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| **Date:** Saturday 12 September 2020**Time:** 4:00 PM – 7:00 PM ET**Zoom:** **Participant:** **Host:** **Call:** **Replay Number:**  | ***Attendance:***Nancy G. (CA), P.A.K.(TX), Jay G.(OH), Seth S.(MA), Rick S.(PA), Christina M.(CA), Celia G. (AU). Gabriel G (CA)***Guest:*** Pam Martin (FWS)***Apology***: Anne K (FL) | ***Roles:***Facilitator: Seth S. Recording Sec.: Celia G.Timekeeper: Christina MSpiritual Reminder: All |

**Opening Matters**

* Call to Order
* Members Brief Check-Ins and Sobriety Statements
* Readings
	+ Twelve Concepts – Nancy G.
	+ Twelve Traditions – P.A. K.
	+ BOT Preamble - Jay G.
* Assignment of Roles
1. **Executive Session**

Seth reported to the Board on a fundraising matter in Executive Session.

Recording Started

1. **Approval of Agenda**

([BOT Agenda 09 12 2020 Draft.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/BOT%20Agenda%2009%2012%202020%20Draft.docx?role=work))

Approved

1. **Approval of July and August Minutes**

Minutes from August 2020 Interim Meeting ([BOT Minutes 08 08 2020 (v2).pdf](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/BOT%20Agenda%2009%2012%202020%20Draft.docx?role=work))

Minutes from the July “Face to Face” Minutes (BOT F2F Minutes 7 2020 .docx)

**Resolved:** to amend the Minutes (and the names in the reports to the Board in Dropbox) to remove any identifying information about individuals.

**Vote:** 6 1 1

The Minority Opinion requested that the Minutes record her objection to amending Board Minutes to remove information relevant to Board decisions in order to create documents in a form suitable to post in the public domain instead of keeping Minutes confidential as commercial in confidence records of the Company.

1. **Monthly Action Items**
	1. Post preliminary Agenda for Sept 12 2020 in DropBox – **Seth S** – (DONE)
	2. Forward July 11th Meeting Minutes to Beth and Pam – **Christina** **M**. (DONE)
	3. Post June Financial Report to the Newsletter – **Jay G.** (Done)
2. **Routine Reports**
	1. ED Report and ED Sales Summary – Pam Martin

Sales of new literature were discussed and the work underway to obtain cost effective shipping for all online orders (95% domestic and 5% international) that are trackable and traceable.

It was noted that F.W.S. currently ships priority mail in US Postal Media so customers pay by size including for insurance, tracking, padding and a box irrespective of weight of the order.

* 1. Webmaster’s Report

 ([2020-08 Webmaster Report.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Reports%20%26%20Minutes%202020%2009/2020-08%20Webmaster%20Report.docx?role=work) )

([2020-09 Webmaster Report.docx](https://www.dropbox.com/home/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Reports%20%26%20Minutes%202020%2009?preview=2020-09+Webmaster+Report.pdf) )

Seth as Chair of the B7TC will provide regular reporting of the growth in the Lifesaver Giving program every month from inception (8 recurring donors) to 98 donors this month and an estimate – at current monthly recurring subscription – when the $101,000 matching fund will be exhausted.

* 1. Treasurer’s Report – Jay G.

 ([Treasurer's Summary 7.31.2020.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/Treasurer%27s%20Summary%207.31.2020.docx?role=work) and [Treasurer’s Summary 8.31.2020.docx](https://www.dropbox.com/scl/fi/91gmzop1oyhivz7wh451b/Treasurer-s-Summary-8.31.2020.docx?dl=0&rlkey=5yw3042zczdc7ud638hm9nr0m))

 **Noted**

* 1. BOT F2F Self-Assessment Minutes – Curtis B.

 (BOT Self Assessment 2020 Minutes.docx)

**Noted**: the Board noted the outcomes of the Self-Assessment are internal for Board development and are not posted to the F.W.S. website.

1. **Board Committee Chair Reports**
2. Copyright Translation – **Rick S.**

**Noted**

1. Development – **Anne K.**

 **Noted**

1. 7th Tradition Committee – **Seth S.**

 Has not yet met. No report. Next meeting 9-16-20.

1. Finance – **Jay G.**

(***BFC Report to BOT 2020-09.docx); (BFC Minutes 2020-07.pdf)***

**Noted**

1. HR/Personnel – **Nancy G.**

The Chair Nancy G will work with the Webmaster to make the F.W.S Policy and Procedures readily available to all Trustees as well as BHRPC Members.

The Treasurer asked the Executive Director to consider revising the title of the Mailroom Associate to Logistics Officer to reflect the wider nature of his duties.

The Executive Director discussed the new short term disability insurance (plus employee paid dental and vision) and thanked the Board for this initiative.

The BHRPC will consider opportunities for staff members to continue to work remotely and succession plan for the orderly transition of leadership of F.W.S from Fall 2022 (2 year plan).

