**Attendance**

* Present (6): Rich K. (BOT Chair & President), Earl D. (Secretary), Ned J., P.A. K., Jay G. (Treasurer), Seth S.
* Absent (2): Nancy G., Ashly B.

**Opening Matters**

* 1. Serenity Prayer
	2. Check-Ins/Sobriety Statements
	3. Readings
	4. Recording Reference #11
1. **Assign roles**
	1. Facilitator – BOT Chair
	2. Record Keeper – Secretary
	3. Timekeeper – Seth S.
	4. Spiritual Reminder - All
2. **Announcements**
	1. The book order has been received, counted, and reviewed for damage
	2. Be prepared to present a 2-minute oral report at the ABC/M for your Board Committee
3. **Approval of Agenda**(*BOT Agenda 2019 07*)
	1. By consensus, the Agenda was approved.
4. **Approval of Minutes**(*BOT Minutes 2019 06*)
	1. Discussion: Change minutes to show interim
	2. Motion to approve the Minutes
		1. Motion: Seth S.
		2. Second: PA K.
		3. Vote: 6-0-0
		4. Action: Secretary to watermark “APPROVED” the Minutes
		5. 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 May Minutes to F.W.S. Webmaster
		2. BOT Chair to have Executive Director reach out to the copyright attorney and update the Board regarding his response
		3. Treasurer to forward Purchasing Policy and Procedure to the F.W.S. Office
	2. PENDING
		1. BOC Chair to advise Executive Director on the next steps regarding graphics and desktop publishing
		2. BFSC Chair to get with the F.W.S. Webmaster regarding the practice and implementation plan for the At Cash Register Giving Policy
		3. BFSC Chair to get with BOT Chair and Treasurer about funding the implementation
	3. ACTION
		1. Chair to draft an email for the Executive Director to request a formal letter from the F.W.S. copyright attorney supporting their professional opinion of the “Mediation Book” title is not in violation of any copyright
6. **Routine Reports**
	1. Report on Suggestions to the Board
		1. None received
	2. Executive Director’s Report
	(*ED Report to BOT 19-07;
	Sales Comparison May-June 2018 and 2019*)
		1. Discussion: Summation of book sales was incomplete. No known reason sales are down so much. Can be cyclical
	3. Board Committee Chair Reports
		1. Copyright Translation – Rich K.
		(*BCTC Minutes 19-05,
		BCTC Report to BOT 19-07-13*)
			* Discussion: None
		2. Development – P.A. K.
		(*BDC Minutes 2019 05\_Ver2.0 (1),
		BDC Minutes 2019 06,
		Board Development Committee Report 2019-07*)
			* Discussion: None
		3. Finance – Jay G.
		(*BFC Minutes 2019-04,
		BFC Minutes 2019-05,
		BFC Reports to BOT 2019-07*)
			* Discussion: Prudent reserve discussion had with the CFC
		4. HR/Personnel – Nancy G.
		(*4 8 19 BHR\_PC Minutes,
		5 13 19 BHR\_PC Minutes,
		6 10 19 CORRECTED BHRPC Minutes*)
			* Discussion: None
		5. Outreach – Earl D.
		(*BOC Report by Earl D – 2019 07 July,
		BOC Minutes – Regular Meeting – 2019 05 May 06,
		BOC Minutes – Regular Meeting – 2019 06 June 03*)
			* Discussion: None
		6. Programs and Memberships – Ashly B.
		(no report given)
			* Discussion: None
		7. Fellowship Self-Supporting – Ned J.
		(*BFSC Report to BOT-07 2019*)
			* Discussion: Two designated giving projects in review by the BFSC
	4. Board Liaison Reports
		1. Rich K. – CCC, Chairs, CSMRWG
		(*Rich K Liaison Reports - 19-07-13*)
			* Discussion: None
		2. Earl D. – CHRC, CPIC
		(*CHRC & CPIC – Liaison Report by Earl D – 2019 07 July*)
			* Discussion: None
		3. Nancy G. – CSC, CICC, CSpC
		(*7 13 19 CSC CICC CSpC*)
			* Discussion: None
		4. Ashly B. – CMRC
		(no report given)
			* Discussion: None
		5. Ned J. – CDC, CJC
		(*CDC, CJC Liaison Report 07 2019 Ned J.*)
			* Discussion: None
		6. P.A. K. – CAC, CLC
		(*CAC&CLC Liaison Reports 2019-07*)
			* Discussion: None
		7. Jay G. – CBC, CFC
		(*CBC and CFC Liaison Report – Jay G.*)
			* Discussion: None
		8. Seth S. – CTIOC, CSTCC
		(*BOT Liaison Report SethS 71319*)
			* Discussion: None
7. **Business**
	1. Elevated Priority
		1. Whistleblower complaint response
			* Discussion: The BOT takes any and all Whistleblower complaints seriously.
			* Discussion: No amends necessary other than the BPMC continues to improve its processes and documentation.
			* Action: Chair to make a statement on behalf of the BOT read at the ABC/M.
			* Action: Chair to inform Chris of the statement and its contents.
