

Roundtable Meeting Summary Notes

May 4, 2025

3:00pm Central Time via Zoom

Attendees: Laura B (Organizer and Meeting Leader, ISB), Megan C and Theresa (IIG), Rus (Tools Workshop), Beth T (ISB), Kathy G, Wendy G (ILC), Bridgett and Karen P (Retreat), Traci (Website)

Notetaking: Laura B

Meeting was opened with the Serenity Prayer.

Laura B welcomed attendees to the roundtable and Beth T read the 12 Traditions of ISA

Laura B reviewed ground rules for the meeting which were distributed to attendees along with the agenda prior to the meeting (see attached). It was noted that each Committee would have five minutes to present on their work, needs, etc. and that questions would be saved until the end of the presentation. Presentations then began.

Presentations

ISA Intergroup (IIG)

Megan C presented.

The ISA Intergroup (IIG) functions as meeting representation on issues that affect ISA as a whole. The Intergroup meets quarterly, with additional meetings as needed. We encourage each meeting (women's, men's, and co-eds) to have a representative and alternate to ensure a collective voice of the ISA fellowship. Representatives and alternates will serve minimum 1-year terms (preferably 2-3-years). Alternates would be welcome to step up as a representative completes the term. No active participation is required by the alternates other than listening in on Intergroup meetings. The purpose is to be "in the loop" in order to step in for the representative if needed at a particular time. We have two officers at present: myself as chairperson and Theresa as communications officer. The secretary role has been vacant since Q1 of 2024 with us requesting volunteers before each quarterly meeting.

1. A Special Meeting was held with ISB and Dawn, the former ISB member who facilitated formation of the IIG, in November, 2024. IIG take aways from that meeting are the following:

- **IIG Responsibilities:** Will continue to run elections and hold quarterly meetings.
- **ISB Involvement:** Will appoint a liaison (or rotating representatives) annually and maintain open agenda space during IIG meetings.

- **Ongoing Collaboration:** Annual or biannual roundtable discussions will continue to improve communication and alignment.
- **Group Development:** Dawn recommended a 12 Concepts of Service book study (1 concept/month with a one-hour monthly meeting).

2. Q1 IIG Meeting Highlights:

- **Active Participation:** 19 active ISA groups; 8 currently not involved in IIG.
 - Reasons cited for not participation is lack of interest and not having anyone willing and able to commit to the volunteering
- **Meeting Participation:**
 - Concerns about non-participating groups; suggestions ranged from soft mentorship to stricter consequences like voting restrictions.
 - Ongoing conversation about how to better integrate and support these meetings.

3. ISB Election Process:

- **Next Election:** schedule is being discussed between our election committee and ISB
 - Announcement will be disseminated through active IIG reps and posted on the ISA website
 - Tentative announcement date May 9th
 - Tentative election date July 14th

4. Q2 IIG Meeting Recap

- **Ongoing Issues:**
 - Deviation from ISA traditions by some meetings (e.g., camera-on policy, lack of group conscience)
 - A newer ISA member brought a concern to Intergroup regarding a meeting where they felt a camera-on requirement was being imposed by the meeting leadership without group members being given the opportunity to voice their opinions. The member expressed that the rule was presented as an old group conscience decision being reinstated, but they perceived it as a new imposition. When the member voiced discomfort and asked questions, they were told they could attend other ISA meetings instead. This left the member feeling dismissed and excluded from the decision-making process.
 - Communication officer (Theresa) has coordinated email and support outreach
 - **What Happened:** A dialogue was initiated with one of the meeting's contacts to clarify the situation. During the discussion, it became clear that the meeting was operating under the assumption that prior group conscience decisions were fixed rules. And although it had not been actively enforced in over a year, it was a "legally voted on rule" that didn't need to be voted on again. The resistance to holding a new group conscience to revisit the camera-on requirement, indicated a misunderstanding of the flexible and participatory nature of group conscience. It was reinforced that group conscience decisions, while valid at the time, are not permanent. Any member has the right to call for a new group conscience if they believe a decision should be revisited.

