

# ISA Board Meeting Minutes

9/19/2021 | 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. | 12645 Memorial Drive, #307, Houston, TX 77024

All Present Except: Dawn G. and Kelly S.

Additional Guest Members: Kathy G., Gaylynn N., and Andrea M.

| Topic             | Item   | Responsible Party        |
|-------------------|--|--------------------------|
| Committee Updates | <b>5 Minute Committee Reports Plus Discussion</b>  | <i>Various</i>           |
|                   | <b>Meetings Committee-</b>   | ~<br>Kelly S.            |
|                   | • Attendance Data and Feedback from meetings   | ~                        |
|                   | ○ <i>Report Provided via Email on 9/17/2021</i>  | ~                        |
|                   | • Update re: Reaching out to 2 Spanish speaking members re: the possibility of establishing a Spanish speaking meeting   | Traci L.                 |
|                   | ○ <i>2 Spanish speaking members were contacted but have not yet responded, however, another Spanish speaking member does want to help start a meeting in the future.</i> | ~<br>~<br>~              |
|                   | • Updater re: Transmission of volunteer list from retreat to committee chairs  | Ronda L.                 |
|                   | ○ <i>Completed</i>   | ~<br>~<br>~              |
|                   | <b>Tools Committee Report and Discussion –</b>   | Ronda L. for<br>Laura F. |
|                   | • What Tools Workshops occurred over the last quarter?   | ~                        |
|                   | ○ <i>At least 1 Tools Workshop has taken place each quarter this year, plus Dallas has conducted 3 and New York has conducted 1.</i>                                     | ~<br>~<br>~              |
|                   | • What upcoming Tools Workshops are scheduled?   | ~                        |
|                   | ○ <i>A workshop (possibly coed) will take place sometime in November or December. A men's only workshop may be forthcoming as well.</i>                                  | ~<br>~<br>~              |
|                   | • Feedback received from attendees:  | ~                        |
|                   | ○ <i>When asked whether they would refer a friend, attendees consistently answered, "Yes."</i>   | ~<br>~<br>~              |
|                   | ○ <i>Attendees also expressed a desire to have more time to share, however, scheduling more time has not worked previously because many cannot stay to fellowship.</i>   | ~<br>~<br>~              |

| Topic | Item  | Responsible Party               |
|-------|---|---------------------------------|
|       | <b>Literature Committee Report and Discussion–</b>  | Kathy G.                        |
|       | <ul style="list-style-type: none"> <li>• This committee may handle tokens, produce material, develop approval process, mail literature, etc.?</li> </ul>  | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>Kathy G. will ask for a volunteer from the committee to obtain tokens from Gaylynn N. and Laura F. and will possibly charge fees for the tokens from each meeting.</i></li> </ul> </li> </ul>   | ~<br>~<br>~                     |
|       | <ul style="list-style-type: none"> <li>• Next steps to be determined once an Intergroup is formed and can coordinate with committee.</li> </ul>   | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>Kathy G. will solicit volunteers for the Literature Committee and start meeting again. The approval process for literature will be determined by the Literature Committee in conjunction with the Intergroup. Finishing the Steps with questions plus a separate workbook will be discussed.</i></li> </ul> </li> </ul>                                     | ~<br>~<br>~<br>~<br>~<br>~<br>~ |
|       | <b>Website Committee Report and Discussion–</b>   | Gaylynn N.                      |
|       | <ul style="list-style-type: none"> <li>• Website review and proposal for changes, updates, and/or the designation of users/editors by section</li> </ul>  | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>Gaylynn N. has been asking colleagues about the website and both WIX and Square have been suggested as possible new platforms. The process to switch and create a new website would take 6 months to a year. In the meantime, Kelly S. will do updates, and the opportunity to serve as Webmaster will be posted on the website.</i></li> </ul> </li> </ul> | ~<br>~<br>~<br>~<br>~<br>~      |
|       | <ul style="list-style-type: none"> <li>• Update re: Collection of contact information from committee chairs so that volunteer opportunities can be added to the website</li> </ul>  | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>Gaylynn N. will post Committee Chair emails on the website for potential volunteers to contact.</i></li> </ul> </li> </ul>  | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li>• <b>Future Agenda Item for New Board: Establish a timeline to hire someone if no one volunteers to serve as Webmaster.</b></li> </ul>   | ~<br>~<br>~                     |
|       | <b>Finance Committee Report and Discussion-</b>   | Michelle M.                     |
|       | <ul style="list-style-type: none"> <li>• Update re: Status of adding Michelle M. and Traci L. as signers for the Wells Fargo account</li> </ul>   | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>This process has been deferred pending reinstatement of tax-exempt status.</i></li> </ul> </li> </ul>   | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li>• Update re: Upgrade of QuickBooks plan and the addition of Traci L. and Phylis F. as additional users</li> </ul>  | ~<br>~                          |
|       | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <i>Due to issues surrounding the transition of the QuickBooks file, Michelle has set up an ISA file on her desktop Quicken with a starting date of 1/1/2021. Gaylynn N. will deactivate the QuickBooks subscription.</i></li> </ul> </li> </ul>  | ~<br>~<br>~<br>~                |
|       | <ul style="list-style-type: none"> <li>• Current finance status <ul style="list-style-type: none"> <li>○ <i>Current bank balance is \$14,939.19.</i></li> </ul> </li> </ul>   | ~<br>~                          |





