

**BOARD OF REGENTS
MEETING MINUTES OF FEBRUARY 19, 2022**

CALL TO ORDER: The Chair, Cathy F., called the meeting to order at 9:30 A.M.

The Chair reminded everyone that recording of this meeting is not permitted.

ROLL CALL WAS TAKEN:

Present: Cathy F., Guy H., Valerie D., Zach M. and Israel A., Office Manager.
Present by Phone: *John C., Andre G., Gary M., Jo K., Arnie B., and KC B., International Executive Secretary.

*John C. was on the phone but his vote will not count since he was not present.

Discussion whether John C. can be present by phone due to personal circumstance of a family event.

A motion was made and seconded whether his physical presence was considered a reasonable excuse.

MOTION SECONDED AND FAILED

A roll call vote was taken.

For – 3 Against – 5 Abstained – 0

Andre G.	No	Guy H.	Yes
Arnie B.	Yes	Jo K.	No
Cathy F.	No	Valerie D.	No
Gary M.	No	Zach M.	Yes

MINUTES FROM JANUARY 15, 2022, B.O.R. MEETING:

A motion was made to approve the minutes as written.

MOTION SECONDED AND PASSED

For – 8 Against – 0 Abstained – 0

OPERATING STATEMENT FOR JANUARY 2022:

Expenses for the new office location, moving, rent and Cam Fees (rent for old and new location was paid in December and January and the rent for the new location was free for one month).

The Operating statement did not get a motion to pass because it looked like there were some expenses missing from the report. The B.O.R. will review the statement at the March meeting. Israel will check with Norma for any additional needed information. Israel said that they had a final walk through on February 1st with the old building management and were told we would get most of our deposit back, which should take 4-8 weeks.

MINUTES FROM JANUARY 20, 2022, EMERGENCY B.O.R. MEETING:

A motion was made to approve the minutes as amended.

MOTION SECONDED AND PASSED

For – 8 Against – 0 Abstained – 0

OLD BUSINESS

A. OFFICE MANAGER REPORT – ISRAEL A.

- Lifeliners – none
- New Cans – none
- Group Information Request Forms received: none
- Group Information Request forms received prior to sending Starter Kit for the month of January were two: Ft. Meyers Beach, FL and Royersford, PA.
- Prison Starter Kits – none
- Venmo and Zelle Donations - \$722.63
- 263 Lifeline members were mailed tax letters for 2021 and 18 letters to members who sent one-time donations greater than \$100. Tax letters mailed totaled 281 tax donations.
- Gratitude Week Donations: 2019 - \$12,695.69, 2020 - \$11,658.44 and 2021 - \$14,367.08

B. I.E.S. REPORT – KC B.

- Working on the February Bulletin.
- Updated New Mailing/Contact for I.S.O.
- Updated the B.O.T. Confidential Listing.
- Researching flight information for the next B.O.T. meeting in Cherry Hills.
- The Trustee website has been updated with the current members of the B.O.R.

C. BY-LAWS COMMITTEE REPORT – VALERIE D.

Valerie D. and Israel reviewed the Articles of Incorporation and Certificate of Amendments to assure they were up to date. There had been two amendments made; one in 1964 to change the nonprofit/tax exempt status and the second one was done in 1988 to change from N.S.O to the I.S.O. These documents are kept in the fireproof safe at the I.S.O.

Moving forward the committee will proceed with their second proposal to have the Bylaws classified as approved literature, which will allow the I.S.O. the ability to make real-time updates and have electronic copies available from the I.S.O. upon request. This would have to be approved by the B.O.T. and the B.O.R.

D. B.O.T. CONTRACT UPDATE – CATHY F.

The contract was signed by Pete K., the Chairman of the B.O.T. The check was sent to Pete K. at his home address right after the meeting took place. The number of guest rooms was changed to a lower number and other suggestions from the B.O.R. were also updated. Liability insurance was discussed. The B.O.R. suggested that liability insurance should be included in the Guidance Code for all B.O.T. meetings whether or not there is a conference held. John C. will get another quote for liability insurance. Cathy F. will talk to Pete K.

E. FINANCIAL INFORMATION COMMITTEE REPORT – CATHY F.

The Financial committee has established Guidelines for the I.S.O. to use when creating and distributing financial statements information, specifically the Operating Statement and the Profit and Loss Statement.

NEW BUSINESS

A. OTHER OPTIONS FOR CHECK SIGNING – CATHY F.

Discussion: If signers/officers live outside the 200-mile radius of the I.S.O. what can be done to get their signatures? Checks could be sent via Fed Ex for signatures of officers not living close to the I.S.O. A suggestion was made that only locals be check signers instead of specific officers. It was decided to table this item until the March meeting.

B. B.O.R. ABSENCE DISCUSSION – CATHY F.

To review Zach M.'s absence from the January 2022 B.O.R. meeting due to vacation. Discussion followed and the B.O.R. decided that his vacation does not fit the rules for special circumstances. Currently B.O.R. members are limited to four missed meetings during their two-year term which the members thought was reasonable.

A motion was made that Zach M. not being physically present can still enable him to vote.

MOTION MADE AND SECONDED
For – 0 Against – 7 Abstain – 0
Motion Failed

C. REVIEW LITERATURE ORDER FORM – ISRAEL

In the next few months more literature will be purchased. The address and phone number on the form will be changed to the new location after the meeting. All merchandise is purchased in bulk to save cost. It was suggested that the list of data on the form be in alphabetical order and remove GA at the beginning of literature names. This would make the form more user friendly. Israel will check this as a possibility.

A motion was made to change contact data and revision date on the Literature order form and leave order form otherwise as it is.

MOTION MADE AND SECONDED
For – 8 Against – 0 Abstain – 0
Motion Passed

D. INCREASE CREDIT LIMIT ON BANK CARD

The I.S.O manager, Israel A. brought up that there was a need to increase the credit card limit. Israel suggested increasing it from \$1,000 to \$2,500.

Arnie B. made a motion to increase the limit to \$1,500 and it was seconded by Gary M. Discussion followed. Roll Call was taken.

MOTION MADE AND SECONDED

ROLL CALL VOTE

For – 6 Against – 0 Abstain – 2

Andre G.	For	Jo K.	For
Arnie B.	For	Valerie D.	For
Cathy F.	For	Zach M.	Abstain
Gary M.	Abstain	Guy H.	For

A second motion was made by Valerie D. and seconded by Cathy F. to amend the previous motion made and increase the amount to \$2,500.00.

MOTION MADE AND SECONDED

For – 8 Against – 0 Abstain – 0

Motion Passed

People who listened into the meeting: one person

Collection: \$65

The meeting closed with the Serenity Prayer at 10:30 A.M.

Next Meeting will be March 19, 2022 at 9:30 A.M.

Respectfully submitted by Jo K., Recording Secretary