- The conversation helped bring into focus that the core concern was not necessarily the camera requirement itself, but the lack of inclusivity in the decision-making process and the way the concern was initially received. The dialogue remained respectful and centered on realigning with ISA traditions—particularly recognizing group conscience as a spiritual process, upholding the right of every member to participate in decisions, and honoring the principle that trusted servants serve rather than govern.
- Conclusion: The meeting contact engaged openly in the discussion and showed a willingness to reflect on how the group's decisions are communicated and revisited. The meeting agreed to hold a new group conscience to revisit the issue. Additionally, the meeting identified a new Intergroup representative and received guidance on holding a brief group conscience to affirm that person in the role.

5. Announcements & Reminders

- **Next Quarterly Meeting:** July 14, 2025
 - Anticipate finalizing the results of the election at that meeting
- **Ongoing Needs:**
 - IIG has partnered with ISB to provide a quarterly ISA Meeting Attendance Report to track meeting activity from IIG reps and meeting contacts

Tools Workshop

Rus presented.

- There are currently 11 facilitators currently active and 1 auditing to become a facilitator
- Since the September, 2024 roundtable meeting 7 facilitators have conducted 4 workshops
- Currently the waitlist consists of 47 ISAs who have not been offered a spot yet. The gender breakdown is 42 females and 5 males. There are other ISAs on the waitlist who have been offered a spot and were not able to attend the offered workshop. They will be offered space after those who have not had an opportunity.
- We are continuing with Co-Coordination model (Rus and Laura F)
 - Division of responsibilities
 - Laura F is scheduling Workshops (securing facilitators, set up RSVPify account to manage registration)
 - Rus is managing waitlist, coordinates communication regarding Workshops such as soliciting preferences between women's only or co-ed workshop, send the confirmation emails, send out survey, etc..
 - Laura F is consolidating feedback from participants and facilitators and sending requested tokens
- Active Facilitators responded to questions about preferences and availability so we are planning out for the year targeting at least one Workshop/month
- Tokens: Participants are asked via the confirmation email and as part of the Feedback Survey if they would like to receive a token after completing the Workshop
- Feedback Survey:

- survey is sent out to Participants post Workshop completion
- responses are summarized in aggregate and communicated to facilitators
- about 25-30% actually complete the survey (about 2-3 per workshop)
- still considering possible update to content and distribution process
- Now using updated/approved materials with much positive feedback

Rus posed a question to the website committee (Traci) to be answered later since she might have to leave the meeting early. Is the updated Tools Workshop Guide on the ISA website yet?

ISB

Beth T presented.

During this past year, ISB has done the following things:

1. Completed, adopted and posted ISA's First Amended Bylaws which address some legal deficiencies that were present in the original bylaws.
2. Drafted job descriptions for board officer positions
3. Started a budget process
 - a. Created the form
 - b. Backed out the deadlines necessary for this - budget requests due by March 31 for our October 1 fiscal year start
 - c. Communicated these to all the service groups
 - d. Part of this process – and the bylaws require – that each service group make a brief report each year to ISB of their activities during the previous year.
4. Began changing the fiscal year(October 1 – September 30) to be more consistent with the seasonal nature of our cash flow around the February Women's Retreat.
5. Tied down our record keeping requirements
 - a. For the state – 3 years
 - i. Secretary docs on secretary's google drive
 - ii. Treasurer docs on both secretary's drive and treasurer's drive
6. Obtained a tax-exempt form that can be used for purchases of merchandise for ISA-related events (not occupancy tax – we need to look into how to do that).
7. We considered the request of a newly forming 12 step group for partners in the Houston area to use the ISA 12 Steps and the ISA Gifts. We did not give permission for the steps because they do not belong to us – AA allowed us to use theirs. They have not pursued use of the ISA Gifts (w/o the Steps). These do belong to us and we are able to give permission; as of now it will be decided on a case-by-case basis.
8. After communicating with the Intergroup Chair and having the previous roundtable, we met with Dawn, former ISA board member who started Intergroup.
 - a. She acknowledged that the intergroup model she is aware of from Al Anon may be beyond the capacity of ISA currently – although we have grown, we don't have numbers of the type Al-Anon has.
 - i. Needs to grow with the organization
 - ii. Needs not to burden any volunteer
 - iii. Based on the Al Anon 12 Concepts of Service

Literature Committee (ILC)

Kathy G presented.

