

# ISA Board Meeting Minutes

3/28/2021 | 1:00 – 2:30 p.m. Central time |

## Board members

Lia R., President | Michelle M., Treasurer | Phylis F., Secretary | Dawn G. | Traci L. | Ronda L. | Erika R. | Kelly S. | *All in attendance.*

Topic	Item	Responsible Party
Intergroup	<b>Discussion re: Formation of an ISA Intergroup:</b>	
	<i>Consensus: move forward with forming an Intergroup</i>	~
	• Ultimate goal is for organization to be group-led through the formation of an Intergroup allowing the board to focus on administrative matters and financial management.	~
	• Creating the ISA Intergroup is a priority for 2021	~
	• Acknowledgement that process will be slow and customized for ISA	~
	• Ideally, all groups would have representation; however, some meetings may not have representation right away.	~
	• <b><u>Action Items:</u></b>	
	○ Creation of Intergroup Committee to explore other 12 Step groups re: their Intergroup processes (possibly seek ISA members with other 12 Step experience to serve on the committee).	Dawn G. & Erika R.
	○ Create a timeline for Intergroup creation with a working goal of establishment by 2/2022 to facilitate the filling of (then) vacant Service Board seats.	Dawn G. & Erika R.
	Bylaws	<b>Discussion re: Literature Publication:</b>
<i>Consensus: Other than the already approved <u>Who, What, How</u> pamphlet, literature publication will be placed on hold until the establishment of an Intergroup. At that time, the Intergroup will prioritize Literature Publication and consider:</i>		Future Intergroup
• ISA 12 Steps progress		~
• The ISA book, the approval process by ISA, and the “store” capabilities to sell literature, tokens, etc.		~
• Approval of the ISA Preamble for meeting script		~
<b>Additional Discussion:</b>		~
• The ISA <u>Who, What, How</u> pamphlet is ready for posting on the website. (Thank you, Traci L.!)		~
○ Once posted, members will be able to access the brochure and print copies to take to therapists (or other identified resources) if desired.		~
• Approval by AA of ISA’s 12 Steps is needed because ISA’s Steps have changed from the originally approved steps.		~

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	<ul style="list-style-type: none"> <li>• <b><u>Action Items:</u></b> <ul style="list-style-type: none"> <li>○ Coordinating with Gaylynn N. to post <u>Who, What, How</u> pamphlet to website</li> <li>○ Notifying Meeting Contacts of the posting to the website of <u>Who, What, How</u> pamphlet and asking them to announce the posting of the pamphlet at their meetings</li> <li>○ Submit request to AA for permission to be recognized as a 12 Step organization using ISA's current 12 Steps</li> </ul> </li> </ul>	<p>~</p> <p><b>Ronda L.</b></p> <p>~</p> <p><b>???</b></p> <p>~</p> <p>~</p> <p><b>Erika R.</b></p> <p>~</p>
	<p><b>Discussion re: Service Board Positions:</b></p> <ul style="list-style-type: none"> <li>• See Action Items under Intergroup Discussion.</li> </ul>	<p>~</p>
	<p><b>Discussion re: Meetings</b></p> <p><i>Consensus: ISB will meet in May, June, and October. The May meeting will include the following agenda items:</i></p> <ul style="list-style-type: none"> <li>• 5-minute update from each committee chair (Retreat, Tools, Finance, Website)</li> <li>• Website discussion – specifically funding</li> <li>• Summer Retreat</li> <li>• <b><u>Action Items:</u></b> <ul style="list-style-type: none"> <li>○ Selecting a date via a Doodle poll for the May Meeting</li> <li>○ Corresponding with committee chairs re: attending the meeting and presenting a 5-minute update</li> <li>○ Transmitting a list of volunteers from retreat sign-up to each committee</li> </ul> </li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p><b>Lia R.</b></p> <p><b>Ronda L.</b></p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p>
	<p><b>Discussion re: Committees</b></p> <ul style="list-style-type: none"> <li>• See Notes and Action Items under Meetings Discussion.</li> </ul>	<p>~</p>
<b>Preamble</b>	<p><b>Discussion re: Preamble Approval Process</b></p> <ul style="list-style-type: none"> <li>• See Notes under Literature Publication Discussion.</li> </ul>	<p>~</p>
<b>Committees</b>	<p><b>Discussion re: Reports and Tasks for Each Committee</b></p> <ul style="list-style-type: none"> <li>• See Notes under Meetings Discussion re: 5-minute update from each committee chair at upcoming May meeting.</li> </ul> <p><b>Meetings-</b></p> <ul style="list-style-type: none"> <li>• It is likely that changes will be coming because of the easing of Covid restrictions. Meetings will either opt to be Zoom only, face-to-face only, or a hybrid of both.</li> <li>• Groups have the option of creating a unique name for their meeting.</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p>