| Topic     | Item   | Responsible Party  |
|-----------|--|--|
| Insurance | <p data-bbox="298 205 784 235"><b>Discussion re: Indemnity Insurance-</b></p> <ul data-bbox="347 243 678 273" style="list-style-type: none"> <li data-bbox="347 243 678 273">• Update from Erika R.:</li> </ul> <p data-bbox="391 323 1243 550"><i>Three different companies have been consulted (including those used by COSA and SAA). The minimum for directors and officers plus general liability is at least \$2,000 annually. However, the SAA person said that since small recovery groups do not typically have funds for this level of coverage, they instead get general liability insurance coverage for special events only, i.e., retreats.</i></p> <p data-bbox="391 600 1182 667"><i>One quote that included \$1M coverage for directors and officers for \$76/month.</i></p> <ul data-bbox="347 676 1268 945" style="list-style-type: none"> <li data-bbox="347 676 1268 827">• <b>Consensus: Unanimous vote to proceed with securing liability insurance coverage (up to \$3,000 annually) for directors and officers. For events, the host location will be consulted regarding coverage as needed. Michelle M. will sign the document.</b></li> <li data-bbox="347 835 1024 945">• <b>Action Item:</b> <ul data-bbox="440 873 1024 945" style="list-style-type: none"> <li data-bbox="440 873 906 903">○ Proceed with securing coverage.</li> <li data-bbox="440 911 1024 945">○ Talk to Gaylynn N. about mailbox access.</li> </ul> </li> </ul> | <p data-bbox="1300 205 1409 235"><b>Erika R.</b></p> <p data-bbox="1300 243 1317 273">~</p> <p data-bbox="1300 281 1317 310">~</p> <p data-bbox="1300 319 1317 348">~</p> <p data-bbox="1300 357 1317 386">~</p> <p data-bbox="1300 394 1317 424">~</p> <p data-bbox="1300 432 1317 462">~</p> <p data-bbox="1300 470 1317 499">~</p> <p data-bbox="1300 508 1317 537">~</p> <p data-bbox="1300 546 1317 575">~</p> <p data-bbox="1300 583 1317 613">~</p> <p data-bbox="1300 621 1317 651">~</p> <p data-bbox="1300 659 1317 688">~</p> <p data-bbox="1300 697 1317 726">~</p> <p data-bbox="1300 735 1317 764">~</p> <p data-bbox="1300 772 1317 802">~</p> <p data-bbox="1300 810 1317 840">~</p> <p data-bbox="1300 848 1317 877">~</p> <p data-bbox="1300 886 1409 915"><b>Erika R.</b></p> <p data-bbox="1300 924 1471 953"><b>Michelle M.</b></p> |
| Bylaws    | <p data-bbox="298 1033 797 1062"><b>Discussion re: ISA's current 12 Steps-</b></p> <ul data-bbox="347 1071 678 1100" style="list-style-type: none"> <li data-bbox="347 1071 678 1100">• Update from Erika R.:</li> </ul> <p data-bbox="391 1150 1179 1218"><i>AA has been contacted and has not yet responded to the request for permission to use ISA's current steps.</i></p>  | <p data-bbox="1300 1033 1409 1062"><b>Erika R.</b></p> <p data-bbox="1300 1071 1317 1100">~</p> <p data-bbox="1300 1108 1317 1138">~</p> <p data-bbox="1300 1146 1317 1176">~</p> <p data-bbox="1300 1184 1317 1213">~</p>   |