- This ISA Literature Committee has been active from 5/2022 (there have been other Literature Committees working since 2012- one draft ISA book was published by a Lit. Comm. In 2019)
- We meet monthly, first Thursday of the month
- All minutes from our monthly meetings are accessible from the website under SERVICE > LITERATURE COMMITTEE
- We currently have 7 members listed with a regular attendance of 3-4 members.
- Currently we are working with a vacated chairperson, alternating responsibilities between the regular attendees
- What we do (History included):
 - We are a committee that is developing some original ISA literature. When ISA began, the founder drafted ISA Steps, Traditions and Promises that were used until AA reviewed them a few years ago. The Tools Workshop was also drafted in the first year of ISA's existence *by the Tools Committee*. The WHO, WHAT, HOW document was the first article approved *through the ISB* by our fellowship.
 - We were utilizing literature, and still are, from other recovery and 12-Step groups. Each meeting is deciding on what meditation literature to use for their meetings. Our goal is to create original ISA literature that is betrayal trauma-informed for our members to use that are developed with the input of the wider ISA Fellowship.
- Past projects completed since the last Roundtable in 9/2024:
 - Tools Workshop Participants Guide
- Currently working on:
 - ISA Draft Step 2 soon to be complete. In review, moving to Step 3
 - Considering an ISA Literature Committee hybrid retreat in the Fall to fully engage on Step 4
- Goals for end of Summer 2025:
 - Have a completed 1-2-3 Waltz by end of Summer 2025
 - A copyright on: Who What How, Gifts, Tools WS Participants Guide, & 1-2-3 Waltz
- Next meeting June 5

New Meeting Committee

Laura B presented on behalf of the New Meeting Committee as there was not a representative available to attend.

From Erin O: I have had 6 request starting October 2024. 4 of those were actually request to start a new meeting while 2 of those were actually looking for info on how to join/attend a meeting. I do not get any follow up info on whether or not those requests actually turn into new meetings, since they are then put in touch with Gaylynn.

From follow up with Gaylynn after the roundtable meeting:

Currently, we follow a two-step process to support new ISA meetings:

1. ****Initial Contact****: Erin O. responds to inquiries received through the ISA website. She encourages interested individuals to involve a second person for shared responsibility and to seek guidance from their Higher Power. To proceed, the interested parties must provide:

- * A confirmed meeting time and location
- * An anonymous email address for inquiries

Once these two requirements are met, Erin passes the request on to Gaylynn N. However, only a small percentage of inquiries make it to this stage.

2. ****Meeting Setup & Support****: Gaylynn connects with the new meeting contact to provide detailed information, helps them get listed on the website and added to GroupMe, and offers support during the first few months of operation.

One step we've identified as missing is a formal connection between new meetings and the ISA Intergroup (IIG). Erin and I have been awaiting clearer structure and role definitions regarding how the IIG would like to be involved in this process.

We look forward to streamlining this process further and collaborating with the Intergroup to ensure new meetings feel fully supported.

Retreat Committee

Bridgett presented.

Brief history for context

- 2018 was the first year the ISA Women's Retreat was held at Camp Allen. In 2020, due to COVID ISA held a day retreat in Houston which was co-ed. In 2023 the Retreat Committee took over registration responsibility from Camp Allen.
- The 2025 Retreat Committee held the 8th Annual Houston Women's Retreat* February 7, 8 & 9 2025 at Camp Allen in Navasota TX. (*the name used at Camp Allen to maintain anonymity)
- The Committee consisted of 19 members, as well as ~20 other volunteers.
- Within the whole Committee, we have several Sub Committees to help streamline the organization of the Retreat, these Sub Committees include: Speaker, Registration, Welcome Bag, Newcomer Buddies, Camp Allen Liaison, Workshop, and others.
- The 2025 Committee began meeting in September 2024 and held their final meeting March 26 2025.
- The Retreat had a total of 77 attendees, not including the Speaker and her guest. Breakdown: 43 single rooms, 34 double rooms. 12 Scholarships granted (each at ½ cost of double occupancy = \$1650), this was our highest number of Scholarships awarded to date. Waitlist reached 14 persons; 8 attended, 5 remained on the list at the time of the Retreat, 1 declined the room when offered. There were 3 cancellations before refund

date; refunds were declined and requested to go back into the ISA Retreat Fund. There were 2 No Shows and 5 last minute cancellations.