		2. Do we offer the 25% international discount when an Intergroup uses the free shipping coupon from the ABC/M?
			* Discussion: Yes, offer the additional discount.
			* Unanimous consensus reached to offer the 25% international discount when an Intergroup uses the free shipping coupon from the ABC/M
		3. Anorexia 4-5-6-7 Booklet
		(*EDIT\_Anorexia-4567-All Markups (Word & PDF Formats),
		EDIT\_Anorexia-4567-No Markups,
		ORIG\_Anorexia 4567 Draft 1.26.18 (Word & PDF Formats*)
			* Discussion: Question if the letter from the committee is included in the booklet - No
			* Discussion: Thanks to the CAC and their writing of the draft booklet.
			* Discussion: What constituted a change in the document. A number changed to a word is considered a change in the document. The addition of the Steps, Traditions, and Concepts is not.
			* Motion to approve the booklet titled “Anorexia 4-5-6-7” as edited by the BOC.
				1. Motion: Seth S.
				2. Second: Earl D.
				3. Vote: 6-0-0
				4. Action: BOC Chair to send the booklet draft to the Executive Director to begin with the graphics design and publication processes.
		4. Employee Handbook
		(*Emp\_Handbook BHRPC FINAL*)
* Discussion: The vintage of existing of the employee handbook is unknown (probably about 10-years old) thus, the rational to update the handbook.
* Discussion: City of San Antonio Ordinance pending
	+ - * Motion to approve the Employee Handbook as written.
				1. Motion: Earl D.
				2. Second: PA K.
				3. Vote: 6-0-0
				4. Action: The approval date
				5. Action: Send to employees by ED
		1. Audit v. Review Discussion
		(*WilliamsCrowMaskEngagement2018-2019*)
			- Discussion: Review is suitable this fiscal year. Once the Designated Giving Program (DGP) is in full swing, then conduct an audit periodically (e.g., every third year).
			- Discussion: Previous recent audits were conducted for fiscal years 2015 and 2016. A period audit is required regularly due to the DGP.
			- Discussion: The CPA firm has been asked what they recommend (audit, review, or compilation), and their reply is to conduct a review.
			- Motion to approve a Review by the firm Williams Crow Mask per their engagement letter and have the Chair sign accordingly.
				1. Motion: Jay G.
				2. Second: Seth S.
				3. Vote: 6-0-0
				4. Action: Chair to sign the engagement letter.
				5. Action: Chair to forward the engagement letter Williams Crow Mask.
	1. Normal Priority
		1. Review of the process and frequency of the Routine Reports for Regular Meetings.
			+ Discussion: The BOT should standardize the report format, create uniformity, implemented a streamlined process, and prescribe a naming/labeling convention.
			+ Discussion: doing these reports what are we taking time away from
			+ Discussion: benefit to know what is going on in the committees and Fellowship
			+ Discussion: duration of meetings; frequency of meetings
			+ Action: Agenda item for the Face-to-Face meeting for additional discussions and action.
		2. Draft Literature Statement
		(*Draft Literature Copyright Memo to Chairs 18April2013-1,
		Statement on Distribution of Draft Literature*)
			+ Discussion: Too restrictive of a statement; reduces timely feedback; slows the already slow process; can be enabled and secured via a Digital Rights Management System (DRMS).
			+ Discussion: The BOT, along with the Fellowship, esp. with the CLC, should have a risk vs. reward trade-off analysis.
			+ Discussion: Statement on the website was rushed, and not well thought out
			+ Discussion: Important to make the literature available to as many as possible to get feedback.
			+ Spiritual Timeout
			+ Action: Agenda item for the Face-to-Face meeting for additional discussion and action.
		3. TABLED
			+ Transition on/off the Board of Trustees (*BDC*)
			+ Discussion of H.O.W. Literature
			(*H.O.W. Literature Discussion*)
			+ Discussion regarding Lisa C’s email on Step Workbook and the 2019 ABC/M.
			(*Step Workbook Email from Lisa C.*)
			+ Working with a nonprofit Intergroup
			+ 2019 ABC/M Bylaws Amendment
			*(BOT By-Law Change Stmt 51719*)
			+ Strategic planning time consistently on future BOT Agendas
1. **Adjournment**

**Closing Matters**

* Check-outs
* Closing Prayer
* 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 |