

**BOARD OF REGENTS  
MEETING MINUTES OF JULY 16, 2022**

**Call to order:** The Chair, Val D., 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 secretary, Guy H.**

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. Minutes for June 18, 2022:**

A correction was noted that the June 2022 minutes referred to approving the “April 2022 Operating Statement” which needed to be changed to the “May 2022 Operating Statement”.

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

**MOTION SECONDED AND PASSED**

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

**B. Operating Statement for June 2022:**

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

**MOTION SECONDED AND PASSED**

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

**OLD BUSINESS**

**A. Office Manager Report – Israel A.**

- Lifeliners – two, FL-2
- New Cans – none
- Group Information requests forms received – none
- Group Information request forms received prior to sending out starter kits – none
- Prison started kits – none
- Venmo and Zelle donations were \$898.67: Groups \$573.50, 1x Donations \$112.17, LL Donations \$155.00, I.S.O. Cans Contributions \$58.00.
- Israel A. contacted the printer with Karen H. and KC B. on a conference call regarding the large order for “Sharing Recovery Though GA”. It was determined that the production for 2,000 books had already proceeded too far to cancel or reduce the number of copies ordered.

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

- The July bulletin will be sent to the formatter next week after KC gets the Lifeliners donation information from the I.S.O. bookkeeper and the information is proofed. The 2022/2023 budget will be in the bulletin as well.
- The Trustee confidential listing continues to be updated as there are still quite a few areas that have not updated their Trustee information.
- KC made changes to the proposed I.S.O. literature order form that were requested at the June B.O.R. meeting.
- The Cherry Hill B.O.T. minutes will be reviewed to get a list of items that will need 2nd votes and items that were tabled for the next B.O.T. meeting.
- A few updates have been made to the B.O.T. minutes that were sent to current Trustees for review. There have been about 5 updates but nothing that changes the essential content of the minutes. These will be finalized this next week to get them into the bulletin next month.
- KC will also get the updates to the Trustee Website Admin for posting on the Trustee website.
- KC will email the B.O.R. with the finalized minutes as well.

**C. By-Laws Committee Report – Valerie D.**

- No report currently.
- Val D. asked if the Board wants to continue with the committee and the Board agreed to keep the committee.
- Val D. will step down from the committee and Jo K. will be the new chair.

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

- Committee did not meet this last month.
- The committee chair reported that research on insurance coverage for the Fall 2022 B.O.T. meeting in Cancun had been done and that the lowest rate would be \$600 if this was up for vote.
- A question was raised if the committee chair had reached out to the Conference Oversight committee chair of the B.O.T. about the insurance and he confirmed that he had.

**E. Literature Order Form Report – Cathy F.**

- Report was submitted by email.
- No further comments were received so the committee chair expects to make a motion later to accept the form for immediate use by the I.S.O..
- A question was raised if the form had been updated to include the years for the Medallions and it was confirmed that the form had been updated appropriately.

**F. Bank CD Rollover Report – John C.**

- It was reported that the US Bank 3-month CD matured today, July 16<sup>th</sup>, and the Board has 10 days to make a decision. The current rate will not change, and the term needs to be extended to a year to get a higher rate. It was suggested that we roll over the CD for 3 months.

**G. ERC (Employee Retention Credit) Follow-Up – Cathy F.**

- It was reported that the firm that performs the I.S.O. audits, ADP, should be able to perform this filing for the corporation and that we will need to provide tax information to determine if the credit can be received. ADP will charge \$150. Auditors coming to I.S.O. on August 30th.
- The Chair asked for information on the deadlines so we can decide if we should move forward.
- The Board was reminded that this is a tax credit only, but we need to figure out if it's worth the effort.

**H. Approve Bill From Web-Developer – Israel A.**

- It was reported that our Web Developer, KCS Marketing, had submitted 4 invoices for services performed between February 2021 and March 2022 for a total of \$2,999.25.
- The Board discussed seeing the details from the Web Developer. Scans of the invoices will be emailed to the B.O.R. members.

A motion was made to approve the expense to our Web Developer.

