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

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

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**

**MAY 9th, 2020**

**Time: 10:30 am ET, 9:30 am CT, 7:30 am PT**

**Zoom ID: 349 247 6345**

1. **Opening Matters**
	* 1. Check-Ins/Sobriety Statements - Nancy G., Ned J., P.A.K., Jay G., Seth S., Rick S., Christina M., Anne K.
		2. Readings:
			+ [Twelve Concepts](https://slaafws.org/download/core-files/The_Twelve_Concepts_of_SLAA.pdf) - (Non-Chair Member with most seniority) – **Nancy G.**
			+ [Twelve Traditions](https://slaafws.org/download/core-files/The_Twelve_Traditions_of_SLAA.pdf)- (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.**

**Start Recording (\*9)**

1. **Assign roles**
	1. Facilitator – **Ned J.**
	2. Record Keeper – **Christina M.**
	3. Timekeeper – **Seth**
	4. Spiritual Reminder – **All**
2. **Announcements**
	1. Next BOT Meeting is an *Interim Meeting* on June 13th, 2020
	2. Please remember that all FWS Newsletter Board Committee Reports are due to Chris D. by May 17th, 2020.
	3. Please do not edit another person’s documents when going through the Dropbox. And consider converting word .doc files to .pdf format to prevent accidental edits.
3. **Approval of Today’s Agenda** (***BOT Agenda 05-09-2020 Final***)

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

1. **Approval of last Month’s Minutes**

Minutes from April 11, 2020 Interim Meeting. *(* ***BOT Minutes 2020 04. docx****)*

Seth moved to approve the Minutes. Christina seconded. Minutes were approved by consensus.

1. **Monthly Action Items**
	1. Forward March 14th 2020 Meeting Minutes to Beth and Pam - **Christina M.** (DONE)
	2. Write response letter to the CPIC concerning the possibility of FWS buying a Zoom Enterprise account – **Seth S.** (DONE)
	3. Write an announcement informing FWS that the 2020 ABC/M and IRC have been cancelled – **Christina M., Anne K.** (DONE)
2. **Routine Reports**
	1. Suggestions to the Board Report – (NONE)
	2. ED Report and ED Sales Summary

( ***ED Report to the BOT 08May20.docx ; Sales Comparison MarAprl19 v MarAprl20.xlsx*** )

Sales were hit very hard. There were six tracked categories, all were down. Combined average sales were down 52%. Some categories were down as much as 80%. An over-reliance on the sales of anything is bad form for our organization as it makes us highly vulnerable; we need to look to balancing the 7th tradition with literature sales.

Jay reminded us Pam’s report is a quantity report, which affects dollar amount. We are breaking in a new bookkeeper and we do not yet have the final numbers for April.

* 1. Webmaster’s Report

*(* ***2020-05 webmaster report.pdf*** *)*

Beth was very busy with important business during the month of April. She will also be redesigning our website.

**Board Committee Chair Reports**

1. Copyright Translation – **Rick S.**

( ***BCTC Minutes 19Dec19 (1).docx ; BCTC Minutes 16Jan20.docx ; BCTC Minutes 20Feb20 (1).docx ; BCTC Minutes 26Mar20(1).docx ; BCTC REPORT MAY 2020.docx*** )

In the last week, there has been a lot of activity between Intergroups regarding using an excessive amount of copyright literature. .PDF versions of Pamphlets are being distributed electronically, and efforts have been made to contact these sources to request them to stop. We will need to make progress in digitizing copies of our literature.

Question was raised regarding the issue with Germany and the use of Fellowship materials; how will they be addressing intellectual property rights for our literature there? Pam sent the German intergroup a response that encouraged them to seek some level of protection for German referencing of our literature.

Question was raised regarding a book that was published in the Los Angeles area that included quite a bit of S.L.A.A. citations, raising anonymity issues. The BCTC was not aware of this.

Suggestions offered to the BCTC to further the mission of the committee: taking proactive steps such as sending out best-practices emails, reinforcing what’s found in the pamphlet “Is It Really Necessary?”, coming up with specific copyright templates for publication of all literature, etc.

