**Attendance**

* Present (8): Rich K., Earl D., Nancy G., Ashly B., Ned J., P.A. K., Jay G., Seth S.
* Absent (0): None

**Opening Matters**

* 1. Serenity Prayer
  2. Check-Ins/Sobriety Statements
  3. Readings
  4. Recording Reference #08

1. **Assigned Roles**
   1. Facilitator – BOT Chair
   2. Record Keeper – Secretary
   3. Timekeeper – Seth S.
   4. Spiritual Reminder – All
2. **Announcements**
   1. Welcome Seth S. to the Board.
   2. Steps have been put in place to allow first-priority international delegates to receive the (USD) $500 scholarship as a reduction in payment for the ABC/M.
3. **Approval of Agenda**(*BOT Agenda 2019 04.docx*)
   1. Additional items to place on the agenda
      1. Add: Strategic planning time consistently on future Agendas
      2. Add: Working with a nonprofit Intergroup
      3. Discussion: Purchasing policy discussion coupled with Basic Text purchase discussion.
         * Not added or moved to the Agenda
   2. By consensus, the amended Agenda was approved.
4. **Approval of Minutes** 
   1. Minutes from BOT Regular Meeting (*BOT Minutes 2019 03*)
      1. Motion to approve the Minutes as written: Ned J.
      2. Second: Jay G.
      3. Vote: 7-0-1
      4. Action: BOT Chair to forward corrected Minutes to be posted on the F.W.S. website.
5. **Monthly Action Items**
   1. DONE
      1. Rich to forward February minutes to F.W.S. Webmaster
      2. Rich to reach out to Pam and Beth to add Seth S. to the Google Group and DropBox
      3. P.A. to reach out to Seth S. informing of him of his appointment to the BOT.
      4. P.A. to reach out to Rick B. to inform him of his appointment to the BDC,   
         subject to the 90-day probationary period.
      5. BDC to update the non-BOT Committee application changing “BGNC” to “BDC.”
   2. PENDING
      1. Ned J. to get with F.W.S. Webmaster regarding the practice and implementation plan for the At Cash Register Giving Policy.
         * Update on status given; a new vendor sought for code development.
         * The BOT authorized last month funding with limits for the implementation.
6. **Business**
   1. Elevated Priority
      1. Assignment of Committee(s) for Seth S.
         * BOT Committee(s)

BHRPC (currently on this BOT Committee)

BDC

* + - * 1. Action: BDC Chair to give Seth S. access to the BDC Dropbox and Google Group.
        2. Action: BOT Chair to update CCC Chair on BOT assignments.
        3. Action: BOT Chair to advise Executive Director on assignment.
      * Conference Committee(s) Liaison

CTIOC (meets on the last Sunday of the month at 11:00 a.m. ET)

CSTCC (meets on the 4th Sunday of the month at 5:00 p.m. ET)

* + - * 1. Action: BOT Chair to update CCC Chair on BOT Liaison assignments.
        2. Action: BOT Chair to ask Executive Director to added Seth S. to the Conference Committees Google Groups.
    1. Basic Text Book Order   
       (*Basic Text Quote.pdf*)
       - Discussions and feedback
         1. Last order was October 2017 of 10,000 Basic Text books.
         2. Production price increase per book is approximately 7% probably due to the cost of materials (i.e., paper, ink); shipping costs increased slightly; note that volume discount means the price per book is less per increased quantity.
         3. F.W.S. Office inventory (storage) area can support a 15,000-book order per the Executive Director
         4. The current inventory area will probably not house a bigger book order.

The current inventory level or estimate is unknown (i.e., the BOT does not know the product level on hand).

What is the Hazelden order quantity and frequency of purchases?

* + - * 1. F.W.S. Store sells approximately 500 Basic Texts per month.
        2. With the current “burn rate” (i.e., sales), the F.W.S. Office should have stock for 18-24 months of sales.
        3. The Executive Director secured an additional $250 discount for this order.
        4. The consensus was to order 15,000 Basic Texts and no more.
        5. Future BOT or BOT Committee investigations suggested:

The retail price of the Basic Text may be so high that some Fellowship members who cannot afford the book. Should the BOT review the Basic Text pricing?

