

**BOARD OF REGENTS
MEETING MINUTES OF OCTOBER 15, 2022**

Call to order: The Chair, Valerie 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 September 17, 2022:

A correction was noted that the September 2022 minutes statement that "...there is a financial services company" in Section E. DISCUSS US BANK CD MATURING IN OCTOBER under New Business needed to be changed to "Edward Jones". It was also suggested to mention that some members objected to this proposal in the discussion.

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 September 2022:

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

MOTION SECONDED AND PASSED
FOR – 9 AGAINST – 0 ABSTAINED – 0

OLD BUSINESS

A. Office Manager Report – Israel A.

- Lifeliners – one, CA-1
- New Cans – none
- Group Information requests forms received – none
- Group Information request forms received prior to sending out starter kits – one Starter Kit was sent out to: Janesville, WI
- Prison starter kits – none
- Venmo and Zelle donations were \$2,439.32: Groups \$645.25, 1x Donations \$685.57, LL Donations \$205.00, I.S.O. Cans Contributions \$311.00, Gratitude Week \$592.50.
- Annual Audit Update – The audit was conducted, and the report should be completed by late October or early November.
- Gratitude Week – Donations are over \$5k so far.

B. International Executive Secretary Report – KC B.

- September bulletin completed.
- October bulletin started.
- Started receiving copies of Trustee registration forms for Cancun – The I.S.O. has already issued receipts so these attendees will be marked as registered before the meeting and the I.E.S. will not have to collect money or write out receipts.
- The deadline was 10/10/2022 so the I.E.S. should have copies of all registrations before travel. 22 have been received so far.
- Preparing everything for Cancun including attendance sheets, recorder, motion sheets, Lifeliners 12-month comparison report, extra copies of registration forms for those who didn't fill one out yet, and receipt books; one for registrations only and one for everything else.

C. By-Laws Committee Report – Jo K.

- The committee did not meet this past month and has nothing to report.

D. Standing Rules Committee Report – John C.

- It was reported that the B.O.R. approved a motion in September 2022 regarding a change to the Standing Rules.
- The updated Standing Rules will be sent to the B.O.R.
- The Committee has no further action items at this point.
- The Chairman noted that this will not be an ongoing committee until we have a new item to discuss, and that the committee is suspended.

E. ERC (Employee Retention Credit) Follow-Up – Israel A.

- It was reported that our accountants are completing the I.S.O. taxes.
- The Office Manager could try to complete the paperwork and a B.O.R. member volunteered to assist.
- Further analysis will be done.

F. Finance Committee – John C.

- The Finance Committee continues to meet every two weeks.
- Literature pricing has been discussed and there is an agenda item under New Business for the B.O.R. on this month's agenda.
- The committee discussed the US Bank CD that matures in October.
- The committee has also had discussions regarding literature shipping costs and Bulletin costs.

NEW BUSINESS

A. APPROVE B.O.R. CHAIR EXPENSE FOR CANCUN OCTOBER 28-30.

- A proposed expenses list was submitted to the B.O.R. by the Chair for the upcoming B.O.T. meeting in Cancun Mexico.
- The estimated total was \$1,125.27.

A motion was made to pre-approve the B.O.R. Chair expenses up to \$1,200.00 for the Cancun B.O.T. Meeting in October 2022.

MOTION SECONDED AND PASSED

FOR – 9

AGAINST – 0

ABSTAINED – 0

B. DISCUSS LIABILITY INSURANCE FOR THE B.O.T. MEETING IN CANCUN.

- Liability insurance quotes for Cancun have been researched extensively. One quote from a company for 2 days was \$1,025.00.
- A question was raised if a hotel contract includes protection, and the answer is that a hotel contract does not include liability insurance for the hosts of an event.
- A suggestion was made about adding a Hold Harmless clause on conference or B.O.T. Meeting registration forms. One member is going to try to draft some language. The I.E.S. could make this suggestion to the Chair of the B.O.T.
- This was a discussion only and no motion made.

C. DISCUSS LITERATURE PRICING.

(A correction was noted that the September 2022 minutes stated, under this point, “Literature prices have not been raised in over 4 years” was incorrect. There were some items that were raised and some that were lowered in 2021).

- Potential literature price increases have been reviewed over the last three Finance Committee meetings. Calculations and analysis spreadsheets have been prepared comparing 10%, 15%, and 20% increases.
- Pros and cons were discussed regarding raising literature pricing. More detailed analysis is needed item by item.
- The I.S.O. has been trying to reduce purchase quantities to control inventory.
- The Chair feels that the Finance Committee is doing a great job. More information will be brought back to the next B.O.R. meeting in November.

D. DISCUSS US BANK CD MATURING IN OCTOBER 2022.

- The US bank CD rollover rate is .05% over the next 3 months.
- Edward Jones rate is 3+%.
- The B.O.R. was reminded that part of our mission is to see that the I.S.O. is operated effectively and efficiently.
- A comment was made that the membership should understand that this is not a stock investment but is a CD like with a bank.
- It was suggested that we keep looking for alternative options.

E. REVIEW B.O.T. AGENDA ITEMS FOR OCTOBER 2022 MEETING.

- B.O.T. agenda items that have a potential impact on the I.S.O. were reviewed.

Meeting collection donations: \$65.00

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

Meeting ended with the Serenity Prayer at 12:01 P.M.

Next meeting will be November 19, 2022.

Respectfully submitted by Guy H., Secretary