

ISB Minutes of Meeting from 10-23-21

Zoom attendees: Ericka R., Ronda L., Dawn G., Traci L., Michelle M.
Members voting via email: Lia R. (10-24-21), Phylis F. (10-23-21)

I. 2022 ISA Houston Retreat

The ISB reiterated the intent for the Houston Area Retreat to be a “self-supported event; that the Retreat Committee should function with autonomy and provide for the retreat in a fiscally responsible way. As such, each retreat should be funded by the attendees through the collection of fees or member donations earmarked for the event.

Last year (2021) was the first retreat where a committee handled retreat details instead of the ISB. Lessons learned were shared with the ISB at the last ISB meeting (9-19-21) with Committee reports. The ISB decided to develop a policy that serves future event type committees, while executing the ISB’s fiduciary responsibility for the ISA organization.

The ISB **voted in approval** of the following items concerning the upcoming retreat:

1. The 2022 ISA contract with Camp Allen **must** be changed from 60 rooms to 45 rooms, amended by the end of October, 2021. Depending on single or double occupancy, the expected attendance will be about 70. The ISB does not consider the risk of the 15 additional rooms to be prudent at this time. This contract will be signed by the ISB Chairperson or Finance officer on behalf of ISA. Action: Lia & Gaylynn N.
2. The 2022 Retreat Committee will be given \$2500 as an operational funding for the committee. The fund amount was based upon the unexpected financial overage which occurred in 2021, when canceled rooms were rented to the waiting list by Camp Allen. It is hoped that each year, the funds collected will cover all retreat costs and the operational funds will be replenished by those collections. Action: Ronda & Michelle
3. The ISB asks that the 2022 Retreat committee develop a Retreat Budget, with line items for expenses and fees charged, and submit to the ISB in December, 2021. Action: Ronda

The ISB **voted** to establish the following Policy for the Retreat and future events:

- A. All future contracts should be reviewed, approved and signed by the ISB (Chairman or Finance person) on behalf of ISA.
- B. The retreat committee will determine the rooms they want each year and request approval from ISB before the preceding October, and provide all contracts to the ISB for approval and signature. Any contracts that the committee can fund or tolerate from their operational fund, are the responsibility of the committee.
- C. In accordance with our traditions, event committees should refrain from promotion by declining outside gifts or contributions from professionals or outside entities.
- D. The events are intended to serve the ISA membership, and should be advertised in our meetings and on our website; through the standard ways that we communicate with our membership. The list of attendees from previous events does not necessarily constitute current membership.

- E. Scholarships (usually half payments) are typically funded by donations from members once the retreat is announced. The Retreat Committee may develop the method for private member donations, determine the number of available scholarships and designate individual(s) responsible for the screening and acceptance of scholarship recipients. Proper consideration must always be given to protect the anonymity of member donors and recipients.
- F. The Retreat Committee may, to the extent available, use website tools or software to collect fees, donations or monies for their activities. The Webmaster (Gaylynn) or Finance officer (Michelle M.) can be contacted for available payment abilities.

Camp Allen Contract Notes:

ISA's current commitment involves the \$100 annual deposits that were paid at Camp Allen through 2025. These contracts are each for 60 rooms, that can be single occupancy (\$250 per weekend for room and board) or double occupancy (\$180 each person = \$360 per weekend for room and board). The minimum charge is \$13,500 and the committed group charge is \$15,000.

It is important to note that ISA pays for any unused rooms; and has a small window (should be done by Nov. 4, 2021) to revise the commitment. Also, the same date is 90 days before retreat and it is the no refund time-frame.

Each year a contract is signed, and in the past the ISB has handled contracts and decided our risk tolerance for the room commitment. The ISA Debit Card is used for damage deposit and an ISB member has always signed the contract.