- 2025 was the second year to use the Workshop model. We provided up to 8 options, separated into two blocks of 4, of different workshop activities, such as art, meditation, journaling. The workshop model has been well received by the participants.
- Financial: prior to the Retreat the account balance was \$12,371 (all amounts in rounded dollars). Registration income was \$27,069, Retreat expenses were \$23,992, resulting in a net income of \$3,077, leaving an ending balance of \$15,448.
- The Used Book table generated \$299.
- Scholarships: beginning balance \$1,156, donations received \$955,12 granted at \$1650, ending balance \$423.
- Speaker Fund: The Speaker declined the token donation (\$500) and mileage reimbursement. Donations received \$1451, leaving a current balance of \$2,787.
- Welcome Bag donations \$1590, expenses \$1429 (this is not including donations of goods), leaving an ending balance of \$374.
- ISA has made deposits to Camp Allen for the 2026, 2027 and 2028 Retreats. Funds from the general fund will be used to make the deposits required for the 2026 Retreat.
- The newcomers meet and greet on Friday was a new addition to the retreat and was well received
- Survey: a feedback survey is provided at the end of the Retreat. The results are as follows: 77 total attendees, 51 feedback surveys received. 100% satisfaction of Camp Allen and 96% with meals. Agenda and Format 92% and the Workshop model received 94% satisfaction. Speaker satisfaction 74%. ISA Story presentation 98% satisfaction. Space is provided for participants to give feedback and suggestions on each aspect of the Retreat. The surveys are reviewed at the final Retreat Committee meeting in order to compile a report for the next year's Committee.
- There is a space provided asking for volunteers for the next Retreat Committee. Members of this year's Committee will reach out to those person's the summer of 2025 to begin preparations for the 2026 Retreat.

Website Committee

Traci presented

- Traci continues to be the sole member of the committee and would welcome help
- Please reach out to her if you hear of any needs for the website. Traci is able to address formatting issues or things to make the site more user friendly
- Traci was able to change the meeting information links to blue – hopefully this will make the site more user friendly
- She can add pages for any of the service groups but may need help deciding on the best place for the pages

Discussion

Laura B noted that the minutes from the September 2024 Roundtable were not on the website and she and Traci discussed placement. It was decided to place a link to the roundtable minutes under the Service tab rather than the ISB tab.

Laura B indicated that while the ISB maintains records of meeting minutes of 3+ years on the ISB Secretary Google Drive, only the minutes of the three most recent meetings are posted on the website

Rus repeated her question about the Tools Workshop Participant's Guide being on the website. A review of the website showed that the Tools page needs to be updated with the edited ISA-Approved version of the tools. It was noted that the updated Self-Care Checklist would be helpful. After discussion Rus indicated that she could work on breaking the guide up into PDF's of each tool. Bridgett asked for an updated Participant's Guide for the Dallas group.

Rus shared that she appreciated the hard work and attention to details of all the groups, particularly the Retreat Committee

Bridgett thanked Beth and Michelle (ISB and Retreat Committee members) for their help with the finances and budgets for the retreat

Karen expressed appreciation for the great work and great teamwork of all the service groups on behalf of ISA

