

# ISA Board Meeting Minutes

6/22/2021 | 11:30 – 1:00 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 except for Dawn G.*

Topic	Item	Responsible Party
Finances	<b>Discussion re: Finances</b>	<b>Board</b>
	<ul style="list-style-type: none"> <li>Did the 2021 Winter retreat have an excess of funds due to personal cancellations and should we do refunds if it did?</li> </ul>	~ ~
	<i>Consensus: No refunds will be made and use of funds will be determined at the fall meeting.</i>	~ ~
	<ul style="list-style-type: none"> <li>Develop a budget outline for this year that can be built on for subsequent years</li> </ul>	~ ~
	<i>Consensus: Item will be discussed at a future meeting.</i>	~
	<ul style="list-style-type: none"> <li>Work with the Literature Committee for the sale of literature and tokens</li> </ul>	~ ~
	<i>Consensus: Item will be placed on hold until Intergroup is established.</i>	~
	<ul style="list-style-type: none"> <li>Michelle M. has been added as a signer for the Wells Fargo account, but another signer is needed – who will the additional signer?</li> </ul>	~ ~
	<i>Consensus: Traci L. will join Michelle M. as the additional signer.</i>	~
	<ul style="list-style-type: none"> <li>Michelle M. proposed changing access level in QuickBooks from 1 user @ \$9/month to 3 users @ \$20/month.</li> </ul>	~ ~
	<i>Consensus: All Approved change. Additional users will be Traci L. and Phylis F.</i>	~ ~ ~
	<ul style="list-style-type: none"> <li><b>Action Items:</b> <ul style="list-style-type: none"> <li>Michelle M. will work with Wells Fargo to add Traci L. as a signer on the account.</li> <li>Michelle M. will add Traci L. and Phylis F. as users on QuickBooks.</li> </ul> </li> </ul>	~ <b>Michelle M.</b> ~ <b>Michelle M.</b> ~ ~ ~
	Website	<b>Discussion re: Website Funding</b>
<ul style="list-style-type: none"> <li>Need to find volunteers to make affordable website updates or pursue fundraising/Gaylynn will no longer be manage the website.</li> </ul>		~ ~
<i>Consensus: Kelly S. volunteered to look at the website to evaluate areas that might require changes or updating and will present a proposal at the fall meeting. The goal will be to establish a way to designate users/editors by section. Additionally, Ronda L. volunteered to step into the website manager role (with some training) once her term on the board expires.</i>		~ ~ ~ ~ ~ ~

Topic	Item	Responsible Party
Website cont.	<ul style="list-style-type: none"> <li>• Volunteer opportunities need to be added to the website.</li> <li><i>Consensus: To add this option to the website, committee chairs need to be notified regarding their contact information.</i></li> <li>• <b><u>Action Items:</u></b></li> <li>• Kelly S. will proceed with website evaluation and prepare a proposal for the fall meeting.</li> <li>• Collect contact information from committee chairs so that volunteer opportunities can be added to the website.</li> </ul>	<p>–</p> <p>~</p> <p>~</p> <p>~</p> <p><b>Kelly S.</b></p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p>
Retreat	<p><b>Discussion re: Planning Kick-off for 2022–</b></p> <ul style="list-style-type: none"> <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> </ul> </li> <li>• <b>Items to Consider at Planning Kick-off for 2022-</b> <ul style="list-style-type: none"> <li>○ First consideration is selecting a leader. Additional items to consider at the kick-off meeting include whether to: open numbers back up, allow day visitors, and/or provide a virtual option.</li> </ul> </li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p> <p><b>Andrea M.</b></p> <p>~</p> <p>~</p> <p>~</p> <p>~</p>
Intergroup	<p><b>Discussion re: Formation of an ISA Intergroup:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Action Items Follow Up:</u></b> <ul style="list-style-type: none"> <li>○ 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).</li> <li>○ 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.</li> </ul> </li> </ul> <p><i>Update: Dawn G. and Erika R. are working on this and will have information within the next month or so.</i></p>	<p>~</p> <p>~</p> <p>~</p> <p><b>Dawn G. &amp; Erika R.</b></p> <p>~</p> <p>~</p> <p><b>Dawn G. &amp; Erika R.</b></p> <p>~</p> <p>~</p> <p>~</p>
Bylaws	<p><b>Discussion re: Literature Publication:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Action Items Follow Up:</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> </ul> </li> </ul> <p><i>Update: Both items completed.</i></p> <ul style="list-style-type: none"> <li>○ Submit request to AA for permission to be recognized as a 12 Step organization using ISA’s current 12 Steps</li> </ul>	<p>~</p> <p>~</p> <p>~</p> <p><b>Ronda L.</b></p> <p>~</p> <p><b>Michelle M.</b></p> <p>~</p> <p>~</p> <p>~</p> <p><b>Erika R.</b></p> <p>~</p>

Topic	Item	Responsible Party
Bylaws cont.	<i>Update: This will be forthcoming.</i>	~
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Meetings	<b>Discussion re: Meetings</b>	~
	• <b><u>Action Items Follow Up:</u></b>	~
	○ Transmitting a list of volunteers from retreat sign-up to each committee.	<b>Ronda L.</b>
	<i>Update: This is in process.</i>	~
	<b>Additional Discussion re: Spanish Meeting, Agenda Order, and Data Report</b>	~
	• Traci L. proposed initiating a Spanish speaking meeting.	~
	<i>Consensus: All agreed.</i>	~
	• Ronda L. proposed prioritizing meetings discussion by moving the topic to the beginning of the agenda.	~
	<i>Consensus: To be discussed at the fall meeting.</i>	~
	• Kelly S. shared meeting attendance data. Although not all meetings reported data, the numbers indicate consistent attendance and that meetings are determining method of meeting going forward. Some have chosen to remain online; others have chosen to return to in-person meetings.	~
	• <b><u>New Action Items:</u></b>	~
	○ Coordinate committee chair reports for the September meeting.	<b>Ronda L.</b>
	○ Reach out to two Spanish speaking members re: a Spanish speaking meeting.	<b>Traci L.</b>
	○ Send out Doodle poll for 2 possible fall meetings in September, one of which will need to occur on a weekend or during the evening (for committee chair reports). The second date will be a back-up in case additional time is needed for the board to meet separately.	<b>Michelle M.</b>
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Insurance	<b>Discussion Re: Indemnity Insurance</b>	<b>Board</b>
	• Erika R. presented the immediate need for the board to procure indemnity insurance	~
	<i>Consensus: All agreed. Lia R. requested that this be the first agenda item at the fall meeting.</i>	~
	<b><u>Action Items:</u></b>	~
	• Ask for recommendations from insurance broker.	<b>Lia R.</b>
	• Research possibility of a policy with companies used by other 12-step groups, i.e., Cincinnati Insurance Company, Philadelphia Insurance Company, and Vista International Insurance Brokers.	<b>Erika R.</b>

