**Attendance**

* Present (7): Rich K., Earl D., Nancy G., Ashly B., Ned J., P.A. K., Jay G.
* Absent (0): None

**Opening Matters**

* 1. Serenity Prayer
  2. Check-Ins/Sobriety Statements
  3. Readings
  4. Recording Reference #06

1. **Assign Roles**
   1. Facilitator – Chair
   2. Record Keeper – Secretary
   3. Timekeeper – Ned J.
   4. Spiritual Reminder - All
2. **Announcements**
   1. Deadline for submission for the upcoming Newsletter is February 17th
   2. Four (4) Registrations to date to the ABC/M
3. **Approval of Agenda** (*BOT Agenda 2019 02*)
   1. Approved per consensus
4. **Approval of Minutes** 
   1. Minutes from BOT Regular Meeting (*BOT Minutes 2019 01*)
   2. Corrections: 8.4.j correct the spelling for Treasurer; removed 8.4.h since the posting has been done already
   3. Motion to approve corrected Minutes as written: Ned J.
   4. Second: P.A. K.
   5. 7-0-0
   6. Action: Chair to forward corrected Minutes to be posted on the F.W.S. website
5. **Monthly Action Items**
   1. DONE
      1. Rich to forward December minutes to Beth
      2. Rich to inform Pam that Earl has been appointed Secretary and to get him a set of keys
      3. Rich to inform Pam of his appointment as BCTC Chair
      4. Rich to inform Pam of P.A.’s appointment as BDC Chair and to add her to Google Group and Dropbox
      5. Rich to sign Management Representation Letter and inform Williams Crow Mask that the financials have been approved and the tax return will be reviewed next month
      6. Earl to inform Pam of Cory’s appointment to the BDC and to be added to the Google Group and Dropbox
      7. Rich to inform the CSMRWG that the Board is good with CSM, but requests discussion on the distribution of the Board Candidate Documents
      8. Rich to inform Rita that the Board has approved the ABM Minutes Review Process
   2. PENDING
      1. None
6. **Business**
   1. Elevated Priority
      1. Tax Return Approval (*2017 (2017-2018) Form 990*)
         * Presentation of the draft Tax Return by the Chair and Treasurer
         * Discussions about the form and certain line items ensued; questions adequately answered.
         * Motion to approve Chair to sign the Tax Return: Jay G.
         * Second: Ned J.
         * 7-0-0
         * Action: Chair is authorized to sign a clean-copy of the Tax Return from Williams, Crow, Mask (WCM)
      2. December 31, 2018, 1st Quarter Financials (*18-12 Balance Sheet, 18-12 Current & Prior YTD Comparison, 18-12 Current and Budget Comparison, 18-12 P&L*)
         * Presentation of reports by the Treasurer
         * Discussions about lower sales revenue; lack of business ratios and metrics (or key performance indicators) to keep watch on trends and monitor business health; answers to individual line items addressed.
         * Motion to approve the December 31, 2018, 1st Quarter Financials (P&L and Balance Sheet): Jay G.
         * Second: Ned J.
         * 7-0-0
         * Action: Treasurer to forward December 31, 2018 1st Quarter Financials to be posted on the F.W.S. website
      3. ABM Literature Discount
         * Discussions about samples of literature displayed be part of the local planning committee in their hospitality suite; the local planning committee could have a point of sale in their hospitality suite; the Store will not be at the ABM/C; and each represented Intergroup or Group would receive a one-time-use code for literature purchase shipping that expires 45 days after the beginning of the ABC/M.
         * Action: Chair to write an announcement for the upcoming F.W.S. Newsletter
      4. Designated Giving Program Policy (*NEW DGP V.04-1/28/2019*)
         * Presentation by the BFSC Chair
         * Discussions: Quality policy and program document that does not micromanagement and reads well; budget (e.g., $1,000) for implementation should be set aside; an example of projects; clarify language for individual donations in the section “How much can someone donate to the Designated Giving Program?”; and change the language of “agreement” in the section “What happens if there is money left over after a Designated Project is completed?”
         * Document changes: Remove extra “The” in paragraph two in the section “How did the Designated Giving Program arise?”; change “agreement” to “document” in the section “What happens if there is money left over after a Designated Project is completed?”
         * Motion to approve the Designated Giving Program Policy with the referenced document changes: Ned J.
         * Second: P.A. K.
         * Vote: 6-1-0
         * Minority Opinion: possible misleading of total giving amount; therefore, clarify the section “How much can someone donate to the Designated Giving Program?”
         * Vote: 6-1-0
         * Action: BFSC Chair make corrections and mark BOT Approved with today’s date
         * Action: BFSC Chair to forward the approved policy to the F.W.S. Office.
         * Motion to approve $1,000 budget for the Designated Giving Program Policy implementation: Ned J.
         * Second: Earl D.
         * Vote: 4-3-0
         * Minority Opinion: What is the right amount; look at cost needs first; announcement to F.W.S. Newsletter is available; can use the expense matrix for $1,000 approval
         * Motion was withdrawn
      5. At Cash Register Giving Policy *(At Cash Register Giving Policy – BOT Approved 06 June 2018*)
         * Tabled
   2. Normal Priority
      1. Tabled
         * Discussion of whether Webmaster should be exempt from the non-BOT Rotation of Service Policy.
         * Updated ABC/M Host City Application (*Revised Host City Application*)
         * Thank You Note Policy (*SLAA BFC Thank You Notes Policy*)
         * 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, Final Statement on Distribution of Draft Literature*)
         * Discussion regarding Lisa C’s email on Step Workbook and the 2019 ABC/M.
7. **Adjournment**

**Closing Matters**

* Check-outs
* Closing Prayer
* Meeting Schedule for Conference Year 2018-2019

|  |  |  |
| --- | --- | --- |
| **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 |