ISA Houston Retreat History:

- The first Houston women's retreat was held in 2018 at Camp Allen, and Vicki Tidwell Palmer came to speak. We sold out in less than a month and had *58 women (34 rooms)*.
- In 2019, Marsha Means was our speaker at Camp Allen for the second women's retreat with *70 women (45 rooms)*.
- In 2020, we couldn't reserve Camp Allen- and had a Co-ed Day Retreat at the Hines Center and Patti Waughtal spoke. (This is the year we reserved Camp Allen for 2021 through 2025).
- In 2021, Camp Allen hosted our mid-Covid, all women's retreat and Sara Schulting-Kranz spoke. (Doug Weiss offered to come, but after Sara had confirmed.) ISA also reduced our room commitment (to 35 or 40 rooms) to avoid financial risk. It is **this** retreat where we had significant cancellations (in the "no refund" period), and the waiting list filled the rooms.

II. Request for Website Funding

- Gaylynn N. submitted a video to the ISB outlining her request for \$4,100 to cover the cost of a Wicks website creation; a package designated as the “The Works Professional” offered by Sandy Clifton/Clifton Designs. “The Works” includes 30 web pages, 6 months of technical support and one year of free hosting. *Gaylynn N.* interviewed her and believes she has the expertise to complete the updating of our website. This has been a primary consideration for our website, which is operating on the original platform created by the ISA pioneers when this fellowship was started in 2011. *Gaylynn N.* requested that the ISB approve the funding before 10-26-21, when the price increase by \$700.
- The ISB **voted in approval of the \$4100 needed by Gaylynn N. to procure the services to update our website.**
- In addition, the ISB wanted to know from *Gaylynn N.* what the yearly charge will be for web site (we pay around \$300 per year for current host) and who we will be contracted to after the free year.
- The ISB noted the need to assist in the development of a Website committee, and requests that *Gaylynn N.* word a volunteer announcement that can be shared on the website and announced at meetings.

III. Liability Insurance

- *Erika R.* procured a Liability policy from Affinity Non-Profit’s through Todd Moon (our Texas broker) at Moon-Baker Agency Inc. for an annual cost of \$ 737, which covers ISB director and officers while they conduct out the affairs of ISA.
- *Erika R.* has been researching the available liability insurance for ISA, which will cover ISA volunteers or members in the conduct of ISA affairs, beyond the coverage offered and procured through host facilities where meetings or events are conducted. Research into coverage procured by other 12 Step organizations indicates that the total annual expense for both ISB and member coverage will be around \$2000. *Erika R.* will continue her investigation and report her information to the ISB.

IV. Formation of the ISA Intergroup

Erika R. has received the names of the Intergroup representatives and will forward those to *Dawn G.* *Dawn G.* will set up their first meeting and provide the guidance needed for them to:

- Determine their meeting frequency and standard term of service
- Outline their guidelines for conducting ISA business
- Relay their relationship to the ISB, and the division of responsibilities
- Relay the ISB request for ISB members to fill ISB vacancies in January, 2022

V. The Promises

Erika contacted AA to insure the sanction/endorsement of the ISA Steps and Traditions. There were discussions with AA after the formation of ISA, and now our Steps and Traditions have been endorsed. However, the ISA Promises were not endorsed because some of them are the same as certain AA Promises and that cannot be sanctioned by the AA organization. The ISB recognized the following:

- The “ISA Promises” are one of the foundational writings that should be the responsibility of the Literature Committee. Ronda L. will relay this action to the Literature committee since she serves on it.
- The Literature Committee can determine if the “ISA Promises” should be renamed (ie. The Gifts of the Program) or be rewritten to meet AA requirements for Promises.
- The Literature Committee can employ the Intergroup and ISB for the approval process that serves our fellowship.

VI. Financial Recap

- The ISB opened this meeting with almost \$14,000 in our ISA account.
- The ISB Liability Insurance is paid for.
- The expenditure of \$2,500 to Retreat Committee and \$4,100 for Website reduces available funds to approximately \$7,400.