



Sunday, April 16, 2023

3:00 pm Central Time

Zoom

# General Meeting

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## *Minutes*

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**Attendees:** Beth T., Andrea M., Phylis, Laura B., Michelle M., Valerie F., Traci L.

### **Topic: Welcome Beth**

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**Agenda item:** Welcome Beth and Introductions

**Responsible Party:** All

### **Topic: Minutes from Last Meeting**

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**Agenda item:** Approval of minutes

**Responsible Party:** All

**Discussion:**

- Phylis motioned to approve the minutes; Laura seconded; motion passed

### **Topic: Transfer of Positions**

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**Agenda item:** Decide who will hold positions for upcoming year

**Responsible Party:** All

**Discussion:**

- Role responsibilities and terms were provided
- Chair
  - Phylis reached out to Valerie to see if she would like to be Chair since Secretary usually becomes Chair
  - Valerie agreed and was approved to be Chair starting after this meeting
- Communications Secretary
  - Andrea agreed to be Secretary, and Laura agreed to be back-up
  - Andrea and Laura were approved to be Secretary and Secretary Back-Up starting after this meeting
- Treasurer Shadow
  - Beth agreed to be Treasurer Shadow
  - Beth was approved to be Treasurer Shadow starting after this meeting

### **Topic: Finance Report**

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**Agenda item:** Routine Update

**Responsible Party:** Michelle M.

**Discussion:**

- Michelle reviewed income, expenses, and current bank balance
- Discussed how to let people know to contact the treasurer if a donation is earmarked for a specific purpose
- Discussed whether treasurer email address can appear somewhere on the website
- Michelle confirmed that the federal taxes were filed and ISA is exempt from State taxes so no need to file them

## Topic: Pending Action Items

Action items	Person responsible	Update
✓ Research ways to electronically sign the bylaws (currently in Google doc format)	Walter, Valerie F.	<p>ISA Gifts are finalized, so the Board needs to sign that document electronically in addition to the bylaws.</p> <p>Board members agreed that we can sign with our first name and last initial.</p> <p>Discussed whether the free version of Adobe Acrobat includes electronic signature ability; Laura will download the free version to see if she is able to sign electronically.</p>
✓ Locate registered agent that could also serve as a transactional attorney to help us get our filing squared away with the Texas Secretary of State	Valerie F.	<p>Discussed registered agent selection and all Board members agreed to go with the attorney; Michelle will reach out to the attorney to set it up.</p> <p>Beth noted that we will have to update our corporate filings with the TX Secretary of State.</p> <p>Discussed mailing address. Current mailing address setup is working: they deliver mail to us electronically, and we receive very little mail. Agreed to keep it as is.</p> <p>Discussed tying our roles to transferrable email addresses, like the Treasurer uses an ISB treasurer email address. All agreed to keep as is with just the ISB Treasurer and Secretary using transferrable email addresses.</p>
✓ Research and report back with a recommendation re: web-based accounting program	Michelle M.	<p>Michelle recommended Software4Nonprofits, which is web-based and allows up to 5 users. It costs \$350/yr. Board members approved.</p> <p>Amber agreed to assist with the initial set up.</p> <p>Discussed how much historical data should be loaded into the new software. Board members agreed on the last two years.</p>
✓ Fellowship meeting attendance	Andrea M.	<p>A Google form was sent to reps for all groups back in February; Intergroup leader said some reps replied and some didn't.</p> <p>Andrea and Ellen dug into the numbers to get a feel for average attendance. ISA currently has 16 meetings: 13 via Zoom and 3 in person.</p> <p>Zoom meetings: The largest meeting is on Monday with 20-25 attendees; Sunday currently has no meetings; Tuesday has five meetings with 15, 8, 15, 11, and 5 average</p>

