



Sunday, January 15, 2023

3:00 pm Central Time

Zoom

# General Meeting

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

## Minutes

### Topic: Minutes from Last Meeting

**Agenda item:** Approval of minutes

**Responsible Party:** All

**Discussion:**

- Valerie will correct any mention of concerns around using GroupMe term being raised by Intergroup; this concern was not raised by Intergroup and has been tabled
- Phylis motioned to approve the minutes; Michelle seconded; motion passed

### Topic: Pending Action Items

Action Item	Person responsible	Update
✓ Write retreat reimbursement procedure	Andrea M., Past Retreat Chairs	Tabled because there are changes in the work
✓ Determine and manage single vs double rooms, costs, scholarship policy, and refund policy; Handle registration	Retreat Committee	Complete
✓ Refer discussion around GroupMe name vs a generic term like group chat, appearing in meeting scripts as a possible form of promotion to Intergroup	All (previously Dawn G.)	Was previously tabled; no further action necessary
✓ Research ways to electronically sign the bylaws (currently in Google doc format)	Walter	Valerie will also investigate options
✓ Reach out to ISA Literature Committee, once they are done revising the Promises, to see if/how they want to proceed with a Guiding Principles document	Andrea M.	Tabled until approval process and Gifts are completed
✓ 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	Valerie will confirm details around mail processing; ISB will vote via email
✓ Fellowship meeting attendance	Andrea M.	Next ISB meeting
✓ Communication with members: How to communicate policies and procedures with members	All	Next ISB meeting

## Topic: 12 Steps Workbook Pages

---

**Agenda item:** Discuss posting the ISA draft 12 Steps workbook pages on the website      **Responsible Party:** Kathy G., ISA Literature Committee

### Discussion:

- Andrea M. presented on behalf of the ISA Literature Committee; agenda item was modified based on recent update from the ISA Literature Committee: Permission to post notice that a draft 12 Steps workbook is available and how to request a copy
  - ISA Literature Committee would like to place the notice along with email address to request a copy under the 12 Steps of ISA section on the website (Members > Core Literature > The 12 Steps of ISA)
  - 6 Yays in favor of posting the above notice to the website
- Discussed the procedure for finalizing the workbook
  - There is an ISA Literature Approval Process document awaiting approval by the Intergroup and review (but approval not necessary) by the ISB
- Comment that the ISA Literature Approval Process seems a bit redundant in places
- ISA Literature Committee meets again in February and will pick up any loose ends then
- Andrea M. and Laura B. are both on the ISA Literature Committee; once enough ISB members acknowledge review of the ISA Literature Approval Process, one of them will reply to the ISA Literature Committee
  - Note: This item is outdated because the ISA Literature Committee is making changes to the ISA Literature Approval Process document

## Topic: ISA Gifts

---

**Agenda item:** ISA Literature Committee request for feedback regarding the ISA Gifts      **Responsible Party:** Andrea M.

### Discussion:

- Gifts need ISB approval
- Andrea M. and Laura B. are both on the ISA Literature Committee; once enough ISB members email approval of the ISA Gifts, one of them will reply to the ISA Literature Committee
  - Note: This item is outdated because the ISA Literature Committee is making changes to the ISA Gifts

## Topic: Retreat

---

**Agenda item:** Discuss any open business related to the 2023 Retreat      **Responsible Party:** Andrea M.

### Discussion:

- No concerns for the ISB
- Deposit fulfilled
- Contract updated with registration platform/process updates
- Money for retreat is tricky to account for in Quicken
  - Michelle is working with Amber to see how to best do this
- Michelle is in contact with the Retreat Committee

## Topic: Finances

---

**Agenda item:** Finance update

**Responsible Party:** Michelle M.

**Discussion:**

- Michelle shared current financials through EOY 2022
  - Donations increased from 2021 to 2022
  - Discussed Retreat financials
  - Overview of Income and Expenses

---

**Agenda item:** Details around Finance Committee structure/roles

**Responsible Party:** Michelle M.

**Discussion:**

- Did not discuss; tabled until next ISB meeting

---

**Agenda item:** Move from Michelle's personal Quicken to QuickBooks for ISA bookkeeping

**Responsible Party:** Michelle M.

**Discussion:**

- Michelle is investigating which QuickBooks option is best for us as well as how to set it up; Amber is assisting

## Topic: ISB Document Storage

---

**Agenda item:** Do we have a Google drive/cloud storage for the ISB?

**Responsible Party:** All

**Discussion:**

- Agreed that Google Drive sounds like a good choice because it can be restricted by email address
- Will store contracts and other digitized ISB documents
- Valerie will create an ISA Secretary Google account, which will manage the Google Drive
- All ISB members will have access

## Topic: Intergroup

---

**Agenda item:** Discuss any open Intergroup business/updates

**Responsible Party:** Andrea M.

**Discussion:**

- Member of ISA Literature Committee requested feedback from the ISB regarding language around Circle of 5 and Accountability Partner vs Sponsor
  - Can ISA give a token to people who serve as Accountability Partners in addition to Sponsors since there is such a shortage of Sponsors?
  - Can ISA consider changing Circle of 5 to Circle of 3 since some newcomers may feel overwhelmed by locating 5 people to be in their circles?
  - Feedback from the ISA members, in general, supported both options as well as updating ISA language to reflect the changes
    - Giving tokens to Accountability Partners
    - Circle of 3 vs Circle of 5
- Gender identity as it relates to gender-specific meetings
  - Intergroup discussed this in November 2022
  - It may become an issue in the future because ISA as a whole does not discuss gender identity but it does have gender-specific meetings
  - ISB members agreed to discuss at the next ISB meeting

<b>Action items</b>	<b>Person responsible</b>	<b>Status</b>
✓ Research ways to electronically sign the bylaws (currently in Google doc format)	Walter, Valerie F.	Discuss options via email; ISB will vote via email
✓ 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.	Valerie will confirm details around mail processing; ISB will vote via email
✓ Research and report back with a recommendation re: web-based accounting program	Michelle M.	Next ISB meeting
✓ Fellowship meeting attendance	Andrea M.	Next ISB meeting
✓ Communication with members: How to communicate policies and procedures with members	All	Next ISB meeting
✓ Details around Finance Committee structure/roles	Michelle M.	Next ISB meeting
✓ Create an ISA Secretary Google account to manage the Google Drive and provide access to all ISB members	Valerie F.	Next ISB meeting
✓ Discuss gender identity as it relates to gender-specific meetings	All	Next ISB meeting

---

### ***Next Meeting***

---

Date: Sunday, April 16, 2023  
Time: 3:00 pm Central Time  
Location: Zoom

---

### ***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)