

VIRTUAL MEETING COMMITTEE REPORT

Fall 2025 – Denver, CO

Committee Members: Butch G (Chair), Mike S (Co-Chair/Rec Secretary), Luis O (Co-Chair), Rob S, Patrick G, Mike R

Following the St. Louis BoT meeting in Spring 2025, the Virtual Meeting Committee (VMC) worked toward a revised presentation for the Denver BoT meeting, with the goal of obtaining Trustee approval for Virtual Trustee Meeting Rules & Procedures, which would permit the Executive Board to proceed with implementation.

In working toward this goal, the VMC, through two committee meetings (detailed notes/minutes from each meeting are included among the reference documents from the VMC) and in individual efforts from various committee members, focused on the following:

- An amended mission statement which more clearly articulates the VMC's role in supporting the preparation, development, and implementation of Virtual Trustee Meetings. The amended mission statement has been submitted as an agenda item for BoT approval.
- Amending the Rules & Procedures based upon feedback received during the St. Louis BoT Meeting – revised Rules & Procedures have been submitted as an agenda item for BoT approval. The amendments included, but were not limited to, the following:
 - Clarification of various points for which concerns of ambiguity were voiced in St. Louis.
 - Editing for improved grammar and structure as observed in St. Louis.
 - Identification of proposed budgeting and cost structure as requested in St. Louis.
- Close review of the transcript from St. Louis to identify all questions presented, with detailed VMC responses reflecting the work completed after the St. Louis meeting. A copy of the St. Louis questions, with VMC feedback, is included among the reference documents from the VMC.
- Budget/Cost Structure Analysis: After reviewing all associated costs, the VMC developed a proposed annual Trustee fee which is anticipated to cover all costs even if participation is below expectations. If participation exceeds the basis used in determining Trustee fee, any surplus funds would be rolled over into the following year budget. A summary cost breakdown, in addition to a HYPOTHETICAL presentation of Year Two budgeting based upon potential Year One registration, are included among the reference documents from the VMC.

The VMC thanks the Trustees for their feedback in St Louis, and for their consideration in our efforts to address all potential and identifiable obstacles.

Questions raised regarding Virtual Trustee Meetings during St. Louis BoT Mtg, with Virtual Meeting Committee (VMC) Feedback –
Note: Questions extracted directly from Meeting Transcript

- 1) What will the cost be? [Shared by Harold A during Committee Report session]
 - i. VMC Feedback: Refer to VMC report for summary breakdown of costs. The VMC estimates a total cost of ~\$10,000 for what would essentially include adequate software service to support up to two Virtual Trustee Meetings per year. For the first year, we propose a Trustee cost basis of \$125/trustee. This figure is based upon an estimated registration of 80 trustees – the committee would hope that all 117 trustees prove able to register, and if revenue from registration exceeds actual year-end costs, any surplus would be applied against the following years’ budget, with following year Trustee registration fee adjusted accordingly as a function of total revenue and total costs.

The V.T.C. is representing figures as a function of cost per Trustee. Whether that cost is borne by the Trustee or their respective Intergroup is a question outside the scope of V.T.C. purview.
- 2) VMC Request Guidance from BoT on following issues [Shared by Butch G during Committee Report session] –
 - a. Are absentee ballots permitted for Virtual Trustee Meetings?
 - i. VMC Feedback: Refer to the proposed Virtual Trustee Meeting Rules & Procedures for considerations of Absentee balloting.
 - b. What are the consequences for Trustees who do not attend Virtual Trustee meetings?
 - i. VMC Feedback: So as to preserve continuity with conducting Virtual Trustee meetings as similarly to Live meetings as is practical, the VMC recommends that requirements for attendance for Virtual Trustee meetings follow existing Rules & Procedures for Trustee meeting attendance. This is so noted in the amended Rules & Procedures.
- 3) Have we looked into just paying for additional members to attend a Zoom meeting? [Shared by Andy D during Committee Report session]
 - i. VMC Feedback: The VMC has not explored implementation of any form of “hybrid” meeting which includes a Live meeting with provisions for Virtual attendance. While this could be considered, any level of Virtual attendance would require full implementation of the virtual meeting infrastructure, in addition to considerations of how aspects of the meeting would be supervised with certain members attending Live and others Virtually.
- 4) Can the Zoom platform be used by other Trustees who need it (Committees)? [Shared by Paulette T during Committee Report session]
 - i. VMC Feedback: It is assumed that “Zoom” is used as a generic term for Virtual meetings in the absence of confirmation from the VMC of the platform to be utilized. With that said, the proposed strategy from the VMC

would include provisions for an annual subscription for a virtual platform, which could be used by other committees. One individual (IES) would need to be identified as the Virtual Platform administrator; this is the individual to whom requests for meeting “slots” would be directed and managed, designating specific users as meeting hosts, ensuring that multiple scheduled meetings do not conflict with the provisions of the level of subscription purchased, etc. It should be noted that certain functions (translation services and third party voting app) would not be included as a standard feature for trustees who schedule use of the virtual platform.

5) Will Trustee meetings be limited to 2 meetings a year or can we have more? Is the Committee planning to replace all physical meetings? [Shared by Rob S during Committee Report session]

- i. VMC Feedback: The budget outlined by the VMC reflects what would be required to support two Virtual Trustee meetings each year. With that said, the VMC’s goal is not (and will not be) elimination of Live in-person meetings, but rather a recommendation for one Live meeting per year, in addition to 1-2 Virtual meetings per year.

