regularly in a “Financial Dashboard.” Does F.W.S. pay sales taxes per state based on Amazon or Apple sales? This topic will be researched based on South Dakota v. Wayfair, Inc., 585 U.S. (2018). An emphasis on digital rights management (DRM) and having all published material to be available digitally was made. Royalties from international Intergroups are generally received once a year and not part of the current report. A request was made of the Treasure to regularly report to the BOT an executive summary of the financial status, trends, assessment of findings, and concerns (if any); this class of report is often referred to as a “Management Discussion and Analysis of Financial Condition and Results of Operations” report; this report could be part of the BFC KPIs discussion.
         * Discussions: Balance Sheet Statement was reviewed. The Prudent Reserve account could be moved outside the Checking/Savings subtotal and as a separate line item in Current Assets. A commendation was given to the Treasurer for his efforts and education to the BOT.
         * Motion to approve the Balance Sheet and Profit & Loss Statements as presented.
           1. Motion: Ned J.
           2. Second: Seth S.
           3. Vote: 7-0-0
           4. Action: Treasurer to forward the Balance Sheet and Profit & Loss Statements to be posted on the F.W.S. Website and the Newsletter Editor.
      2. Non-BOT Appointment – BFSC – Scott F.  
         (*BFSC – Scott F*)
         * Discussion: Round robin discussion about his application and current Conference Committee work.
         * Motion to approve Scott F. on the BFSC as a non-BOT member subject to the 90-day probationary period.
           1. Motion: Earl D.
           2. Second: Seth S.
           3. Vote: 7-0-0
           4. Action: BFSC Chair to inform Scott F. of the approval subject to the 90-day probationary period; added to the Google Group; added to the Dropbox.
      3. Commenting on Agenda Item 19n04-19/03 – Bylaws Motion   
         (*2019 ABM Agenda*)
         * Discussion: The proposed motion is inflexible and should not be limited in scope by any By-Laws amendment. The motion intent section contains two (2) misstatements because Texas law does not allow the President and Secretary to be the same person, and the group conscience would never be limited to only one (1) person. The BOT will comment on the floor of the ABC/M.
         * Action: Seth S. to draft a statement to be read on the floor of the ABC/M.
      4. CDC Training: When, and who should be a part of it?
         * Discussion: The BOT emphatically supports diversity within its Fellowship and at all levels of service, including the BOT. The BOT sees an opportunity to set the example for diversity through any proposed training. The CDC has not approved or proposed any CDC training to the Conference or BOT yet. The CCC does not support taking additional time out of the ABC/M schedule for extra training (e.g., several hours of non-Twelve Step training). The BHRPC should be engaged when training is to be conducted with the F.W.S. staff.
         * Action: This Agenda item removed until CDC responds to the Conference or the BOT.
      5. Discussion of whether Webmaster should be exempt from the non-BOT Rotation of Service Policy.   
         (*Non-BOT Member Service Rotation BDC [Rev],   
         Non-BOT Member Service Rotation BDC*)
         * Discussion: The F.W.S. Newsletter Editor is a recurring position but is unpaid; thus, this the Editor is not exempt from the policy.
         * Motion to approve the updated non-BOT Rotation of Service Policy that exempts paid staff members as presented.
           1. Motion: Jay G.
           2. Second: Ashly B.
           3. Vote: 6-1-0
           4. Minority Opinion: No opinion was given; the majority opinion holds.
           5. Motion: Majority opinion stands.
           6. Action: BOT Chair to update the date in the footer and forward to updated policy and forward to the Executive Director.
      6. F.W.S. Policy for Reimbursing Travel Expenses   
         (*F.W.S. Draft Policy for Reimbursing Travel Expenses,   
         F.W.S. Policy for Reimbursing Travel Expenses 15 Aug 2012*)
         * Discussion: The new policy would replace the 15 August 2012 policy. This policy is to codify the nonreimbursement of “door-to-door” travel. Missing the language often used as Executive Director/General Manager. Clarification of items #2 and #3 of the limits to reimbursement section was made. The examples of “door-to-to” should include the term “parking.” The language “ABM Per Diem Policy” implies a standing policy accordingly which one does not exist and should be stated as lowercase language as “ABM per diem policy” as in a lower-t tradition. The rental car terminology of “mid-size” is not standard and could be removed.
         * Amendments to the Reimbursing Travel Expenses Policy.
           1. Change item #2 to state “ABM per diem practices” instead of “ABM Per Diem Policy.”
           2. Add to the list of items not covered to include “parking.”
         * Motion to approve the updated Reimbursing Travel Expenses Policy as amended.
         * Motion: Jay G.
           1. Second: Rich K.
           2. Vote: 4-3-0
           3. Minority Opinion