1. Development – **Seth S**

 (***BDC Minutes 04 UPDATED .docx ; BDC Report to BOT 5-9-20. docx*** )

Right now energy is mainly being focused around how we will conduct our elections in a Virtual ABM setting.

Questions raised: Are there plans for a virtual face-to-face board meeting somewhere around the ABM? Should we be working on things such as Board Committee self-assessments?

Response: There is no current Board Chair, so this falls under the BDC’s responsibilities to decide. Seth will put together an email thread amongst the BDC to discuss this. Perhaps using Zoom as a platform.

The Planning Committee and the CCC will be discussing the F2F soon.

Question raised: Are we using the same informal standard procedure to get trustee members on the ballot who wish to run?

Response: Packages will be sent out to the three board members whose terms are up for re-election. BDC is currently meeting twice a month.

Question: Will there be an enforced deadline for nominations or statements from candidates? Response: Yes, there will be a deadline (currently May 28th but we will need to extend this to the end of June or July) since we cannot take nominations on the floor of the ABM as we have in the past.

All Board Committee chairs should start their self-assessments. Forms need to be sent out to newer board members to start this process.

1. Fellowship Self-Supporting – **Ned J.**

 (***BFSC Report to the BOT- 05 05 2020. Docx ; BFSC Minutes 03 11 2020.docx ; BFSC Minutes 04 08 2020.docx****)*

Please encourage people to sign up for the Livesaver Program. Currently $600 has been raised. If people continue to donate, that $600 will translate to $7,200. The matching donation on that would bring it to $14,400 to the Fellowship.

The matching donation offer does not expire. The new donor is matching all new participants to the program.

Currently you cannot allocate several destinations within one donation. You would have to make separate donations to each desired allocation.

1. Finance – **Jay G.**

(***BFC Minutes February 2020 docx.; BFC Minutes March 2020. Docx ; BFC Report to BOT 2020-05.docx )****)*

1. HR/Personnel – **Nancy G.**

 (***3 9 2020 BHRPC MEETING MINUTES.pdf.; 5 9 2020 BHRPC BOT Report. Docx ; BHRPC Meeting Minutes 2019 (revised) docx.; BHRPC Meeting Minutes 2020 (revised) docx.*** *)*

The BHRPC has wrapped up the requests from the BOT regarding their assignments.

1. Outreach – **Ned J.**

(***BOC Report to BOT-05 04 2020-Ned J.docx ; BOC Minutes 04 06 2020 Final.docx ; BOC Minutes 03 02 2020 Final.docx***)

All literature has been reviewed. Attention is now being focused on how to convert literature to be viewed electronically, per a mandated motion from 2016.

Soft cover version of A State of Grace will be going to print. It will be priced at $12.95.

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

(***BPMC 2020 April Meeting Minutes docx ; BPMC March 22, 2020 Meeting Minutes. docx ; BPMC Committee Report 5-2020.docx )***

We are moving forward with a virtual ABM for July 31st. Several sub-committees have been established.

The Committee has received an application to host the 2021 ABM and it was advised to take special consideration for applicants, as there have been negative experiences in the past between Intergroups and former BPMC chairs.

1. Board Technology – **Seth S.** ***(BTC Minutes 2020 04.docx ; BTC Report to BOT 5-9-20.docx***)

The BTC is currently reviewing a more advanced Zoom platform for the virtual ABM. There is the possibility of breakout meetings during the large meeting; we want to be equipped to handle a much larger group for this ABM.

Christina has stepped down as the co-chair of the BTC; Seth will be the sole Chair.

Board Liaison Reports

a) **Seth S.** – CLC, CICC (***CICC, CLC Updates May 2020. docx)***

b) **Nancy G.**-CSpC, CSTCC ( ***5 9 2020 CspC and CSTCC .docx***)

c) **Ned J.** - CHRC, CPIC (***CPIC, CHRC Liaison Report -05 03 2020.doc***)

d) **P.A.K.** - CAC, CSC (***CAC & CSC Liaison Reports 2020-05.docx***)

e) **Jay G.** - CCC, CFC (***CCC & CFC Liaison Report 2020-05 Jay G. docx****)*

f) **Christina M.** – CDC (***CDC Liaison Report 05 09 2020 5.docx*** )

g) **Rick S.** - CBC, CJC. (***CBC AND CJC REPORT FOR MAY 9 2020.docx*** )

h) **Anne K.** – CMRC, CTIOC (***AK\_CMRC\_CTIOC\_Report\_MARCH,APRIL 2020 doc****.)*

Question regarding the request for the ABM to be held on a weekend day as opposed to a weekday. The sentiment was this would provide more availability from international groups.