It should be noted that if one assumes an average cost of \$1500 per attendee (for air fare, hotel accommodation, other transportation, food, and meeting registration), that there is a total minimum net cost of \$90,000 (distributed between various Intergroups and ISO) for a Live trustee meeting with 60 attendees. The \$10,000 budget proposed by the VMC would therefore allow for two Trustee meetings (instead of one), while realizing a total savings of \$80,000. That savings would increase to \$170,000 if based upon a Live meeting with all 117 trustees present.

6) How soon will the Zoom platform be available to use? [Shared by Doug Area 3A during Committee Report Session]

- i. VMC Feedback: It is assumed that “Zoom” is used as a generic term for Virtual meetings in the absence of confirmation from the VMC of the platform to be utilized. With that said, the VMC has completed all due diligence associated with budgeting and procurement of technical resources for Virtual Trustee meetings. This “service” could be started immediately from a technical standpoint, but from a more practical/logistical perspective, 4-5 months of planning would be requested to coordinate registration requirements with the Executive Board and IES, and to mobilize and train the moderating staff who will assist in execution of the meeting.

7) Where is the money going to come from? [Shared by Steve F 1st Co-Chair during Committee Report Session]

- i. VMC Feedback: The VMC recommends that the budget be split equally among all trustees, for an (annual) cost of ~\$125/trustee. The \$125/trustee represents a conservative estimate for Trustee engagement, ensuring that projected costs can be covered if only 80 trustees were

registered. As stated in question one - the committee would hope that all 117 trustees prove able to register, and if revenue from registration exceeds actual year-end costs, any surplus would be applied against the following years' budget, with following year Trustee registration fee adjusted accordingly as a function of total revenue and total costs.

- 8) What happens if an Intergroup does not want to or cannot pay the money for the Trustee? [Shared by Pete K Chair BoT during Committee Report session]
 - i. VMC Feedback: Any trustee/Intergroup unable to afford the cost should speak to the Chairman of the Executive Committee.
- 9) Can we please change the mission statement for the committee? [Shared by Mike ? during Committee Report session]
 - i. VMC Feedback: An amended Virtual Meeting Committee Mission Statement has been drafted and submitted as an agenda item for BoT review/endorsement for the Denver BoT meeting.
- 10) With the Zoom platform would that still call for two meeting rooms? [Shared by Ira B, File 2 – 33:42]
 - i. VMC Feedback: It is assumed that “Zoom” is used as a generic term for Virtual meetings in the absence of confirmation from the VMC of the platform to be utilized. With that said, yes, two “rooms” would be utilized in accordance with the Virtual Trustee Meeting Rules & Procedures to ensure that only authorized individuals (those who have registered in advance and received the required registration ID) are permitted into the meeting space.
- 11) I noticed the item you submitted about the latest version of the software and things like that, and if you don't have that then it could conceivably be an issue, so would people need an updated computer? If they had an older computer would that prevent them from participating with the meeting? [Shared by Pete K Chair BoT, File 2 – 35:17]
 - i. VMC Feedback: The software/applications to be utilized are largely web-based, such that if an individual's PC, smart phone, and/or tablet is capable of running an Internet browser, they should be capable of running the Virtual Platform, election app (which might be most practically operated via smart phone), and/or translation service.
- 12) With the handout on the Rules & Procedures I would like to point out some spelling and grammar issues if that is relevant. [Shared by Steve D, File 2 – 37:50]
 - i. VMC Feedback: The Virtual Trustee Meeting Rules & Procedures have been amended and clarified, inclusive of corrected spelling and grammar errors.
- 13) I read through the guideline and there is a lot of good information there but I think it needs to be amended. There is a lot of ambiguity within the document. [Shared by Steve F 1st Co-Chair, File 2 – 41:28]
 - i. VMC Feedback: The VMC has thoroughly amended the Virtual Trustee Meeting Rules & Procedures in an effort to not only address questions previously brought up, and to resolve errors in spelling/grammar, but to

also resolve potential ambiguity. It is recognized that select details have not been confirmed in the Rules & Procedures (specific platform, etc.), and in all such instances, that information remains subject to final VMC determination, with the understanding that once selected, changes in software selection will be a subject for BoT discussion and approval.

14) Could multiple trustees attend an online meeting on one computer? [Shared by Craig E, File 2 – 42:59]

- i. VMC Feedback: As it pertains to Virtual Trustee Meetings, each attendee should plan on attending each session from their own individual device. As each attendee will be assigned a discrete registration ID (to be used for distinguishing between attendees, participants, and voting members) which will also be utilized in the third party voting app for voting on motions, multiple members logged in under one registration ID could lead to difficulties in verifying the integrity of all motions which are voted on: (as an example) a Virtual Platform identifying 50 voting-eligible participants with a motion which receives 54 votes (because four members are sharing a device under one registration ID) would result in understandable questions of how the body of the BoT is ensuring the integrity of the votes.

The VMC would note that if use of the Virtual Platform extends beyond Virtual Trustee meetings alone (refer to Question 4 above), it may be less problematic for multiple users to share a single computer for a (as an example) virtual Intergroup meeting.