**MOTION SECONDED AND PASSED**

**FOR – 6**

**AGAINST – 1**

**ABSTAINED – 2**

Roll Call vote follows:

Andre G. – abstained

Arnie F. – yes

Cathy F. – yes

Gary M. – abstained

Guy H. – yes

Jo K. – no

John C. – yes

Val D. – yes

Zach M. – yes

## NEW BUSINESS

### A. Review Proposed Literature Order Form Change – Cathy F.

- It was reported that the proposed order form was sent to the Board for a final review and no further comments or feedback had been received.
- A discussion was held about the use of the form by the I.S.O. staff.

A motion was made to accept the proposed Literature Order form as new Literature Order form effective immediately.

#### **MOTION SECONDED AND PASSED**

**FOR – 9**

**AGAINST – 0**

**ABSTAINED – 0**

### B. Review Proposed Standing Rules Changes – John C.-Tabled until August meeting

- INSURANCE COVERAGE FOR UNINSURED B.O.T. MEETINGS.

### C. Review And Approve 2022-2023 Budget.

- The Board members emailed their individual questions to Israel last month and these were answered in detail.
- A discussion was held, and issues were raised about if the budget was too optimistic or if it needs to be more realistic regarding potential revenue increases due to more meetings going back to in-person.
- The Board was informed that each line item was reviewed by John C. with Israel A. and that the amounts are not far off from the actuals.

A motion was made to approve the budget as written.

#### **MOTION SECONDED AND PASSED**

**FOR – 9**

**AGAINST – 0**

**ABSTAINED – 0**

### D. Vote On Signers For The Bank Accounts For Next Term

- Guy H. - Accepted
- John C. - Accepted
- Val D. - Accepted
- Zach H. - Accepted

### E. PHONE MEETINGS PAGE LINK ADDED TO WEBPAGE.

- It was reported that the I.S.O. staff had determined that the link could not be added in house and the web developer would be ideal to perform this task.

A motion was made to table a decision on this item until more information is received.

#### **MOTION SECONDED AND PASSED**

**FOR – 9**

**AGAINST – 0**

**ABSTAINED – 0**

- F. DISCUSS MOVING BANK OF AMERICA CD INTO CHECKING ACCOUNT. – John C.**
- John C. expressed that he would like to leave the money in the US Bank CD.
  - A Point of Order was raised that the agenda item is regarding the Bank of America CD, and not the US Bank CD. A new agenda item will be added today about the US Bank CD. (Item I below)
  - It was reported that the Bank of America checking account was down and although the I.S.O. did get some revenue to bring the balance back up, there are concerns about the balance.
  - A question was raised if the funds in the Bank of America CD can be moved now before the maturity date, and it was reported that this is a liquid CD.
  - The Chair said that the B.O.R. needs the Office Manager to come back to the next meeting with details and that funds are not needed urgently. There will be a new agenda item for next month regarding this issue.
- G. REVIEW CORPORATION INSURANCE COVERAGE.**
- Certain policy premiums have been paid and others are coming up.
  - It was noted that the business owner’s policy has increased by a large percentage.
  - A comment was made that rates have gone up across the board due to fraud, and that new quotes are much higher even if we do not like it.
- H. REVIEW YEAR-END LITERATURE INVENTORY.**
- An observation was made that prices have increased on many items.
  - A comment was made that some items are purchased in bulk.
  - A list of items that are not moving was produced. John C. reminded the Board that the I.S.O. cannot stop selling an item without B.O.T. approval.
  - It was suggested that a column be added to the inventory spreadsheet about how many of each item are sold annually compared to the items in stock.
  - Concerns were expressed that there are items in stock that are not selling and that a better plan to manage inventory should be in place.
  - It was suggested that we need to evaluate how literature is ordered.
- I. DISCUSS US BANK CD.**

A motion was made to let the US Bank CD rollover for the next three months.

**MOTION SECONDED AND PASSED**

**FOR – 9**

**AGAINST – 0**

**ABSTAINED – 0**

**J. FORMATION OF NEW COMMITTEE.**

- The Chair formed the Finance Committee and asked for members who wished to be on the committee. John C. - Chair, Andre G, Cathy F., Gary M., Guy H., and Zach M.

**Meeting Collection Donations: \$23.00**

**Number of people who called in to listen to the meeting: 0**

**Meeting ended with the Serenity Prayer at 11:44 A.M.**

**Next meeting will be August 20, 2022.**

**Respectfully submitted by Guy H., Secretary**