**Action items**

**Person responsible Update**

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	<p>attendees, respectively; Wednesday has two meetings with 13 and 8 average attendees, respectively; Thursday has two meetings with 18 and 7 average attendees, respectively; Friday has one meeting with 9 average attendees; Saturday has two meetings with 20 and 10 average attendees, respectively.</p> <p>In-person meetings, New York has 3 average attendees; Arkansas has 4 average attendees; and no numbers were provided for Dallas.</p> <p>Prospective members are using the "Request a Virtual Meeting Link" to ask for Zoom log-in information. This link is meant for members who want to have a Zoom room set up for step studies, administrative meetings, etc. Discussed various options to clarify where to get meeting log-in information. One suggestion was to alter formatting for meeting links on the schedule page. They do not immediately look like links because they are not blue nor are they underlined. Traci noted that adjustments can be made, but the color of the meeting names cannot be changed. Also suggested changing the title of "Request a Virtual Meeting Link" to more clearly indicate this is for setting up a new, non-group meeting. Traci and Michelle will adjust the title and see if the confusion is reduced.</p>
<p>✓ Communication with members: How to communicate policies and procedures with members</p>	<p>All</p> <p>The question was asked: Is the ISB sending everything through the Intergroup now because not every meeting has an IG rep?</p> <p>Discussed the various committees and contact methods for disseminating information to members.</p> <p>Discussed the IG and its requests: Megan is currently acting as Chair and Communications Officer for IG until someone else can take over IG Communications Officer. Megan sent a description of the IG that they would like posted to the website. IG would like their meeting minutes posted to the website, but they only want fist initial and last initial.</p> <p>IG meeting minutes have not been posted yet because there is no page on the website for them; Traci will see if we can add another page because there is a limit to the number of website pages we can have.</p> <p>The Retreat Committee also asked to have a page added for them.</p> <p>The Literature Committee emailed a statement for their page that provides details on how to request a copy of draft literature. Traci will post the statement to the committee's existing webpage.</p>

Action items	Person responsible	Update
✓ Details around Finance Committee structure/roles	Michelle M.	Agreed to continue the discussion at the next meeting as to how to educate members on the workings of communication between ISB, committees, meetings, members, etc.
✓ Create an ISB Secretary Google account to manage the Google Drive and provide access to all ISB members	Valerie F.	Next ISB meeting All Board members at the meeting now have the password to the ISB Secretary Google account. Agreed that the Secretary will change the password annually at the transition meeting unless it needs to be changed earlier for other reasons. Valerie will upload agendas from her secretarial term to this Google drive.
✓ Discuss gender identity as it relates to gender-specific meetings	All	The IG is currently seeing how frequently this issue is occurring. So far, it is very infrequent. The ISB does not see any action necessary on its part at this time.

### Topic: Members Served

**Agenda item:** Expanding Zoom subscription **Responsible Party:** Andrea M.

**Discussion:**

- Recently ran out of Zoom rooms to hold a Step Study, but the members of the Step Study raised money for their own Zoom subscription and then some. Step Study donated excess to ISA asking that it be used to expand Zoom account.
- Added third account to cover extra Tuesday meetings; Ellen does not see a need for a fourth account since step studies are temporary. Root issue is that the step study was scheduled when other meetings were happening on Tuesday, our busiest day.

### Topic: Tokens

**Agenda item:** Tokens purchase **Responsible Party:** Laura B.

- Moved to next meeting

### Topic: Open Action Items

Action items	Person responsible	Deadline
✓ Research ways to electronically sign documents: Confirm electronic signature feature is available with free version of Adobe Acrobat	Laura B.	Next ISB meeting
✓ Update our corporate filings with the TX Secretary of State once new registered agent is in place	Michelle M.	Next ISB meeting

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ “Request a Virtual Meeting Link” confusion: Has new title been decided and has it reduced confusion?	Traci L. & Michelle M.	Next ISB meeting
✓ How to educate members on the workings of communication between ISB, committees, meetings, members, <i>etc.</i>	All	Next ISB meeting
✓ Create pages on the website for Intergroup and Retreat Committee	Traci L.	Next ISB meeting
✓ Details around Finance Committee structure/roles	Michelle M.	Next ISB meeting
✓ Upload agendas from most-recent secretarial term to the ISB Secretary Google drive	Valerie F.	Next ISB meeting
✓ Tokens purchase	Laura B.	Next ISB meeting

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### ***Next Meeting***

Date: Sunday, July 16, 2023

Time: 3:00 pm Central Time

Location: Zoom

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### ***Other Information***

**Resources:**

Link to Google Doc version of Bylaws: [https://docs.google.com/document/d/1beeil\\_u\\_-ESvP9G\\_LGR6222dI2tLkUhp/edit](https://docs.google.com/document/d/1beeil_u_-ESvP9G_LGR6222dI2tLkUhp/edit)