15) With this discussion I am now concerned because now we are changing the requirements to become a Trustee since they now have to have certain technical requirements to join a Trustee meeting. [Shared by Adrien ?, File 2 – 45:20]

- i. VMC Feedback: It is the VMC's belief that the barriers to entry for a Virtual Trustee meeting are no more encumbering than those for attending a Live meeting. The overwhelming majority of "users" (Trustees) would be able to join a Virtual Trustee meeting with a smart phone, tablet, laptop, or desktop PC. And while it could be possible for all material to be accessed digitally during a meeting (digital copies of the agenda, minutes of past meetings, Guidance Code, Rules & Procedures, By Laws, etc.), the VMC expects that many trustees may still choose to use printed copies of the relevant literature, all of which would remain available on the Trustee Website for download and local printing for reference.

16) I appreciate the work that went into this document, but I do not want to approve this document before we approve having a virtual meeting. [Shared by Carol K, File 2 – 46:08]

- i. VMC Feedback: The VMC was formed for the expressed purpose of *"To develop guidelines for regularly scheduled video online G.A. meetings,*

including but not limited to how to start a meeting, technical requirements, and suggested meeting formats.”

As well, numerous motions have been approved amending Rules & Procedures and various portions of the Guidance Code to accommodate virtual meetings. Gamblers Anonymous has sanctioned virtual meetings for G.A meetings, for Intergroup meetings, etc.; it is the VMC’s belief that Virtual Trustee meetings have been approved as a matter of principle. The matter at hand is verifying that an effective and appropriate framework for Virtual Trustee meetings consistent with the Rules, Procedures, and implementation of Live meetings, has been ably established by the VMC. It is our contention that the Committee Report, in conjunction with the amended Virtual Trustee meeting Rules & Procedures, in conjunction with this detailed response to the questions presented in the St. Louis BoT meeting, prove adequate to allay any concerns which would prevent the Committee, and the BoT as a whole, from moving forward on this course.

17) Most people have smart phones and can attend via those on a Zoom meeting. Look at the attendance in this room, we barely have over 50% of the trustees so even if a few cannot attend because of technical issues, we are bound to have more participation than we have now. [Shared by Anthony K, File 2 – 46:30]

i. VMC Feedback: The VMC concurs with this appraisal. We recognize that there may be certain technical details which may warrant a revision in one or more Virtual Trustee Meeting Rules & Procedures over time, but it remains our fervent belief that implementation of Virtual Trustee meetings will serve to make these Trustee meetings MORE readily accessible, not less; that the reduced overall cost, the reduced challenges associated with traveling and lodging, and the ability for users to create a more comfortable atmosphere for themselves (while respecting the attendant needs for privacy), all represent a means by which attendance and participation in Trustee meetings will grow over time.

18) Three people can use a different smart phone to use to vote. [Shared by Rob S, File 2 – 47:03]

i. VMC Feedback: The VMC is unclear on the intent of this statement. If the meaning is that different devices could be used for the Virtual Platform and voting (a laptop for the Virtual Platform and smart phone for voting), then that is correct.

If there is a concern that one individual could cast multiple votes on any one motion via use of multiple phones, then our response is that the 3rd party voting app uses discrete voter ID’s which would restrict any single user ID from casting multiple votes from different devices.

19) This comes down to pulling the trigger. We are going to have to change. [Shared by Andy R, File 2 – 48:41]

- i. The VMC believe that moving forward in utilizing Virtual meeting platforms as a forum for Trustee meetings is in the best long-term interests of Gamblers Anonymous. As stated before, while we do not recommend elimination of live Trustee meetings entirely, we do believe that limiting live meetings while implementing virtual meetings can provide savings to all involved (allowing more money to be directed toward attracting the problem gambler who still suffers), while improving/increasing opportunities for Trustee meetings to occur, in a manner which is ultimately more accessible to more trustees, than an exclusive reliance upon Live in-person meetings.

Virtual Trustee Meeting Committee Cost Breakdown

1. Zoom Business (Virtual Meeting Platform): TEN (10) Certificates @ \$21.99/month, billed annually = \$2638.80
 - a. *Ten certificates selected to support potential needs for multiple profiles required for each Virtual Meeting, but also to facilitate use of the account outside Virtual Trustee Meetings (for committee meetings, etc.).*
2. Election Buddy (3rd Party Voting App Premium): 30 Motions/Meeting (x2) @ \$397/meeting = \$794.00
 - a. *Provisions for 60 voting motions determined as a conservative upper limit as to the quantity which would be expected to be required by the VMC. The package selected as the basis for pricing allows for up to 350 voters.*
3. Wordly (Real-time Translation App): 30 hours budgeted @ \$215/hr software fee = \$6450.00.
 - a. *A budget of 30 hours determined as a conservative upper limit as to the quantity which would be expected to be required by the VMC.*

TOTAL (ANNUAL) COST = \$2638.80 + \$794 + \$6450 = \$9882.80

Virtual Meeting Committee Budget Notes:

- The VMC has proposed a cost basis of \$125/trustee, as a means of ensuring that the Virtual Trustee Meeting costs can be fully covered through revenue from Trustee registration alone (in the event that trustee registration falls short of expectations).
- In the event that >90% of trustees complete registration, a surplus would be anticipated at the end of the year. The VMC proposes the following (as noted in the Virtual Trustee Meeting Rules & Procedures as submitted):
 - All trustee registration fees be paid to ISO, with the revenue from registration tracked as a dedicated line item in ISO's monthly operating statements.
 - All accrued costs for the Virtual Trustee Meeting be paid by ISO, using revenue from Trustee registration. Costs would be tracked as a dedicated line item in ISO's monthly operating statements.
 - Once per year, the VMC will confirm total revenues and costs (based upon ISO's reporting), factoring any surplus as a credit against the following year's budget, which would also be reflective of actual use profiles and adjusted costs (if/as applicable) for the Virtual Platform, Election App, Translation Service, etc.
 - A summary breakdown of the revenues, costs, offsets, and cost basis for following year Trustee registration fee would be provided when Trustees are notified of the registration period for following year.

Virtual Trustee Meeting - HYPOTHETICAL BUDGET YEAR ONE + YEAR TWO

Year One - Projected Costs	
Virtual Platform (Zoom)	\$2,638.60 = Ten (10) licenses @ \$21.99/month billed annually.
3rd Party Voting App	\$794.00 = Two packages providing thirty votes/pkg @ \$394/pkg.
Translation Service	\$6,450.00 = Thirty hours of service @ \$215/hr
Total Projected Costs	\$9,882.60
Projected Revenue	\$10,000.00 = 80 registrants @ \$125/registrant. Ensures Proj. Costs are met at 70% Trustee participation.
Projected Surplus / (Deficit)	\$117.40

Year One - Actual Costs	
Virtual Platform	\$2,638.60
3rd Party Voting App	\$794.00
Translation Service	\$4,300.00 = Reduced actual cost based upon Twenty hrs used
Total Actual Costs	\$7,732.60
Actual Revenue	\$13,125.00 = 105 registrants @ \$125/registrant
Actual Surplus / (Deficit)	\$5,392.40

Year Two - Budget Forecast	
Virtual Platform	\$2,878.80 = Ten (10) licenses @ \$23.99 /month billed annually.
3rd Party Voting App	\$814.00 = Two packages providing thirty votes/pkg @ \$407 /pkg.
Translation Service	\$5,375.00 = Twenty-Five hours of service @ \$215/hr
Projected Cost Sub-Total	\$9,067.80
Adjustment (Prev Yr Surplus)	(\$5,392.40) = Previous Year Surplus credited against forecast cost
Revised Projected Cost	\$3,675.40
(Assume) 80 registrants sign up :	$\$3675.40 / 80 = \$45.95 / \text{person} = \text{Proj cost respective of Y1 savings}$
Year Two Registrant Fee (Approx):	\$75.00 = Proposed minimum value which offers discount based upon Year One surplus, while charging enough to ideally avoid significant year-over-year pricing swings.

Note: This HYPOTHETICAL budget exercise is provided solely to illustrate how potential surplus revenues for YEAR ONE could be applied to offset the costs for YEAR TWO. It should be noted that while surplus revenue would be rolled over, the V.M.C. would make an effort to set a YEAR TWO registrant fee that would allow for stability in future pricing, avoiding excessive adjustments on a yearly basis.

In example above, charging Trustees ~\$46/person to align with projected cost (respective of Year One savings) could result in a significant increase in costs for Year Three (because the Y1 savings which allowed a discount in Y2 would not be present for Y3). Therefore, the V.M.C. proposes a \$75/yr minimum fee as a means of preserving Trustee pricing stability.

Virtual Meeting Committee (VMC) Meeting : 06.21.2025

1. Roll Call: Butch G, Mike S, Mike R., Luis O.
2. Recap/Summary of St. Louis BoT Meeting Item re: Digital Trustee Meeting Rules & Procedures
 - a. Final motion to commit (return to committee) passed.
 - b. Brief discussion of means to amend Rules & Procedures and presentation of same for Denver BoT Meeting
 - c. Cost Summary of annual fee(s) for Digital Trustee Meeting : Estimated minimum cost of \$3000. Committee would recommend a budget of \$5000 to cover additional costs that cannot be currently confirmed. As an example – the Voting App selected by the committee has a cost of ~\$400 for 30 vote/motions per meeting. Additional votes/motions would require additional funding.
 - i. Cost breakdown data provided for Spring 2025 Committee Report:
 1. Zoom Business (10 certificates @ \$21.99 per month billed annually) = \$2638.00
 2. Election Buddy (Voting Ap Premium 30 motions per meeting) = \$397.00
 3. Translation App = \$600 (This value may need to be updated)
 4. Total Annual Cost = \$3635.80
3. Review of Current Rules & Procedures as submitted for the Spring 2025 BoT meeting.
 - a. Various questions and discussions, resulting in select revisions made to existing verbiage. Broadly speaking, the intent is to complete revisions for grammar, for clarity, and to ensure that references to digital platforms/apps remain unspecified (to the extent that, for example, a hypothetical change in platform from Zoom to Microsoft Teams would not require wholesale changes in the Rules & Procedures).
4. Mike S. took notes, making and discussing some changes, and agreed to continue same and complete a draft update by 06.23.2025 (see below for revisions).
5. Luis O appointed as Co-Chair for the VMC.
6. Mike S appointed as Co-Chair/Recording Secretary for VMC meetings.
7. Next meeting date TBD.
8. Refer to following pages for the working revision copy of the Rules & Procedures. Please share any comments, concerns, or recommendations for clarifications or revisions to Butch G.

