

**ISB Quarterly Board Meeting**  
**April 28, 2024**

Attendees: Traci L, Valerie, Danielle D, Janie C, Michelle M, Beth T, Andrea M, Laura B

Serenity Prayer – Laura B

Meeting minutes – Andrea

Minutes are delayed due to a computer crash. Minutes and today's agenda need to be recreated.

Introductions and welcome to new members (Danielle and Janie) – Michelle

Adjustment to ending time due to problems getting correct Zoom link – Valerie

Table review of minutes and move to review and approval via email – Valerie

Discussion of roles – All – will select in upcoming special meeting

- Treasurer - 3 year process. Michelle M will move to past treasurer role and Beth T will be acting treasurer. Someone will be needed to shadow Beth and take on acting role the following year.
- Secretary – Andrea is rolling off
- Chair – Valerie is rolling off, new chair must have been on ISB for a year

Finance Report – Michelle and Beth

- Team also includes Amber and Gaylynn
- Tax return has been filed using ePostcard
- Beth has online access to Wells Fargo and is waiting on debit card access
- Fiscal Year will be changed to September-August
- Finance committee is working a creating a template for tax exempt form to use for purchases
- Accounting for individual retreat expenses still needs work. Getting a system in place will be helpful if there is more than one retreat in the future. Possibility of Google document was suggested

Camp Allen update

- 2023 retreat committee made a verbal agreement with Camp Allen to extend our contract to 2028
- Contracts are available for 2026 and 2027
- For 2028 we have a letter acknowledging our reservation but Camp Allen is only issuing contracts for 2 years out

- Camp Allen contracts require that ISA either 1) add Camp Allen and the Episcopal Diocese of Texas to our insurance policy for the duration of the retreat or 2) sign their waiver
- Previously, ISA has signed the waiver. Beth advised against continuing that. (???) will check with insurance agent on cost and report back.
- Andrea raised possibility of creating our own waiver for the retreat

#### Retreat communication update – Andrea

- Beth is new ISB/ISA retreat liaison and will take over from Andrea as the contact point for contracts with Camp Allen
- Requests for additional meeting rooms and upgraded WiFi will be added to 2026 and 2027 contracts
- ISB will be approving contracts and Retreat Committee is in charge of managing the retreat budget
- Michelle and Beth worked on logging past retreat transactions biweekly for several months

#### Summary of proposed roundtable meeting – Laura B

Laura gave a recap and suggested that there be an Annual Meeting so that all committees will be on the same page since there's a communication breakdown

#### Chair of ISA Intergroup – Megan C

- Need to clarify purpose of Intergroup: What do we do? And Why do we do what we do? Founding member of Intergroup is no longer a member of ISA
  - Was initial purpose to be liaison between ISA as a whole and home groups? Where are the IG guidelines? Concerns that Intergroup is being asked to take on tasks that it was not meant to handle
  - Question about the role of Intergroup in running ISB elections
- Processes for members who are not acting within bylaws
  - Concerns for maintaining respect and safety of all individuals with intergroup and safety of ISA as a group. Discussion of importance of Tradition #2 and possibility of removing a volunteer if remediation efforts do not help.
- Consultation of ISB on managing individuals or small groups who do not adhere to majority outcome of votes. Majority voted one way, but committee acted in the opposite way.

#### Bylaws – Beth

- Seeking legal guidance in regards to what verbiage needs to be included in the bylaws. Will send out inquiry to group reps asking for attorneys familiar with business law and, if no reply after 2 weeks, will resend
- Language about committees is concerning from a liability point of view
- Discussion about potential liability related to ISA events

Next meeting – Valerie

Special meeting dedicated to Bylaws is needed and we can work on new executive roles at that time. Meeting date to be decided on GroupMe for about a month out.