**The Augustine Fellowship, S.L.A.A.,**

**Fellowship**-**Wide Services, Inc.**

**BOARD OF TRUSTEES INTERIM MEETING MINUTES**

**AUGUST 8, 2020**

**Time: 5:00 pm EDT, 4:00 pm CT, 2:00 pm PT, 7:00am AEST**

**Opening Matters**

Check-Ins/Sobriety Statements - Nancy G. (CA), P.A.K.(TX), Jay G.(OH), Seth S.(MA), Rick S.(PA), Christina M.(CA), Anne K.(FL), Celia G. (AU). Gabriel G (CA)

Readings:

**Twelve Concepts** - (Non-Chair Member with most seniority) – **Nancy G.**

**Twelve Traditions** - (Member next most seniority on the BOT) – **P.A. K.**

**BOT Preamble** - *Sex and Love Addicts Anonymous is a Twelve Step, Twelve Tradition oriented fellowship based on the model pioneered by Alcoholics Anonymous. The only qualification for S.L.A.A. membership is a desire to stop living out a pattern of sex and love addiction. S.L.A.A. is supported entirely through contributions of its membership and is free to all who need it. The BOT is a business meeting. We are the business arm of our recovery organization. Respecting the Second Tradition, we need to put individual feelings aside when we work for the BOT and focus on what serves the Fellowship best. This is a job. We are trusted servants. We abuse that trust when we do not act professionally in discharging the business of the Fellowship*. – **Jay G.**

**Recording Started**

* 1. **1) Assign roles**
	2. a) Facilitator – Seth S
	3. b) Record Keeper – Celia G.
	4. c) Timekeeper – Gabriel G
	5. d) Spiritual Reminder – All
	6. **4) Announcements**
	7. a) A letter has been received from the CJC requesting suggestions from the Board. It was agreed to table until all Trustees have had an opportunity to consider and discuss – **All**
	8. b) Deadline for Newsletter Board Committee reports is August 23 (2 weeks from tomorrow).

Jay, Beth and Pam have received the list of Questions asked at the ABM that were not answered due to shortage of time.

• The Treasurer will submit a Board Finance Report to the Newsletter in reply to all the unanswered Finance Questions – **Jay G**

• Each Trustee is asked to do a short article for the Newsletter giving a short biography of themselves and an introduction of the newly elected Board Trustees – **All**

• The Chair will report the new Board Committee Chairs and Board Liaisons to the Conference Committees – **Seth S**

c) Sacramento has met and voted to decline the opportunity to host the 2021 ABM.

**5) Approval of Today’s Agenda** (***BOT Agenda 08-08-2020 Final***)

Christina M requested to add a report in relation to the new BPDC Goals and Objectives under the Strategy Agenda Item.

Jay G moved to approve the Agenda. Seth seconded. Agenda was approved by consensus.

**Vote: 9-0-0**

**6) Approval of last Month’s Minutes**

Tabled.

Minutes from June 28, 2020 Special Meeting and the three F2F Meetings are still in preparation and will be posted to the July and F2F Meeting folders in Dropbox – **Christina M.**

* 1. **7) Monthly Action Items** a) Post preliminary Agenda for Aug 08 2020 in Dropbox – Seth S – (DONE)
	2. b) Forward July 11th Meeting Minutes to Beth and Pam – Christina M (DONE)
	3. c) Post June Financial Report to the Newsletter – Jay G (Pending)
	4. **8) Routine Reports**
	5. a) Suggestions to the Board Report – Letter from CJC requesting options regarding Sober Dating Booklet – Tabled

b) ED Report and ED Sales Summary – We did not receive a report from Pam this month; reports are bi-monthly.

The Board agreed unanimously that the Executive Director be invited to every second board meeting to present her bi-monthly report, take questions and participate in the reporting session with the Board.

* 1. The Chair requests the Executive Director be invited to the September Board meeting – **Nancy G**
	2. c) Webmaster’s Report ***( 2020-07 Webmasters Report pdf*** )

Comments are tabled to the September meeting to give Trustees an opportunity to review.