RULES AND PROCEDURES FOR VIRTUAL TRUSTEE MEETINGS

VIRTUAL TRUSTEE MEETINGS

A Virtual Trustee Meeting will be considered an official Trustee meeting. The platform will be determined by the Virtual Trustee Meeting Committee. Any subsequent changes from one platform to another will require approval by the Board of Trustees with sufficient notice that all trustees can transfer to the new platform.

The Virtual Trustee Meeting Committee anticipates that certain portions of the Rules & Procedures will evolve over time as virtual meetings are implemented; any changes to the Rules & Procedures reflected herein as proposed by the Committee will be submitted to the Board of Trustees for approval.

ALL ATTENDEES: Must have downloaded and installed the latest version of the software to be utilized as designated by the Virtual Trustee Meeting Committee. All attendees must have access to minimum internet speed for both hard wired and/or wi-fi service as recommended by the software applications. If the attendee is unable to meet the minimum service requirements, then the Virtual Trustee Meeting Committee cannot guarantee that the platform will function properly and the technicians will be unable to assist individuals who are having issues with the platform. The Virtual Meeting Committee will provide access to information of all software to be utilized for Virtual Trustee Meetings such that Trustees can review and ensure that they are able to satisfy all operating requirements for the same.

REGISTRATION:

All attendees must register with the International Executive Secretary (IES) before the meeting takes place. The IES will be responsible for communicating and managing all registration efforts. Registration must be completed no later than 1 week prior to the meeting. Payments for registration fees must be received prior to registration. Once registration takes place, the IES will provide meeting information and an identification number for each participant. The IES will turn over a listing of

all persons who have registered (including the identification number) to the Virtual Trustee Meeting committee chairman to use during the meeting. The identification numbers will be configured to readily identify authorized attendees (any member of GA), authorized participants (past and current trustees), and voting members (current trustees).

MEETING ROOMS:

Two meeting rooms will be created for each working session of a Virtual Trustee Meeting. One room will be utilized as a lobby/waiting room for all registrants, until they are admitted into the active Virtual Trustee Meeting room. All individuals admitted will be muted by the Virtual Meeting Moderator(s) and will not have the ability to unmute themselves; this will be managed by the host and/or co-host of the meeting.

CHATS:

Private messages will not be permitted between individuals within the meeting area; all attendees must have access to see/hear all discussions which take place during the meeting. The only exception would be private discussions among members of the executive committee.

ROBERT RULES OF ORDER ITEMS:

Out of Order, Withdrawal of Item, Challenge of Chair, Point of Information, Point of Order, Motions, Motion to Commit, Move to Postpone, Table an Item, are items that each participant can make. To do so, the participant will use an icon designated by the Virtual Trustee Meeting Committee. The participant must then write what they intend to do (point of order, point of information etc.) Meeting moderators designated by the Virtual Trustee Meeting Committee will notify the individual currently chairing the meeting session that a Roberts Rule of Order has been raised and the chairperson will proceed accordingly.

MOTIONS:

All motions must be submitted to the IES before any action can be taken. A copy of the motion sheet (for review and use by all active participants if/as needed during the session) will be available on the platform throughout all working sessions of the Virtual Trustee Meeting.

VOTING:

Voting rights are limited to Current Trustees. Once a vote has been called for, and the IES has acknowledged that a motion sheet has been submitted, a poll will be taken. All eligible trustees will be able to vote at the same time. A third party app will be used for voting. All ballots will be cast through the third party app. The password provided by the IES will allow all eligible Trustees to vote. The third party app will record how all persons vote, thereby eliminating the need for a roll call vote.

TRANSLATION:

The Virtual Committee will identify a third party plugin app capable of real-time audio translations.

Trustees shall be responsible for bearing the cost of translation from English to their native language.

Translation(s) from non-English languages to English shall be borne by the budget for the Virtual Meeting Committee. These translations shall be directed from the Trustee to a designated moderator; the moderator will share the (unedited) translation to the Trustee meeting body.

Mike S. note: I believe further discussion and revision to this section may be required. While Trustee responsibility for translation to their native language is consistent with current guidelines for live meetings, the committee should discuss potential cost exposure for the Virtual Trustee Meeting committee budget to absorb this cost. From a brief review of the Wordly site (Wordly being the 3rd party app currently under consideration for translation services), the following options could be considered (each include “Dozens of Languages / 3000+ Language Pairs”):

- Pro Package: All languages, 25 hours, 50 users - \$3,562.50
- Pro Plus Package: All languages, 50 hours, 50 users - \$6,750.00

TIMING:

With all subjects/discussion periods subject to time limits, a timing function will be enabled either through, or in conjunction with, the platform used to host the Virtual Trustee meeting. Time limits will be monitored and enforced consistent with the guidelines currently established for live meetings.

TECHNICAL ISSUES:

As Virtual Trustee meetings will be held on a virtual platform, the Virtual Meeting Committee will make every effort to ensure reliable continuity of service. If an individual is having issues, technical support resources will be provided to assist with diagnosis and resolution.