**BUSINESS**

 **ELEVATED PRIORITY:**

1. Discussion-Strategic formation of The 2020 Endowment Fund as part of overall fundraising efforts **– Ned J. / Seth S.**

 (***BFSC Overview of Money Pools and Giving Initiatives. docx ; 2020 ENDOWMENT FUND V.03.docx ; Endowment Fund 2004.pdf ; BOT Endowment Fund Statement to the 2006-2007 ABC/M pdf.*** )

The focus of the BFSC is increasing the revenue of charitable giving.

A plan has developed through giving programs, specifically focusing on money pools and the proposal of an endowment fund. People can give larger contributions through wills, etc. There’s a distinction between money pools (where the money goes) and what the gifting program actually is. The vast majority of fellowship contributions go into our checking account. If someone wanted to designate a donation to go in the prudent reserve, that’s possible. But at this time, groups and Intergroups can donate an unlimited amount of money to our general operating fund.

The largest individual annual donation is capped at $20,000. There is an unlimited donation cap for Intergroups.

The endowment fund saved the Fellowship at one point when the fellowship was struggling. Having a largess of funds can fuel the growth of SLAA and enable us to invest it for appreciating interest income. It also gives the BOT some flexibility. At this time there is no way for an individual to donate their will or estate, or designate their life insurance policy to SLAA.

Point of clarification, we are very far from being at the level of investment where we could be concerned with the potential for appreciating investments.

Question was raised regarding usage of the principal balance vs. the interest that is earned on the principal for the funding of projects. Who would decide the amount and where these funds would be spent?

The BFSC is looking for a vote to establish this endowment fund. The BOT would be given oversight of the endowment fund, so the monies in the fund could be invested and any interest earned would flow into the general operating fund.

The prudent reserve would serve as a second line of defense for funding, the endowment fund being used to fund projects or even flow towards the prudent reserve if necessary.

Based on the financial reports, less than 23% of our revenue comes from 7th tradition donations. We are overly dependent on the sale of literature for revenue. There is no current vehicle right now for people to individually gift large amounts (inheritance, life insurance policies) to the Fellowship.

The question was raised again about lack of clarity in the motion regarding whether spending would come from the principal balance of the fund or the interest accrued on that balance. Additionally, the language in the motion referring to “the hiring of lawyers/investment professionals” was questioned. The specific statement regarding specifically “interest being moved for the purpose of funding operations” is holding one trustee back from supporting this motion.

Suggestion to perhaps form a subcommittee from the BFSC/BFC to hash out the specifics of this motion, but encouraging to still move forward with the general establishment of this concept.

This inspired a friendly amendment to specify that **any** monies in the endowment fund (not specifying interest vs. principal) can be used to for operating funds, but until a policy is in place articulating the details of this exchange, all funds will remain untouched in the principal balance of the fund.

Ned moved: This will allow individuals, groups, and Intergroups to donate an unlimited amount of contributions to the Fellowship. The Treasurer, in collaboration with BFC and BFSC, will work together to work out specifics. Any monies that flow into the endowment fund before these specifics are worked out will not be touched; they will be segregated from any other money pools. Bullet point 5 will be amended to read “so that monies in the fund can be invested and any interest/principle in the endowment fund may flow into the general operating fund and/or prudent reserve fund.

Jay seconded.

Motion was passed 8-0-0.

1. March 2020 Financial Statements ***–* Jay G.**

***(2020-03 Balance Sheet.pdf ; 2020-03 P&L.pdf ; 2020-03 P & L Actual v Budget YTD.pdf ; 2020-03 P&L YTD v Last YTD.pdf )***

The Board reviewed six individual months of P&L reports. We reviewed these numbers against our budget and against last year’s numbers.