BUSINESS

**ELEVATED PRIORITY:**

**1)** BOT, BOT Committees, Conference Committees to acquire a shared Zoom Account

* • The Board is supportive in principle of transition by the Board and all its Committees to virtual video-conferencing and comfortable with Zoom.
* • The BTC recommends that the Conference Committees arrange their own Zoom ac-count (or similar) with control of their own account(s) for legal and security reasons in light of member rotation and historic difficulty maintaining any central repository of usernames and passwords for S.L.A.A. service bodies.
* • The Board suggests that the CCC oversight implementation of a Zoom account for the Conference Committees as a standing item of the Chairs Meeting.
* • The Chair will circulate the recommendations of the BTC and submit that to the Board for the September meeting with an estimate of the new cost and whether that falls within budget – **Christina M.**

**2)** Establishment of Board Committee Goals and Objectives and set due dates - Seth S. – Chair

The Chair gave an introductory overview explaining:

* • Each Committee will develop a clear plan setting out what it intends to accomplish during the year,
* • The Plan must provide guideposts for its members
* • Each Chair will obtain the buy-in of the Committee to deliver against the agreed goals.
* • We will use well thought through goals and objectives to be more productive
* • The Board will look back at the end of the year and measure what was done, what was not done and why
* • The process must allow for the objectives to change over time and evolve as the Committee evolves
* • Bi-monthly reporting to ensure the Board is updated on Committee progress especially where objectives are changing
* • Goals and objectives are to be re-visited by the Board at the end of the year

**B7TC – Seth S**

* • Current focus is recruiting members with experience and knowledge how to raise funds
* • Challenges to our Self Support are the current pandemic, slow down of sales and potentially no new literature will be launched this year
* • Finances will be highly reliant on our capacity to transition to e-sales swiftly in a way that protects FWS from piracy, which is uncertain at this early stage
* • It is a high priority to assemble a strong Committee of non-BOT members with the right skills

**BCTC – Rick S**

* • Continual challenge to identify and prevent copyright violations
* • FWS staff respond rapidly to copyright issues with full Committee support
* • Greater focus of the Committee will be licensing translations of S.L.A.A. material
* • Working with the CTIOC to agree the roles and interface between the two service bodies
* • The Spanish Translation of our Basic Text is an important project to finalize this year
* • Assessing the literature in Spanish published by S.L.A.A. Spain

**BDC – Anne K**

The incoming Chair has assessed the needs of the Board and will prioritise:

* • Improving board documentation for example updating the Board manual
* • create user friendly Welcome Packets (more effective orientation)
* • Creation of a template for Board reporting to streamline reporting processes’
* • Revision of the Board and Board Committee Self-Assessment tools

The Chair has invited a European representative to the BDC with a view to building greater diversity on the Board.

**BFC – Jay G**

The BFC inherited a document of the Goals and Tasks of the Committee including:

* • A month to month Work Plan of tasks such as tax payment, inventory taking and lease renewal..
* • The BFC is addressing the accounting audit process as affected by Covid
* • Conducting a detailed review of the market and options for the head office after the lease expires.
* • Assessing the optimal location needs careful planning to keep all staff and volunteers safe

**BHRC – Nancy G**

At a high level, the focus continues to be policy, procedures, recognition and pay. Goals include:

* • to maintain a strong committee to ensure smooth handover when the current chair retires at the end of her term
* • to do more for our staff within the continuing constraints of our Budget look at new evaluations for the Executive Director moving to an innovative assessment system
* • address the needs of the office relayed to the Chair by the Executive Director
* • oversight the journal distribution and postage cost reduction projects
* • compliance of the Office with all regulatory requirements particularly as affected by Covid.
* • develop new specific goals and objectives for the Executive Director post-Covid

**BPMC – PA K**

Defining and clarifying the Committee’s purpose and tasks for the year:

* • Support the updating of the Conference Service Manual and planning of the ABM
* • Goal for this year is to have greater involvement in the ABM and resolving issues sooner to ensure a smoother process despite the challenges of Covid
* • Oversight of the Newsletter will continue under the BMPC as a project of that Committee
* • The Committee will be taking a clearer direction this year by agreeing Goals and Objectives and bringing them back to the Board.

**BOC – Celia G**

The Committee has formulated its Goals and Objectives designed to move the organization forward:

* • The primary form of Board outreach is the Newsletter – which is not widely read - so the challenge is to improve communication through all levels of the service structure
* • Focus must be attraction not promotion (Tradition 11) *and* we must remain self-supporting (Tradition 7) so the projects call for creative solutions.
* • What gets measured gets done so considering how to measure its performance
* • Supporting the planned Intergroup Chair Meetings being implemented by the CICC
* • Accessibility in liaison with the Diversity Committee
* • Audio-visual outreach materials to extend the reach of S.L.A.A.
* • Program of Trustee engagement directly with the Fellowship: who we are, what we do and how to contact us
* • Preparation of Presentation Materials for Trustees and others to support individual outreach.
* • Looking to recruit members with diverse skills in outreach including marketing and communications
* • Primary purpose of S.L.A.A. is to carry the message so that informs everything we do as the Outreach Committee.

