

**BOARD OF REGENTS
MINUTES OF NOVEMBER 20, 2021, MEETING**

CALL TO ORDER: The Chair, Cathy F., called the meeting to order at 9:31 A.M.

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

ROLL CALL WAS TAKEN:

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

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

MINUTES FROM OCTOBER 16, 2021, B.O.R. MEETING:

A motion was made to approve the minutes.

MOTION SECONDED AND PASSED

For – 9 Against – 0 Abstained – 0

OPERATING STATEMENT FOR OCTOBER 2021:

A motion was made to remove the \$195,000.00 from the expense column and adjust accordingly with a footnote.

MOTION SECONDED AND FAILED

For – 4 Against – 5 Abstained – 0

Roll call vote follows:

Andre G. - no
Arnie B. - no
Cathy F. - no
Gary M. - no
Guy H. - yes
Jo K. - no
John C. - yes
Valerie D. – yes
Zach M. – yes

Motion was made to approve the October 2021 operating statement as written.

MOTION SECONDED AND PASSED

For – 5 Against – 3 Abstained – 0

Roll call vote follows:

Andre G. - yes
Arnie B. - yes
Cathy F. - yes
Gary M. - yes
Guy H. - yes
Jo K. - yes
John C. - no
Valerie D. – no
Zach M. - no

OLD BUSINESS

A. REPORT FROM ISRAEL, OFFICE MANAGER.

- Lifeliners – 0
- New Cans – none
- Group Information Request Forms received: 0
- Group Information Request forms received prior to sending five Starter Kits for the month of October to Eliot ME, Desoto MO, Shelton WA, Pompton Plains, NJ and York, PA
- Prison Starter Kits – none
- Venmo and Zelle Donations - \$978.25
- Israel mentioned that a CD is due to expire the end of November from Bank of America for \$34,344.60.

A motion was made to move the funds from the CD into the operating account to allow a cushion for upcoming office location changes.

MOTION SECONDED AND FAILED

For - 3 Against – 6 Abstained – 0

Roll call vote was taken:

Andre G. - yes
Arnie B. - no
Cathy F. - no
Gary M. - no
Guy H. - no
Jo K. - no
John C. - yes
Valerie D. – yes
Zach M. – no

- A B.O.R. member asked if Israel could supply the members with a list of all CD's and banks where they are located, along with their expiration date by the next meeting.
- Audit Update – Annual Audit was completed and emailed to all members of the B.O.R. prior to the Board meeting.

B. I.E.S. REPORT – KC B.

- The completed B.O.T. Minutes were sent to the B.O.R. and to the Trustee Website Administrator.
- All Guidance Code changes from the last B.O.T. meeting was emailed to the Trustee Website Administrator.
- The November Bulletin was sent to the formatter.
- The B.O.T. Zoom Committee held a mock Zoom meeting. The Committee will present its findings at the next B.O.T. meeting.

C. BY-LAWS COMMITTEE REPORT – VALERIE D.

Report was submitted prior to today’s Board meeting. The next meeting will be December 5, 2021.

D. STANDING RULES COMMITTEE REPORT – JOHN C.

The report was submitted to the B.O.R. prior to the meeting. The B.O.R. members will send their thoughts to the committee prior to the next B.O.R. when the Standing Rules will be discussed.

E. LEASE RENEWAL COMMITTEE REPORT - JOHN C.

The lease has been signed by Cathy F., John C., and Valerie D. and given to the landlord. More information is needed from the broker regarding the necessary insurance needed for the new office space. All future non-binding documents will be signed by Israel. Israel will also check on the security system for the new location.

NEW BUSINESS

A. STATE OF CALIFORNIA.

A report to the State of current officers will be done by Israel.

The two employees attending the meeting Israel and KC B., were asked to leave the meeting for the next two items on the agenda.

B. EMPLOYEES HEALTH INSURANCE.

Employees insurance has increased for the next year by 8.91%.

A motion was made to reimburse up to \$500.00 per year per eligible employee for medical/prescription expenses for the 2022 calendar year.

MOTION SECONDED AND PASSED

For – 9 Against -0 Abstained – 0

C. HOLIDAY OFFICE SCHEDULE AND POTENTIAL BONUSES.

A motion was made to give all four employees three additional days off with pay, from December 21-23, 2021, instead of cash bonuses.

MOTION SECONDED AND PASSED

For – 9 Against -0 Abstained – 0

The International Service Office will be closed December 21, 22, 23, 24 and 31, 2021.

Israel and KC B. were invited back to the meeting.

D. DISCUSS FINANCIAL INFORMATION AND FORMAT – CATHY F.

A committee was formed. Members of the committee will be Cathy F. Guy H., Zach M., Arnie B., and John C.

People who listened into the meeting: 0

Collection: \$ 115.00

Next Meeting will be December 18, 2021, at 9:30 A.M.

The meeting closed with the Serenity Prayer at 10:50 A.M.

Respectfully submitted by Jo K., Recording Secretary