MEETING DISRUPTION / BREAKING OF RULES

All Virtual Trustee meeting attendees and participants will be reminded that while the meetings are not live/physical, similar protocols will apply – in particular, the same level of confidentiality and privacy provided during live meetings is to be maintained by all in attendance during Virtual Trustee meetings. All participants must ensure that they are in a private location not subject to intrusive ambient noise, and that unauthorized viewing/monitoring of the Virtual Trustee meeting cannot occur.

If any participant creates a disruption of the meeting in any form (including, but not limited to, inappropriate graphics, loud music or any other disruptive behavior at the discretion of the meeting chairperson), that participant will be transferred to the waiting room for 10 minutes following notification from the Executive Committee. If a second infraction occurs following re-entry to the active session, the participant will be expelled from the current meeting session and will not be allowed to return until the next session.

ABSENTEE BALLOTS

Absentee ballot requirements shall be based upon the timing between Trustee Meetings:

2 months or less: Absentee ballots will not be accepted.

2 months – 4 months: Absentee ballot acceptance will be at the discretion of the Chairman of the Board of Trustees.

4 months or greater: Absentee ballot acceptance shall follow current guidelines for physical meetings (deadline for voting 30 days prior to the meeting).

FORMING OF AGENDA / AGENDA ITEMS

Forming of Agenda/Agenda Items shall be based upon the timing between Trustee meetings:

2 months or less: Agenda will be presented concurrently with the announcement of the meeting.

2 months – 4 months: Acceptance of agenda items shall be 2-4 weeks following announcement of the Virtual Trustee meeting, subject to discretion of the Chairman of the Board of Trustees.

4 months or greater: Acceptance of agenda items shall follow current guidelines for physical meetings.

ATTENDANCE

As Virtual Trustee meetings are recognized as official Trustee meetings, attendance requirements for Virtual Trustee meetings shall follow current guidelines for physical meetings. The Virtual Trustee meeting committee will offer recommendations for Board of Trustee consideration as appropriate, in response to potential growth in use/application of virtual platforms for Trustee meetings.

Virtual Meeting Committee (VMC) Meeting Minutes : 08.23.2025

1. Roll Call
 - a. Butch G, Mike S, Rob S, Luis O, Mike R, Elena D., Patrick G
2. Discussion of an updated mission statement (and new name?) for the Virtual Meeting Committee.
 - a. Current Purpose: To develop guidelines for regularly scheduled video online G.A. meetings, including but not limited to how to start a meeting, technical requirements, and suggested meeting formats.
 - b. Butch to generate proposed Mission Statement and share in WhatsApp for Committee feedback.
3. Review Virtual Trustee Meeting questions from St. Louis and discuss response structure for inclusion in Committee report for Denver.
4. Virtual Trustee Meeting Budget Discussion (Note: all costs are based upon rates for 501c3 charitable organization)
 - a. Zoom Business (10 certificates @ \$21.99 per month billed annually) = \$2638.80 – Ten certificates required to support complexity of meetings (multiple hosts required, one certificate per host), and to provide a means of allowing Trustees to make use of Zoom account for other purposes throughout the year (committee meetings, Intergroup meetings, etc., all to be coordinated through designated Virtual Platform administrator).
 - b. Election Buddy (Voting App Premium 30 motions per meeting) = \$397/meeting.
 - i. Discuss if consideration for additional motions should be considered for budgeting purposes (to avoid a cost overrun).
 - ii. To avoid a shortfall of votes, budget to provision for 2x 30 motion/meeting packages = \$794.
 - c. Translation App (Wordly): Projected budget cost of \$215/hr per based upon package selected. Approximately 30 hours budgeted. Valid for up to 100 participants, VTMC anticipates requiring ~30 participants.
 - d. Discussion of how cost should be presented to Trustees (many platforms operate on some form of an annualized subscription basis, which does not entirely align with how live meeting costs/registration fees are handled).
 - i. Discussion of preparation of detailed budget breakdown for inclusion in Denver BoT meeting reference materials. To include projected costs for first year, proposed Trustee fee (erring on a higher, more conservative number to ensure costs are met even with 70-80% trustee participation), and a means of addressing how potential revenue surplus would be rolled over into following year budget.
 - ii. Discussion of how budget to be managed: Trustee fee to ISO, ISO tracking of revenues (trustee fees) and actual costs as new line items in monthly operating statements.
5. Translation App Costs – discussion of VTMC recommendation of how the Translation App cost should be managed (cost borne by non-English speaking trustees, or shared among the entire body of trustees).

- a. Virtual Trustee Meeting Committee budget to include provisions for software services to included in the annual fee paid by each Trustee, which will be reflected in the Virtual Trustee Meeting Rules & Procedures.
6. Review of updated Current Rules & Procedures to be submitted for Denver.
- a. The Rules & Procedures need to be detailed enough to clearly reflect the fact that the Committee has done its due diligence in recognizing (and addressing) inherent differences between Live meetings and Virtual, but not so granular in detail that any/every Committee action directed towards improving the conducting of the meeting becomes subject to BoT approval.
 - i. Agreed in meeting that any change in platform(s) and/or software services would be reflected in R&P as subject to Trustee approval. Specific details in how meetings are managed and conducted would be handled as a committee action, acting in conjunction and coordination with the Executive Committee.