1. Outreach – **Celia G.**

(**BOC Minutes 08 20 2020 draft.pdf**), (**BOC Outreach Plan (v2).pdf**)

**Noted**

1. Programs and Memberships – **P.A. K.**

Noted that the revisions to the Anonymity Guidelines will be considered at the next meeting.

1. Technology –**Christina M.**

**Noted**

1. Publications & Distribution – **Christina M.**

**Noted**

1. **Board Liaison Reports**
2. **Nancy G –** CLC –no discussion
3. **PA K –** CAC, CDC – no discussion
4. **Jay G –** CFC, CMRC – no discussion
5. **Seth S –** CCC, Chairs Call – no discussion
6. **Rick S -** CHRC, CSTCC – no discussion
7. **Christina M –** CJC – Journal subscription levels, rotation of service positions vs permanent suppliers, contractors and employees of F.W.S. and the vacant position of outreach officer discussed
8. **Anne K (absent) –** CSpC, CTIOC – tabled to allow members time to read the report
9. **Celia G –** CICC, CSC – Liaison to the CCC will take the matters of capability, merger and rotation of service (as per the Concepts) to the CCC requesting the CCC to consider ways to implement the Conference Approved 12 Concepts underpinning the effectiveness of all Committees’ as decision making bodies by group conscience
10. **Gabriel G –** CBC, CPIC – Executive Director reported that literature requests from prisoners have been placed on hold so no literature packets are being dispatched. The Office could scan the materials for the CPIC to consider. Gabriel G will take the matter up with the CPIC requesting the matter receive urgent attention.

At this point the Executive Director, Pam Martin, was thanked by the Board for her valuable contribution to the Meeting and left the call.

1. **Routine Reports (cont.)**
	1. Suggestions to the Board Report – (FROM CJC – 7-31-2020)

Letter from CJC requesting options regarding Sober Dating Booklet ([CJC Letter to Board 07312020.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/CJC%20Letter%20to%20Board%2007312020.docx?role=work))

The Board supports publication of the Sober Dating Booklet as important material to get out to the Fellowship. There exists a very wide range of personal experience, strength and hope in sober dating and so this booklet provides questions and some options as guidance only.

It was noted that copyright in the Booklet is owned by F.W.S. and that the content is well developed and has been subject of an IFD at ABM previously. The Board was unable to reach substantial unanimity on the most effective pathway for pricing, publication and distribution in the limited time available and will carefully consider the matter further.

**Resolution:** that the Board Response to the Letter from CJC requesting options regarding Sober Dating Booklet be tabled.

**Moved:** Seth S

**Seconded**: Rick S

**Vote**: 8 0 0

* 1. Suggestions to the Board Report – (from member 9-02-2020)

Request for guidance addressing behaviours in alleged violation of Traditions ([File – member Email](https://www.dropbox.com/home/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/Jenny%20D%20Email))

**Resolution**: that the issue be tabled

**Moved**: Seth S

**Seconded:** Celia G

**Vote**: 8 0 0

**BUSINESS**

 **ELEVATED PRIORITY:**

1. Review and allocation of Anne K.’s BOT responsibilities while she is on leave – **Seth S.**

BDC (Chair); BCTC; Liaisons: CSpC and CTIOC

 The Board granted Anne K’s request for leave of absence for personal reasons for an initial period up to 3 months, as extended if necessary by the Board in future discussion.

* Seth volunteered as the temporary Chair of the BDC
* Celia G requested to be joined as a member of the BDC for the remainder of the Conference year as additional support for Anne K. That request was tabled pending more information about the needs of the Committee.
* Nancy volunteered as temporary liaison to the CSpC
* Christina M volunteered as a temporary member of the BCTC
* Celia G volunteered as the temporary liaison to the CTIOC

**Action:** that Seth S notify Beth of these interim arrangements to arrange the necessary access to Google Groups. Each interim appointment will advise the relevant service body of the temporary change.

1. Non-BOT Appointments:

Newly elected Board Committee Chairs have populated their committees as quickly and efficiently as possible in accordance with the Board approved [Non-BOT Member Appointment Process](https://www.dropbox.com/scl/fi/oioe4pkxho2se3lfr00vn/BDC-Non-BOT_AppointProcess_20Feb17.docx?cloud_editor=word&dl=0&rlkey=a5xby16go8hel9i0n28zpf04f)

Applicant – (BDC) – various aspects of Concept 10 were carefully discussed including the spirit of rotation in fellowship wide service and the appropriate roles for our valuable board alumni.

**Resolution:** to appoint an Applicant as a non-BOT Member of the BDC

**Vote:** 2 4 2

Phillip W. – (B7TC)

**Resolution:** to appoint Phillip W as a non-BOT Member of the B7TC

**Vote:** 8 0 0

Cate B. (BPDC)

Cate’s primary focus to be the priority project this year of transition to electronic literature.