**BTC – Christina M**

Priority projects this year are:

* • Recruitment of talented non-BOT members to lead sub-committees to deliver
* • Digitizing the entire S.L.A.A. library of literature (underway)
* • Wordpress App for a meeting
* • Redesign of the website
* • Cybersecurity
* • Supporting the CICC to successfully deliver the Service Forum
* • Procuring Zoom Account(s) for the Board and Board Committees.

It was clarified that Gabriel G is a member of the BTC, not Celia G, and that the meeting time can remain unchanged from last Conference Year.

The Treasurer requested that the BTC, BPDC and CJC work together with the Webmaster to develop a recommendation how to migrate the Journal to a digital distribution platform noting:

* • The Journal is high quality outreach so important to our Primary Purpose, the Board would like to find a cost-effective way to make it free for all who need it.
* • Recovering costs of production and distribution is a secondary consideration
* • The Board does not consider the Journal should be used to raise funds to the detriment of its role as outreach.
* • FWS should not invest time or money exploring how to charge people for the Journal or pre-vent unauthorized copying.
* • The true value of the Journal is in reaching the suffering sex and love addicts as our “meeting between meetings”. Currently with only 148 subscribers, the financial contribution of the Journal is immaterial.
* • The Journal currently costs around $2000 to produce the Journal in staff time to print in house, staple and mail out in addition to out of pocket expenses of approximately $4000. These are not material amounts and can be reduced by transitioning to downloadable PDFs or similar.
* • The BTC is asked to lead the project to find a technical solution promptly – **Christina M**.

**BPDC – Christina M**

The Committee will defer recruiting non-BOT members to focus on establishing the LECP as a sub-committee to consider the literature process.

The four areas of focus will be:

* • Development (creation and nurturing of literature from various sources)
* • Editing – removing overlap of service bodies, confusion, and any redundant effort
* • Production – defining the role of the Board as publisher under the By-Laws
* • Distribution – identifying the optimal publishing platforms balancing competing priorities of cost, reach, price and security from copyright theft

The chair outlined the interest of potential members in participating on the LCEP.

**3)** Setting a strategic plan for the Fellowship – Seth S. – Chair, Celia G – presenter.

The Chair introduces that if – and no decision has been made yet – the Board adopts a strategic plan, the plan may require a board retreat to develop the plan. It would be a collaborative process with a lot of brainstorming and that naturally requires time and space.

Celia G gave an overview of the existing Strategic Plan (2017) and the strategic planning process to revise that Plan submitted for discussion by the BDC. It was noted that:

* • The BOT could use strategic planning to set corporate priorities for FWS as required by the By-laws.
* • Trustees can also consider – as guardians of the steps, traditions and the concepts – what values should underpin all decisions of the Board.
* • Strategic planning can be a huge undertaking and a process that evolves over time.
* • The process of strategic planning can be helpful to the Board in setting goals and objectives.
* • However, to be useful any strategic planning by this Board must be very mindful that 12 Step Fellowships are quite different to other non-profit organizations.
* • The current Trustees bring a wide range of past experience in strategic planning processes. The process suggested by the BDC is only one example.

The Chair was asked to place the matter on the Agenda for the next meeting to seek input from each Trustee on a round robin how we suggest planning occur. – **Seth S**

**4)** Discussion around possible BOT virtual retreat(s). – **Seth S.**

**REGULAR PRIORITY – all the items were tabled:**

**1)** Discuss the posting of Board Committee Minutes for each Meeting of the BOT.- Jay G., Celia G.

**2)** Discussion of H.O.W. Literature - H.O.W. Literature Discussion [Remove from Agenda??]

**3)** Working with a nonprofit corporation Intergroup – NY Intergroup, Houston and LA

**Stop Recording (\*9)**

**Check-outs:** Nancy G., P.A.K., Jay G., Seth S., Rick S., Christina M., Anne K., Celia G.

**Closing Prayer:**

*Higher Power- make me worthy to serve You through this Fellowship and the Twelve Steps and Twelve Traditions. Help me to be generous with my time and effort, to give without counting the cost, to give back wholly for what I have so freely received without looking for any reward, other than that of knowing I have done your will. Through my service, may I give hope and peace to those who still suffer.* – **Celia**

**Meeting Schedule for Conference Year 2020-2021**

|  |  |  |
| --- | --- | --- |
| *12 Sept 20 – Regular* | *10 Oct 20 – Interim* | *14 Nov 20 – Regular* |
| *12 Dec 20 – Interim* | *9 Jan 21 – Regular* | *13 Feb 21 – Interim* |
| *13 Mar 21 - Regular****14* Mar 20 – Regular** | *10 Apr 21 – Interim* | *8 May 21 – Regular* |
| *12 Jun 21 – Interim* | 10 Jul 21 – Regular | F2F (?) |