Note to highlight our e-book income ($8,327.85) and compare it to the costs of the e-book ($2514.75) which is 30% of our income we paid to Apple/Amazon.

Note that our $1231.23 computer supply expense for March was our annual fee for Dropbox.

Note that contribution income is down by $24,800. This takes into account that we had two large donations last year and only received one large contribution this year. Basic sales of merchandise are up by $12,600.

Intergroup contributions were down in March.

Jay moved to approve the financials and authorize himself to submit the P&L and Balance sheet documents to the newsletter. ACTION ITEM: JAY

Seth seconded.

Motion was approved 8-0-0.

1. The Steps Questions Workbook – **Christina M.**

*FYI- Please note there are 3 separate files of this document. These are all the* ***exact same*** *book in different formats*

1. Word Document: ***(Steps Questions Workbook 7-25-2019- BOC & CLC FINAL Edited V.06)***
2. PDF of the proposed Desktop Published layout: (***Steps Questions Workbook 06 .pdf*** )
3. Word Document of the red-lined working copy***: (TSQW Working Red-lined Version V.03 docx)***

It was noted the currently blank second page of the document will be reserved for S.L.A.A. copyright information.

The count of edited changes in the final version came to 17%. The originating author, the BOC, and the CLC are all happy with this document.

Christina moved to approve the Conference-Approved Step Questions Workbook for publication for the Fellowship.

Seth seconded.

Motion was approved 8-0-0.

1. BDC - New BOT Member application – **Seth S., P.A.K.**

(***See*** ***Master Folder- BDC Approved BOT Application***

 ***Sub files-***

 ***BOT Candidate Oral Interview CecliaG. 50420.docx ; BOT CandidateWritQuest –CeliaG v2.docx)***

Point was raised the candidate lives in Australia; based on the time difference, we may need to shift our meeting time.

Discussion regarding the length of the candidate’s sobriety time. The candidate has a wealth of board experience outside this Fellowship. She has served on non-profit boards and regular boards. She has three years of S.L.A.A. recovery but she has a long recovery history in 12-step Fellowships.

Seth moved to approve Celia to fill the remaining empty board of trustees seat, ending 2021.

Anne seconded.

Motion was approved was 8-0-0.

SETH: Action item to tell Pam/Beth so Celia can be given all necessary forms and be added to all electronic communication platforms.

1. BHRPC Report to the BOT regarding Webmaster Pricing- **Nancy G.**

(***Report to the Board of Trustees – May 2020 (Final) .docx***)

Report done by Scott F. from the BHRPC. It was centered on 3 steps: 1. Determination of the most appropriate way to do the job analysis; 2. Finalization of the position description; 3. Market compensation.

Based on the results of this analysis, it was found our current Webmaster is being compensated on the low end of the market value for her demand and the work she performs for the Fellowship. The BHRPC recommends the position be redefined as a full-time contract position at the current rate of $3000 per month ($36,000 per year) at lower end of the market range.

It was noted we should have a written agreement between the Fellowship and the Webmaster that articulates the terms of her contract and changes it from being a month-to-month agreement to something more permanent. Action item for the BHRPC to research and move forward to draw up this contract.

Jay moved to accept the BHRPC’s report.

Ned seconded. Report was accepted by consensus.

**Recording** Stopped.

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

**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.* – **Anne K.**

**Meeting Schedule for Conference Year 2019-2020**

|  |  |  |
| --- | --- | --- |
| *14 Sept 19 – Regular* | *12 Oct 19 – Interim* | *9 Nov 19 – Regular* |
| *14 Dec 19 – Interim* | *~~11 Jan 20 – Regular~~* | *~~8 Feb 20 – Interim~~* |
| *~~March 14~~~~th~~~~, 2020~~****~~14~~* Mar 20 – Regular** | *~~11 Apr 20 – Interim~~* | **May 9, 2020 – Regular** |
| June 13, 2020 – Interim | July 11, 2020 – Regular | F2F |