Review competitive printing vendor proposal(s).

Print materials and consumables (i.e., paper; ink, etc.)

Review production cost reduction proposal(s).

Review shipping cost reduction proposal(s).

* + - * Voting
        1. Motion to approve the Executive Director to execute the order of 15,000 Basic Texts: Jay S.
        2. Second: Seth S.
        3. First Vote: 7-1-0
        4. Minority Discussion

There is not enough information to make this decision; this is a new item and needs more research to make an informed decision.

* + - * 1. Second Vote: 5-3-0
        2. Motion carried (passed)
      * Action: BFC Chair to inform the Executive Director to execute the 15,000 Basic Text order.
    1. Discussion of whether F.W.S. Webmaster should be exempt from the non-BOT Rotation of Service Policy.
       - Discussions and feedback
         1. This discussion item is a continuation from last month’s BOT Meeting.
         2. The topic of history was given to Seth S. to level-set the following discussions and BOT feedback.

The F.W.S. Webmaster is a vital member of the BOC and actions related to outreach (esp. literature review and website activities).

The BOT Chair believes the F.W.S. Webmaster is not in violation of the policy for the current conference year.

The F.W.S. Webmaster plays a vital role in other BOT Committees (e.g., the BHRPC and ABMPC).

* + - * 1. The discussion is broader than just the Webmaster as it relates to paid staff on BOT Committees

The F.W.S. Webmaster is a paid contractor and should be exempt due to that position’s role on the BOC.

The discussion about paid staff members that should/could be part of the policy exception (i.e., from any time period limits to serve on Board a Committee) ensued. For example, the Executive Director plays a vital role on the BPHRC.

A “carve-out” to the policy due to paid staff that is an exceptional member of a BOT Committee should be considered.

* + - * 1. Future BOT or BOT Committee investigations suggested:

Need backup staffing plan for Webmaster

* + - * 1. Concerns about an exception are that:

The F.W.S. Webmaster identifies as a Fellowship member and sets a precedent and thus should not be excluded.

The F.W.S. Webmaster is approved by the BOT to be on the BOT Committee.

The F.W.S. Webmaster can submit additional reports without being a member of a Committee.

* + - * 1. Additional periodic reporting is time-consuming and inefficient; e.g., the interactions with the F.W.S. Webmaster dealing with the selection of capabilities with *the eJournal* app.
        2. Having the F.W.S. Webmaster that self identifies as part of the Fellowship is a bonus to improve the overall effectiveness of outreach.
      * Action: Seth S. to update the non-BOT Rotation of Service Policy to include a section for the “carve-out” for paid staff.
      * Action: BOT Chair to place the review of the updated non-BOT Rotation of Service Policy on the May Agenda as an Elevated Policy item.
    1. F.W.S. Policy for Reimbursing Travel Expenses   
       (*F.W.S. Policy for Reimbursing Travel Expenses 19-02.docx*)
       - Discussions and feedback
         1. The topic history or genesis for the policy and its formalization was presented by the BFC Chair to level-set the following discussions and BOT feedback.
         2. A goal is to codify this policy before the upcoming ABC/M; therefore, the Agenda prioritization rationale.
         3. Correct semantics, grammar, and punctuation of the draft.
         4. Improve the readability, “user” friendly (e.g., word choices from “expected” to “encouraged”), softer tone of a future draft.
         5. Make the procedure clearer.
         6. Governance rational was made why additional reviewers are required (e.g., other Officers of the corporation or the BFC itself). Further clarifications for this rationale could improve the draft’s understanding.
         7. An emphasis of prior approval needs to be made more explicit or called out separately.
         8. Reimbursement period should be included for an agreed timeframe not to exceed (e.g., Net 45 day; 45 days from completed submission of all expenses).
         9. Call out the Board ABM Per Diem Policy better.
         10. Is the GSA the best schedule to standardize on for any per diem rate? Should this be done for only one area (i.e., corporation headquarters)? Should F.W.S. regularly publish (e.g., annually) hotel, mileage, per diem rate, and other expense rates?
         11. If choosing the GSA as the schedule, this standard should be used for personal auto mileage rates.
         12. Item #6 should be reimbursable whether the item is expensed. The consensus was split on this topic.
         13. Is this policy only for BOT members or everyone? Should this policy be split into two (2) separate policies or subsections: BOT and F.W.S. Office; and other? The consensus was a single policy applied to everyone regardless of their level or service position.
         14. How realistic is it to obtain the 90-days prior approval for travel? What about ad hoc or emergencies? The draft policy is for “general guidelines” about the ABC/M and is not addressing emergencies.
         15. The policy intent is to obtain lower flight costs without incurring late travel costs. This policy would come into effect two to three times per conference year.
       - Action: Return the F.W.S. Policy for Reimbursing Travel Expenses Policy draft to the BFC to rework the policy substance given this feedback.
       - Action: If any BOT member wishes to add to this discussion or clarify their feedback or comments, please communicate directly with the BFC Chair.
  1. Normal Priority
     1. Updated ABC/M Host City Application   
        (*Revised Host City Application.docx*)
        + Discussions and feedback
          1. The following major topical elements were added/updated to the application.