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	<ul style="list-style-type: none"> <li>• Each meeting is responsible for their own meeting script and may have a version posted on the website for quick access.</li> <li>• Kelly S. collects attendance data and feedback quarterly from meeting contacts and reported the following:               <ul style="list-style-type: none"> <li>○ There are currently 15 active meetings; no meetings have closed</li> <li>○ Of the 15 meetings, 14 responded with data this quarter</li> <li>○ For the week sampled, 153 members attended meetings</li> </ul> </li> </ul>	<p>~</p> <p>~</p> <p><b>Kelly S.</b></p> <p>~</p> <p>~</p> <p>~</p> <p>~</p>
	<b>Retreat –</b>	
	<ul style="list-style-type: none"> <li>• Took place at <b>Camp Allen, TX – Feb. 26, 2021</b></li> <li>• Great feedback overall. Comments included requests for more free time, however, opting out of a session is always an option.</li> <li>• Speaker received good, but not outstanding feedback</li> <li>• Financials still need to be fully reconciled. Once the reconciliation is complete, and depending upon the circumstances, refunds for ISA’s that did not attend will be addressed.</li> <li>• Michelle M. has posted a spreadsheet re: retreat financials in Google Drive.</li> <li>• <b><u>Action Items:</u></b> <ul style="list-style-type: none"> <li>○ Send list of volunteers for summer and 2022 retreat to Andrea and ask her to call a meeting to select chair(s).</li> <li>○ Reach out to Gaylynn N. and ask her to add volunteer opportunities to the website.</li> </ul> </li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p>
	<b>Tools Committee – (Open Agenda Item – See Meetings Discussion re: 5-minute update at next meeting).</b>	<b>Laura F.</b>
	<ul style="list-style-type: none"> <li>• What Tools Workshops occurred over the last Quarter (Jan/Apr/Jul/Oct)?</li> <li>• What upcoming Tools Workshops are scheduled?</li> <li>• What is the protocol for non-Houston meetings that want to host a Tools Workshop? (tokens, etc.)</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p>
	<b>Literature Committee –</b>	<b>Kathy G.</b>
	<ul style="list-style-type: none"> <li>• This committee may handle tokens, produce material, develop approval process, mail literature, etc.?</li> <li>• Next steps to be determined once an Intergroup is formed and can coordinate with committee</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p>
	<b>Website Committee – (Open Agenda Item – See Meetings Discussion re: 5-minute update at next meeting).</b>	<b>Gaylynn N.</b>
	<ul style="list-style-type: none"> <li>• Keep website updated</li> <li>• It has come to attention that members do not know how to make contact re: Zoom information or how to make changes to the</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p>

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	<p>website. What can we put on the website to address this or do we address the issue?</p> <ul style="list-style-type: none"> <li>• Need to find volunteers to make affordable website updates or pursue fundraising (see 2/20 notes for details)</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p>
	<p><b>Finance Committee – (Open Agenda Item – See Meetings Discussion re: 5-minute update at next meeting).</b></p> <ul style="list-style-type: none"> <li>• Gaylynn and Shannon are current signers for the Wells Fargo account – who will be added?</li> <li>• CPA to prepare for 2020 Income Tax</li> <li>• Work with the Literature Committee for the sale of literature and tokens</li> </ul>	<p><b>Michelle M.</b></p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p>
<b>Retreat</b>	<p><b>Planning Kick-off for 2022 - (Partially Open Agenda Item – See Retreat section under Committees re: discussion to date).</b></p> <ul style="list-style-type: none"> <li>• Remaining topics include: <ul style="list-style-type: none"> <li>○ Conceptually, open numbers back up? Allow day visitors? Have a virtual option?</li> <li>○ Summer retreat location and possibility of Doug Weiss agreeing to be keynote speaker.</li> </ul> </li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p> <p>~</p>