

**BOARD OF REGENTS
MEETING OF APRIL 15, 2017**

The meeting was called to order at 9:30 A.M. by John C., Chairman Board of Regents.

Present: Bernie G., John C., Mike S., Pat S., Steve F., Woodie H. and Karen H.,
International Executive Secretary.

Present by Telephone: Bill B. and Peter A.

Absent: *Leanne W. was not present at the start of the meeting.

A. The minutes of the March 18, 2017 Board of Regents meeting were read and approved, with the following correction:

Under Old Business, Item F., REPORT FROM THE FUTURE PLANNING COMMITTEE, last sentence of the first paragraph, replace "Bill B. asked Karen approximately how many calls she receives per week from both G.A. members and those just seeking help, and others, and it was mentioned that approximately 100 calls are received each week, approximately 50% for help, 25% from G.A. members and 25% that are non-member inquiries with **"Bill B. asked Karen approximately how many calls she receives per week from both G.A. members and those just seeking help. Karen said that out of all the calls received at the I.S.O. each week, approximately 50% are for help, 25% are from G.A. members and 25% are from non-member inquiries"**.

Motion seconded and passed
For – 8 Against – 0 Abstained – 0

B. The operating statement for March was read and approved.

Motion seconded and passed
For – 8 Against – 0 Abstained – 0

OLD BUSINESS

A. LIFELINERS

There were 2 new Lifeliners as follows:

Florida - 2

NEW CANS - 1

There was one new Can.

Washington - 1

GROUP INFORMATION REQUEST FORMS RECEIVED – 1

White Plains, NY (REGISTRATION ONLY)

**GROUP INFORMATION REQUEST FORMS RECEIVED PRIOR TO SENDING
STARTER KITS - 11**

Eleven Starter Kits were sent out as follows after receiving the Group Information Request Forms for the month of March:

Anchorage, AK
Zephyrhills, FL
Dunkirk, NY
Montreal, QC

Prescott, AZ
Greenfield, IN
Pittsburgh, PA
Sonora, MEX

Rancho Cucamonga, CA
Albuquerque, NM
Toledo, WA

PRISON STARTER KITS SENT: None

B. FINANCIAL SOFTWARE UPDATE.

Both Karen H. and Bill B. gave the report and stated that new checks with security features were in-hand at the office and ready to go with the QuickBooks platform. We purchased 500 checks for under \$200.00. The starting check numbers will correspond with our last checks and check numbers. Karen H. read the following letter/email from Bill B.:

“Today, Karen, Luz, Israel & Jason and I had a conference call regarding status of QuickBooks. Luz has productively been inputting the basic information for the various donation categories and will be ready on the July 1st date to transition from "pegboard" to QuickBooks. Also Luz is entering the monthly financials for January 2017 - on. In addition, Jason discussed the store inventory system and how we can liaison the store inventory into QuickBooks. The I.S.O will speak to Andrew (website liaison) to see what the store inventory format is (Excel?) and find a seamless process to keep track of inventories by SKU and have in monthly financials. All in all, we are on target for the transition. Very exciting! Thanks to all at I.S.O. for great teamwork.

C. E-READERS FOR COMBO BOOKS.

John C. made the report and told the B.O.R. that he is waiting until after the Trustee Meeting in Cherry Hill to upload the finalized Yellow Combo Book to both Nook and Kindle. There are items on the Cherry Hill Agenda that affect the Combo Book, and if needed, new books will be printed towards the end of May with updates. Steve F. commented on the idea that there may be changes every six months, and that we should upload what we have now, instead of continuing to wait. Peter A. thought it was a good idea to wait until after the B.O.T. meeting to upload to both Nook and Kindle. There was a brief discussion about when are changes made to the Combo Book, and how soon it would go to print. Karen H. said that the I.S.O. tries to exhaust all of the old books before printing new ones.

D. LIMITED USE CREDIT CARD.

Karen H. made the report and told the B.O.R. that she has received the credit cards and they are in a locked drawer at the I.S.O. Both cards still need to be activated. Bill B. asked a question about Kindle, and how they might charge our credit card, after we open up our account, almost like a “temporary” hold. John C. said he would check into that and report back next month.

E. LIFE-LINE BULLETIN PAGE & MONTHLY/YEARLY COUNTER.

John C. discussed this item and told the B.O.R. that the counter would not be a visible counter and that the B.O.R. does have the authority to implement that change, or put the counter on, if we decide to move forward. Steve F. asked about the cost to put the Google Counter on the website, and John C. said he would talk to David M. about what it

would take to get that done. It was determined that David M. said he could take care of the work to install the counter, provided he had the passwords.

F. REPORT FROM THE FUTURE PLANNING COMMITTEE.

Bill B. made the report and stated that the committee met in April and plans to meet again. They looked at management duties along with the International Executive Secretary and other three positions, discussing areas of cross-training that could be done, so that each employee could fill in and substitute for each other, if needed. Another subject brought up was Starter Kits, and other options that might be available to us. Their concerns were background checks of who we are actually sending them out to. Karen H. told the committee and the B.O.R. that there is a Starter Kit Procedures guideline that the I.S.O. follows and that she would send that out to the entire B.O.R. Bill B. asked if there was anything that should be mentioned in Cherry Hill with regards to this committee and John C. said that he will provide an update to them during his report.

G. INVENTORY & YTD BUDGET.

Peter A. gave this report, which was actually discussed as the first item under Old Business. The Inventory at the end of March 2017 is \$12,558.81 below the level of inventory at fiscal year end (June 2016). This reduction in inventory increased our operating cash flow. The actual operating cash flow for the nine months ending March 31, 2017 was \$18,685.59. If you deduct the inventory impact (reduce this figure by the cash generated from lower inventory purchases above), the net cash generated from operations is \$6,126.78. This figure most closely reflects an operating income.

The operating cash for this year is positive. Last year, the operating cash through March was (\$40,176.67). The improvement, driven significantly by distributing the Bulletin electronically, is over \$58,000.00.

NEW BUSINESS

A. REVIEW TRUSTEE AGENDA FOR CHERRY HILL TRUSTEE MEETING.

John C., Chairman, reviewed all Agenda Items that pertained to the Board of Regents, I.S.O. or functions of the I.S.O, and asked what the Board of Regents consensus was on each particular item. As per the By-Laws, Article XVIII, Section 1, he will bring that information and convey their thoughts on said items, to the Trustee Meeting in Cherry Hill.

*Leanne W. joined the meeting briefly during discussion of the Trustee Agenda, however, after this item was discussed, she had to leave the meeting.

B. APPROVE EXPENSES FOR B.O.R. CHAIR TO ATTEND B.O.T. MEETING IN CHERRY HILL, NEW JERSEY.

John C. requested that he be reimbursed up to \$1,000.00 for attending the B.O.T. meeting in Cherry Hill, New Jersey. There was a motion made to reimburse up to \$1,000.00 for the Board of Regents Chairman to attend the Trustees meeting in Cherry Hill.

Motion seconded and passed

For – 8

Against – 0

Abstained – 0

The collection in the amount of \$19.00 was taken and the meeting closed with the Serenity Prayer at 11:43 A.M. The next meeting of the Board of Regents will be held May 20, 2017 at 9:30 A.M.

Today's Board of Regents meeting had 7 people call in and listen.

Respectfully submitted by Steve F., Assistant Recording Secretary