(DRAFT) RULES AND PROCEDURES FOR VIRTUAL TRUSTEE MEETINGS

VIRTUAL TRUSTEE MEETINGS

A Virtual Trustee Meeting will be considered an official Trustee meeting. The platform will be determined by the Virtual Trustee Meeting Committee. Any subsequent changes from one platform to another will require approval by the Board of Trustees with sufficient notice that all trustees can transfer to the new platform. This will include not only the meeting platform, but any/all applications/software utilized in conducting the Virtual Trustee meeting which includes, but may not be limited to, third party voting software, translation services, etc.

The Virtual Trustee Meeting Committee anticipates that certain portions of the Rules & Procedures will evolve over time as virtual meetings are implemented (based upon discrete differences in how Virtual Meetings are conducted in comparison to live); any changes to the Rules & Procedures reflected herein as proposed by the Committee will be submitted to the Board of Trustees for approval. Until such time as Rules & Procedures specific to Virtual Trustee Meetings are approved, Virtual Trustee Meetings will be conducted in accordance with current G.A. Trustee Meeting Rules & Procedures.

~~**ALL ATTENDEES:** Must have downloaded and installed the latest version of the software to be utilized as designated by the Virtual Trustee Meeting Committee. All attendees must have access to minimum internet speed for both hard wired and/or wi-fi service as recommended by the software applications. If the attendee is unable to meet the minimum service requirements, then the Virtual Trustee Meeting Committee cannot guarantee that the platform will function properly and the technicians will be unable to assist individuals who are having issues with the platform. The Virtual Meeting Committee will provide access to information of all software to be utilized for Virtual Trustee Meetings such that Trustees can review and ensure that they are able to satisfy all operating requirements for same.~~

Attendees must download the latest designated software and maintain minimum internet speeds as recommended by the applications. The Virtual Trustee Meeting Committee cannot

guarantee platform functionality or provide technical support for attendees who don't meet these requirements. The Committee will provide software information so Trustees can verify they meet all operating requirements.

A support document will be maintained on TrusteeWebsite which provides links for accessing/downloading all software/services to be utilized. This will include a Frequently Asked Question (FAQ) reference section with information intended to clearly identify how all levels of engagement during the meeting are to be managed.

REGISTRATION:

All attendees must register with the International Executive Secretary (IES) before the meeting takes place. ~~The IES will be responsible for communicating and managing all registration efforts.~~ Registration must be completed no later than 1 week prior to the meeting. **Any other meeting-specific registration details shall be posted on TrusteeWebsite.com in the Virtual Meeting section.** ~~Payments for registration fees must have been received prior to registration. Once registration takes place, the IES will provide meeting information and an identification number for each participant. The IES will turn over a listing of all persons who have registered (including the identification number) to the Virtual Trustee Meeting committee chairman to use during the meeting. The identification numbers will be configured to readily identify authorized attendees (any member of GA), authorized participants (past and current trustees), and voting members (current trustees).~~

MEETING ROOMS:

Two meeting rooms will be created for each working session of a Virtual Trustee Meeting. One room will be utilized as a lobby/waiting room for all registrants, until they are admitted into the active Virtual Trustee Meeting room. ~~All individuals admitted will be muted by the Virtual Meeting Moderator(s) and will not have the ability to unmute themselves; this will be managed by the host and/or co-host of the meeting.~~

CHATS:

Private messages will not be permitted between individuals within the meeting area; all attendees must have access to see/hear all discussions which take place during the meeting. The only exception would be private discussions among members of the executive committee. **Trustees shall be muted during working sessions unless designated to speak by the Chair of the current session.**

ROBERT RULES OF ORDER ITEMS:

~~Out of Order, Withdrawal of Item, Challenge of Chair, Point of Information, Point of Order, Motions, Motion to Commit, Move to Postpone, Table an Item, ie., all actions authorized during live meetings will be permitted during Virtual Trustee Meetings.~~

Roberts Rules of Order items as defined in the Trustee Meeting Rules & Procedures shall be employed for Virtual Trustee meetings.

To do so, the participant will use an icon designated by the Virtual Trustee Meeting Committee. The participant must then write what they intend to do (point of order, point of information etc.). ~~Meeting moderators designated by the Virtual Trustee Meeting Committee will notify the individual currently chairing the meeting session that a Roberts Rule of Order has been raised and the chairperson will proceed accordingly.~~

MOTIONS:

All motions must be submitted to the IES before any action can be taken. A copy of the motion sheet (for review and use by all active participants if/as needed during the session) will be available on the platform throughout all working sessions of the Virtual Trustee Meeting.

VOTING:

Voting rights are limited to Current Trustees. Once a vote has been called for, and the IES has acknowledged that a motion sheet has been submitted, a poll will be taken. All eligible trustees will be able to vote at the same time. A third

party app will be used for voting. All ballots will be cast through the third party app. The password provided by the IES will allow all eligible Trustees to vote. The third party app will record how all persons vote, thereby eliminating the need for a roll call vote.

TRANSLATION:

The Virtual Committee will implement a third party plugin app capable of real-time audio translations.