The policy is not ready for implementation; the language is incomplete (e.g., ED/GM); economy parking should be covered as it is a legitimate travel expense incurred.

The travelers paid by F.W.S. funds include the BOT, Executive Director/General Manager and other staff, Webmaster, CCC Chair, CJC Editor, and the CLC Representative.

A compromise is to offer a $50/trip for transportation to/from the point of departure.

* + - * 1. Second Vote: 5-2-0

Motion carried (passed).

* + - * 1. Action: Treasurer to update the date in the footer
        2. Action: Treasurer to forward the updated policy to the Executive Director and CCC Chair.
    1. Updated ABC/M Host City Application  
       (*Updated Host Intergroup Application*) 2h13m
       - Discussion: The next IRC is up to the 2019 Local Planning Committee (LPC). Missing secondary and LPC contacts information (page 2) and will be corrected. There are no references to “bid” in the document.
       - Motion to accept the ABC/M Host City Application as presented.
         1. Motion: Ned J.
         2. Second: P.A. K.
         3. Friendly Amendment made stating to include the missing contact information and correct errors and style in the ABC/M Host City Application as presented.
         4. Friendly Amendment accepted by Ned J. and P.A. K.
         5. Vote: 7-0-0
         6. Action: BPMC Chair to correct grammar errors, remove subdomains from URLs, and stylistic fixes.
         7. Action: BPMC Chair to forward to the Webmaster for the posting of the finalized document.
         8. Action: BOT Chair to make a report of this document in the upcoming F.W.S. Newsletter.
    2. Approval of “A State of Grace. Daily Meditations”   
       (*Meditation book-final-18March2018 – word and pdf formats,  
       Meditation book-final-EDITED – word and pdf formats,  
       Meditation book-final-EDITED-ALLChangesAccepted – word and pdf formats,  
       Meditation book-final-Edited-ExecutiveSummary*)
       - BOT members to review the Executive Summary.
       - Agenda Item tabled.
  1. Normal Priority
     1. Thank You Note Policy  
        (*SLAA BFC Thank You Notes Policy*)
        + Discussion: This policy is to be consistent with the IRS policy that donations of $250 or more would receive a (thank you) note from F.W.S. The Executive Director and the BOT Chair sends a Thank You note monthly. In two (2) places, add an extra “space” as required to correct the grammar.
        + Motion to accept the BFC Thank You Notes Policy as updated:
          1. Motion: Ned J.
          2. Second: Seth S.
          3. Vote: 7-0-0
          4. Action: BOT Chair to update the document and footer accordingly, and forward to the Executive Director.
     2. TABLED Items
        + Purchasing Policy and Procedure (*Purchasing Policy and Procedure*)
        + Review of the process and frequency of the Routine Reports for Regular Meetings.
        + Discussion of H.O.W. Literature requested by Earl (*H.O.W. Literature Discussion, Statement on Distribution of Draft Literature*)
        + Discussion regarding Lisa C’s email on Step Workbook and the 2019 ABC/M.
        + Draft Literature Statement (*Draft Literature Copyright Memo to Chairs 18April2013-1*)
        + Strategic planning time consistently on future Agendas
        + Working with a nonprofit Intergroup

1. **Adjournment**

**Closing Matters**

* 1. Check-outs
  2. Closing Prayer
  3. 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 | July 20 – 22 – F2F |