**Resolution:** to appoint Cate B as a non-BOT Member of the BPDC

**Vote:** 8 0 0

Darius D. (BOC)

**Resolution:** to appoint Darius D as a non-BOT Member of the BTC

**Vote**: 8 0 0

Earl D. (BTC)

**Resolution:** to appoint Earl D as a non-BOT Member of the BTC

**Vote:** 8 0 0

Beth S (BTC)

**Resolution:** to appoint Beth S as a non-BOT Member of the BTC

Vote 6 1 1

Special request from Jenny D-G as “Special Invitee” (B7TC).

The BOT discussed the [B7TC Jenny D-G Summary.docx](https://www.dropbox.com/scl/fi/pud6aejkmwjp3atv5lgtx/B7TC-Jenny-D-G-Summary.docx?dl=0&rlkey=m4ud56g0dqc5rae5kzg74t4be) and Seth S confirmed that Jenny D will sign all necessary application forms.

**Resolution**: BOT grant Jenny D-G “Special Invitee” status of the B7TC pending her future availability to provide service as a member.

**Vote:** 8 0 0

**Noted:** the BOT has already approved the following non-BOT Members of S.L.A.A. be appointed to the corresponding Board Committees for Conference Year 21 by earlier resolutions by email:

|  |  |
| --- | --- |
| Lindsey H. (BHRPC) | Jim B. (BPMC) |
| Cheryl Lynn D. (BHRPC) | Austin H. (BPMC) |
| Curtis B. (BHRPC) | Phillip W. (BTC) |
| Jaclyn P. (BHRPC) | David W. (BTC) |
| Ari F. (BOC) | Michael S. (BFC) |
| Nora B. (BOC)  | Ava H. (BFC) |
| Seven S. (B7TC) | Christian T. (BDC) |

**Noted**: no nominations have been received for non-BOT members from BCTC or BPDC yet.

1. BOT and BOT Committees to acquire a shared video conferencing Account(s) - **Christina M.**

The BOT discussed the recommendations of the BTC contained in the [BTCstatement.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/BTCstatement.docx?role=work) and **noted** the F.W.S. has purchased a Zoom account for the Board for $89.94 per month with 5 host accounts to be shared with the Board Committees for all Board work and the Chair of each Committee will work with the Chair of the BTC to ensure meetings are carefully scheduled not to exceed the 5 available accounts.

1. Approval of 2020-2021 Budget for F.W.S. – Jay G.

The Board discussed the recommendations by the BFC to approve the revised budget for 2020/21 ([Budget 2020-21 BFC revised.pdf](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/Budget%202020-21%20BFC%20revised.pdf?role=work)). The Board discussed the recommendations of the Conference Finance Committee set out in their Request (Conference Committee Budget Request.docx).

Seth S will ask the CCC to ask each Conference Committee not to commit funds for separate video-conferencing until the CCC has identified a cost-effective collective solution shareable by all Committees.

**Resolution:** *that the revised budget for 2020/21 recommended by the BFC is approved including* *to approve the Conference Committee Budget Request of USD5,100.*

**Vote:** 8 0 0

**Motion** by the Treasurer requested authorization to sign an engagement of the CPA for this Conference Year

**Seconded:** Seth S

**Vote**: 8 0 0

Recording stopped and remaining agenda items tabled.

1. Discuss/approve Policy for Use of Copyrighted Literature and Materials – Rick S. ([Copyright Policy Final 8.18.20.docx](https://www.dropbox.com/preview/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009/CJC%20Letter%20to%20Board%2007312020.docx?role=work))

**Resolution Tabled to next Meeting:** *that the revised Policy entitled “Is it Really Necessary? Policy for Use of Copyrighted Literature and Materials” of the Augustine Fellowship, S.L.A.A., Fellowship Wide Services, Inc. tabled at the meeting is approved.*

1. Discussion/approval of Expense Approval Matrix for CJC - Jay G.

 ([Expense Approval Matrix.xlsx](https://www.dropbox.com/home/BOT%20Team/BOT%20Agendas%20-%20Materials/2020-2021%20Conference%20Year/BOT%20Meetings%20%26%20Documents%202020%2009/Documents%20%26%20Materials%202020%2009?preview=Expense+Approval+Matrix.xlsx))

1. Discuss posting of BOT Minutes and Board Committee Minutes – Celia G., Jay G.
2. Discussion around possible BOT virtual retreat(s) for strategic planning this fall or winter – Seth S.
3. Discuss/arrange BOT meeting start times after US Daylight Saving Time ends. – Jay G.

 **REGULAR PRIORITY:**

1. Discussionof H.O.W.Literature - *H.O.W. Literature Discussion* [Removing from next Minutes unless objection]
2. Working with a nonprofit corporation Intergroup – NY Intergroup, Houston and LA [Removing from next Minutes unless objection]

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

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

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| --- | --- | --- |
| *~~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 (?) |