

**BOARD OF REGENTS  
MEETING MINUTES OF APRIL 16, 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 by the recording secretary, Jo K.**

Present: Cathy F., Guy H., John C., Valerie D., Zach M., and Israel A., Office Manager

Present by phone: Andre G., Arnie B., Gary M., Jo K., and KC B., International Executive Secretary

**A. Operating Statement for March 2022:**

A motion was made to approve the March 2022 Operating Statement as written.

**MOTION SECONDED AND PASSED**

**FOR – 9                      AGAINST – 0                      ABSTAINED – 0**

**B. Minutes for March 19, 2022:**

A motion was made to approve the minutes to approve as written:

**MOTION SECONDED AND PASSED**

**FOR – 9                      AGAINST – 0                      ABSTAINED – 0**

**OLD BUSINESS**

**A. Office Manager Report – Israel**

- Lifeliners – one from California
- New Cans – none
- Group Information requests forms received – none
- Group Information request forms received prior to sending out starter kits – two starter kits were sent out in March for Bexley, OH and Kent, WA.
- Prison started kits – none
- Venmo and Zelle donations were \$867.25.
- Alarm system for the new office location has been set up.
- The Irwindale Property Manager has stated that our security deposit had been processed and it was in the mail.

**B. International Executive Secretary Report – KC B.**

- Working on the next bulletin.
- Almost finished putting together the statistics for Lifeliners donations currently and in prior years.
- Preparing for the B.O.T meeting in May 2022.

- KC was asked if the items on the B.O.T. agenda for Bylaws changes, second vote, should include the results of their first vote. Cathy F. sent a text to Pete K., Chairman of the B.O.T., to find out. Pete responded that only Guidance Code second vote items have their first vote results included.
- It was also mentioned that a couple of attachments for the B.O.T agenda had been numbered incorrectly. KC will talk to Doug K., the Trustee Website Manager of this topic.

**C. Bylaws Committee Report – no report**

**D. Standing Rules Committee Report – John C.**

- The committee reviewed the requirements for I.S.O. check signers.
- The committee’s recommendations will be under New Business later at this meeting.

**E. Literature Order Form – Cathy F. and Guy H.**

- The suggested changes to the literature form from the last meeting, were reviewed and changes can be made using a different format.
- In the past six months there have only been 45 literature order forms received for purchases. Most sales are done online through the I.S.O. store.

**F. B.O.T. Insurance Update – John C.**

- John C. obtained the liability insurance for the May 2022 B.O.T meeting.
- Sunday was added to the policy as well as an extension through Thursday.
- The cost was \$201.00 and was charged to the I.S.O. credit card.

**G. Frontier Telephone Update – John C. and Israel**

- Due to the office moving, calls have been forwarded from the old office number to the new number and will be on one bill.

**NEW BUSINESS**

**A. Standing Rules Proposed Changes – John C.**

- Recommendation: There will be a minimum of three (3) and maximum of four (4) authorized signers on all bank accounts. Each authorized signer will be nominated from the local area. These signers shall be approved by a majority of the Board of Regents at their regular meeting in July of each year and also whenever a replacement is required. All bank accounts must require two (2) authorized signatures to complete a transaction.

**MOTION SECONDED AND PASSED**

**FOR – 9**

**AGAINST – 0**

**ABSTAINED – 0**

- Keys for the International Service Office will only be given to the following:

- a) Office Manager
- b) International Executive Secretary
- c) All International Service Office employees at the discretion of the Office Manager.
- d) Chairman of the Board of Regents
- e) All check signers

**MOTION SECONDED AND PASSED**

**FOR – 9                      AGAINST – 0                      ABSTAINED – 0**

**B. Review Bank CD's that are Maturing – John C.**

- John C. contacted several banks regarding CD rates. None of the banks have higher rates than what we currently have with U.S. Bank unless we go to an 18 month CD.
- The B.O.R. decided to roll over what we have with U.S. Bank for three months.

**MOTION SECONDED AND PASSED**

**FOR – 9                      AGAINST – 0                      ABSTAINED – 0**

Zach M. had to leave the meeting at 10:23 A.M.

**C. Literature Order Form Proposed Changes**

- It was decided not to list literature publication dates on the form.
- The form needs to be simplified.
- It was discussed to possibly add the literature form again in the monthly bulletins and/or have a link on the I.S.O. website.
- Alphabetize the items on the form and remove G.A. at the beginning of items on the current form.
- Forms can be used by all G.A. members and they can also be faxed to the I.S.O.
- KC will reformat the form.
- The committee will meet again and bring samples back to the B.O.R. for review.

**D. Review B.O.T. Agenda Items for the May 2022 Meeting**

- The B.O.R. reviewed all items on the agenda.
- There are 19 items (#11 through #29) from the B.O.R. up for a second vote. These items were already voted on by the B.O.R.
- The B.O.R. gave Cathy F. our input when certain items would be addressed, discussed or voted on regarding the B.O.R. and or I.S.O.

**E. B.O.R. Phone meetings to Zoom Meetings**

- No one interested in being on this committee so Cathy F. dismissed the committee.

**Meeting Collection Donations: \$50.00**

**Number of people who called in to listen to the meeting: zero**

**Meeting ended with the Serenity Prayer at 11:38 A.M.**

**Next meeting will be May 21, 2022**