Submission of an application is one (1) year in advance to standardize (and reset) the selection and planning processes.

The application added a room rate estimate.

* + - * 1. Setting the “room rate” estimate or guideline is challenging to fix and is subject to periodic review and revision.
        2. Clear language that involves the submitters Intergroup now exists.
        3. Remove any “Lone Group” language.
        4. Whether to remove “College Campus” as an accommodation option was discussed. No consensus was reached; the option will remain in the draft.
        5. Replace the term “Bid” and with “Application” and update accordingly.
        6. There is a concern about planning groups required to apply one (1) year in advance because local participation, support, and priorities may change (i.e., dwindled support).
        7. The update application requires approved Intergroup Minutes, and group conscience stating their desire to apply is incorporated into the draft.
        8. The “example script” in the application draft mentions the BOT announcing the next ABC/M location at the end of the ABC/M. This language may set up or enforce the expectation on the BOT for such an announcement schedule. The consensus that the new requirement for a year advanced application submission would handle this concern.
        9. Prior BOT motions and discussions about an ABC/M venue or logistics are incorporated into the current draft.
        10. The application’s first paragraph that includes the “group conscience” text could be strengthened with additional language around the group.
        11. The BOT should have up to a year for the ABC/M site selection decision.
      * Action: Return the ABC/M Host City Application draft to the BPMC to rework the application substance given this feedback;
      * Action: BOT Chair to place the review of the updated ABC/M Host City Application on the May Agenda as an Elevated Policy item.
      * Note: The BPMC needs the application approved because their Manual is dependent on the acceptance of the application.
  1. TABLED
     1. Thank You Note Policy   
        (*SLAA BFC Thank You Notes Policy.docx*)
     2. Purchasing Policy and Procedure   
        (*Purchasing Policy and Procedure.docx*)
     3. Review of the process and frequency of the Routine Reports for Regular Meetings.
     4. Discussion of H.O.W. Literature requested by Earl   
        (*H.O.W. Literature Discussion.docx,   
        Statement on Distribution of Draft Literature.docx*)
     5. Discussion regarding Lisa C’s email on Step Workbook and the 2019 ABC/M.
     6. Draft Literature Statement   
        (*Statement on Distribution of Draft Literature*)
     7. Strategic planning time consistently on future Agendas
     8. Working with a nonprofit Intergroup

1. **Adjournment**

**Closing Matters**

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

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| --- | --- | --- |
| 8 Sept 2018 – Regular | 13 Oct 2018 – Interim | 10 Nov 2018 – Regular |
| 8 Dec 2018 – Interim | 12 Jan 2019 – Regular | 9 Feb 2019 – Interim |
| 9 Mar 2019 – Regular | **13 Apr 2019 – Interim** | 11 May 2019 – Regular |
| 8 Jun 2019 – Interim | 13 Jul 2019 – Regular | July 20 – 22, 2019 – F2F |