Beth raised a question about the wording on the webpage which states that the Retreat Committee plans the annual retreat and wondered if that could be restated to say Annual Women's Retreat or even Texas Winter Women's Retreat or something similar to be more accurate and specific. Bridgett agreed that was a good idea and will bring it to the Retreat Committee when they form again. She noted that the committee did ask in the survey about the interest in women's only and co-ed retreats for the future as well as possible formats: 34% of respondents indicated interest in a one-day retreat and 28% indicated interest in a co-ed retreat. Karen shared that she's received an email from a male betrayed partner interested in being included in a retreat; she replied that members of the retreat committee would be happy to support any new retreat. Rus shared that she had received an email from a male betrayal trauma coach who specializes on working with male betrayed partners. She asked if others had received anything and no one had. Theresa shared that in a co-ed meeting members have expressed confusion about why the retreat committee isn't doing other retreats and that some men have expressed feeling left out. Bridgett indicated that she could bring the question to the shell of the retreat committee so that it can be addressed and raised the idea of having a retreat specific roundtable. Karen agreed that it sounds like there could be more discussion.

Megan indicated that IIG will begin posting meeting minutes on the website. Since the roundtable highlighted the fact that the IIG New Meeting Subcommittee has not connected with the existing New Meeting Committee she will be getting an email out to connect the groups so they can begin their collaboration.

Laura B raised a question to IIG about the ISB election announcement. Karen indicated that they are needing some clarification about how to proceed with the new description of the board roles. Laura indicated someone from the board will follow up on that.

Beth shared that there have been conversations about a co-ed retreat since she was the 2023 Retreat Committee Chair. She noted that the history of the Women's Retreat is that it started very small since ISA was small then. ISA membership grew a lot during COVID and the retreat has likewise grown. The idea of a co-ed retreat in addition to the Women's Retreat was discussed more. Beth expressed hope that conversations in meetings could let the male members know that the topic is out there. It was noted that anyone willing to do the work could start another retreat, possibly in different parts of the country and at different times of the year. Several attendees noted that a co-ed retreat should have a co-ed retreat team to create it. It was shared that in 2020 there was a one-day, co-ed retreat held in Houston due to COVID causing the Annual Retreat to be canceled. Karen shared that there was a retreat planned in the Northeast that had to be canceled due to COVID in 2020.¹ She further noted that the number of female ISAs has grown exponentially since COVID. It was noted that when the Retreat Committee was established as a separate committee from ISB and became financially independent that ISB did provide seed money for start up costs such as venue deposits. Laura or Beth will bring that back to ISB and clarify how much was fronted from the general fund.²

Takeaways

Laura B thanked everyone again for their participation and noted that she's again thankful for the participation and the wonderful service being done by of all the groups

Theresa shared that it was great to be here again. She noted everyone's dedication and passion and find the Roundtable to be motivating and invigorating. It's a good reminder that we're not in this alone and there is much to be gained from many wise ISAs.

Traci noted that she appreciates the comments and suggestions and repeated that she welcomes input going forward.

Meeting ended with the Serenity Prayer

¹ A timeline history of the ISA Annual Women's Retreat is attached.

ISA Retreat History

- 2018 ISA's Women's Retreat, Camp Allen, Speaker: Vicki Tidwell Palmer
34 Rooms (25 single & 9 double), 58 attendees
- 2019 ISA's Women's Retreat, Camp Allen, Speaker: Marsha Means
45 Rooms (20 single & 25 double), 70 attendees, plus 2 day guests
- 2020 ISA's Co-ed Day Retreat, Hines Center in Houston, TX*, Speaker: Patti Waughtal
55 attendees
*ISA ISB signed contracts to reserve Camp Allen for 2021-2025
- 2021 ISA's Women's Retreat, Camp Allen, Speaker: Sara Schulting-Kranz
47 Rooms (30 single & 17 double), 64 attendees
- 2022 ISA's Women's Retreat, Camp Allen, Speaker: Stacey Sadler
*45 Rooms (single & double), budgeted for 70 attendees**
**actual attendance unknown*
- 2023 ISA's Women's Retreat, Camp Allen, Speaker: Jake Porter
50 Rooms (37 single & 23 double), 83 attendees
- 2024 ISA's Women's Retreat, Camp Allen, Speaker: Marnie Brecker
56 Rooms (37 single & 19 double), 74 attendees
- 2025 ISA's Women's Retreat, Camp Allen, Speaker: Janice Caudill
60 Rooms (43 single & 17 double), 77 attendees