~~COST OPTION A (As previously written and discussed)~~

~~Trustees shall be responsible for bearing the cost of translation from English to their native language.~~

~~Translation(s) from non English languages to English shall be borne by the budget for the Virtual Meeting Committee. These translations shall be directed from the Trustee to a designated moderator; the moderator will share the (unedited) translation to the Trustee meeting body.~~

~~COST OPTION B (Translation fee represents a cost shared by all trustees included in the annual "Virtual Trustee Meeting subscription fee")~~

~~All trustees who require access to the translation service (for non English speaking individuals) must communicate this need to the IES no later than one week prior to the Virtual Trustee Meeting. The Virtual Trustee Meeting committee will coordinate access to the translation software for these individuals (from English to any other language supported by the third party platform). When individuals using the platform need to engage with the Virtual Trustee meeting (for discussion, to raise a Roberts Rule of Order, etc.), they will communicate this need through use of a designated icon. A moderator delegated to supporting translation services will receive messages from the trustee, translate to English, and share the information with the Virtual Trustee meeting attendees.~~

TIMING:

~~With all subjects/discussion periods subject to time limits, a timing function will be enabled either through, or in conjunction with, the platform used to host~~

~~the Virtual Trustee meeting.~~ Time limits will be monitored and enforced consistent with the guidelines currently established for live meetings.

TECHNICAL SUPPORT:

~~As Virtual Trustee meetings will be held on a virtual platform, the Virtual Meeting Committee will make every effort to ensure reliable continuity of service. If an individual is having issues, technical support resources will be provided to assist with diagnosis and resolution.~~

~~To ensure that potential limitations inherent to a Virtual Meeting do not prevent the standard completion of Trustee meeting agenda items, a team of moderators will be appointed by the Virtual Trustee Meeting committee with specific support roles to facilitate the flow of the meeting. The moderators will be comprised of Gamblers Anonymous members who are NOT trustees — all trustees will be expected to remain attentive during all meeting work sessions. The moderator team and respective roles will be communicated to the Trustees in advance of the meeting, along with contact information for each should assistance be required.~~

Proposed Change: The Virtual Trustee Meeting Committee is committed to providing all trustees with a smooth virtual meeting experience. The Virtual Meeting Committee will work diligently to ensure reliable service, and will have dedicated technical support ready to help resolve any issues that may arise.

To help trustee meetings run as effectively as possible, a team of moderators will be supporting trustees throughout each session. These volunteer moderators will be experienced Gamblers Anonymous members (non-trustees) who will help facilitate discussion and keep things flowing smoothly, allowing all trustees to focus fully on the work at hand.

Before each meeting, the moderator team assignments and their contact information will be shared with all attendees, so all trustees will know exactly who to reach out to if any assistance is needed.

MEETING DISRUPTION / BREAKING OF RULES

All Virtual Trustee meeting attendees and participants will be reminded that while the meetings are not live/physical, similar protocols will apply – in

particular, the same level of confidentiality and privacy provided during live meetings is to be maintained by all in attendance during Virtual Trustee meetings. All participants must ensure that they are in a private location not subject to intrusive ambient noise, and that unauthorized viewing/monitoring of the Virtual Trustee meeting cannot occur.

If any participant creates a disruption of the meeting in any form (including, but not limited to, inappropriate graphics, loud music or any other disruptive behavior at the discretion of the meeting chairperson), that participant will be transferred to the waiting room for 10 minutes following notification from the Executive Committee. If a second infraction occurs following re-entry to the active session, the participant will be expelled from the current meeting session and will not be allowed to return until the next session.

ABSENTEE BALLOTS

Absentee ballot requirements shall be based upon the timing/scheduling between Trustee Meetings:

Less than Three months: Absentee ballots will not be accepted.

~~2 months—4 months: Absentee ballot acceptance will be at the discretion of the Chairman of the Board of Trustees.~~

Three months or greater: Absentee ballot acceptance shall follow current guidelines for physical meetings (deadline for voting 30 days prior to the meeting).

FORMING OF AGENDA / AGENDA ITEMS

Forming of Agenda/Agenda Items shall be based upon the timing between Trustee meetings:

Less than three months: Agenda will be presented concurrently with the announcement of the meeting.

~~2 months—4 months: Acceptance of agenda items shall be 2-4 weeks following announcement of the Virtual Trustee meeting, subject to discretion of the Chairman of the Board of Trustees.~~

Three months or greater: Acceptance of agenda items shall follow current guidelines for physical meetings.

ATTENDANCE

As Virtual Trustee meetings are recognized as official Trustee meetings, attendance requirements for Virtual Trustee meetings shall follow current guidelines for physical meetings. The Virtual Trustee meeting committee will offer recommendations for Board of Trustee consideration as appropriate, in response to potential growth in use/application of virtual platforms for Trustee meetings.

BUDGETING/COST REPORTING

The Virtual Trustee Meeting Committee will prepare a forecast budget for each year which will include the determined annualized cost per Trustee.

ISO will add two new line items to the Operating Cost Reporting:

1. Virtual Trustee Meeting Revenue (based upon payments received for Trustee annual fee).
2. Virtual Trustee Meeting Costs (based upon actual accrued costs for software services for Virtual Trustee Meetings).

At the end of each year, the Virtual Trustee meeting will review the current year Revenues and Costs in preparing a budget for the following year. Any unused Revenue for the current year shall be represented as a credit against forecast costs for the following year. Forecast costs for the following year shall reflect projections based upon current year usage(s) of Virtual Trustee meeting software services. This information will be shared when Trustees are notified of the following year Trustee fee for Virtual Trustee Meeting services.