

**BOARD OF REGENTS
MEETING MINUTES OF DECEMBER 18, 2021**

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

MINUTES FROM NOVEMBER 20, 2021, B.O.R. MEETING:

A motion was made to approve the minutes.

MOTION SECONDED AND PASSED

For – 7 Against – 0 Abstained – 0

MINUTES FROM NOVEMBER 13, 2021, B.O.R. MEETING:

A motion was made to approve the minutes.

MOTION SECONDED AND PASSED

For – 7 Against – 0 Abstained – 0

OPERATING STATEMENT FOR NOVEMBER 2021:

A motion was made to approve the Operating Statement for November, 2021

MOTION SECONDED AND PASSED

For – 7 Against – 0 Abstained – 0

OLD BUSINESS

A. OFFICE MANAGER REPORT - ISRAEL.

- Lifeliners – one from Denver, CO
- New Cans – none
- Group Information Request Forms received: 0
- Group Information Request forms received prior to sending Starter Kit for the month of November Chicago, IL
- Prison Starter Kits – none
- Venmo and Zelle Donations - \$664.00
- New Office Location Update – The office moving dates are January 4th and 5th, 2022. The next B.O.R. meeting in January will be at the new location. The moving expense is within the budget. A walk-thru of the old office space will be done to determine if our deposit will be returned to I.S.O.

*Zach M. came into the Board meeting at 9:42 AM and Arnie B. called in also at 9:42 AM.

B. I.E.S. REPORT – KC B.

- KC is working on the Bulletin.

- KC has been talking to Doug T., the new Trustee Website Administrator regarding updates.

C. BY-LAWS COMMITTEE REPORT – VALERIE D.

Report was submitted prior to today's Board meeting. There are several areas the committee is reviewing. The committee has asked for all the Certificate of Amendments which serve as the directive to the Directors/Regents and updates of anything in the Articles of Incorporation. Israel will send Valerie D. all information requested. Discussion followed regarding the By-Laws being available electronically.

D. STANDING RULES COMMITTEE REPORT – JOHN C.

The report was submitted to the B.O.R. prior to the meeting.

E. FINANCIAL INFORMATION COMMITTEE REPORT – ITEMS FOR DISCUSSION AND VOTE – CATHY F.

The report was submitted to the B.O.R. prior to the meeting.

NEW BUSINESS

A. DISCUSS REFUND OF AN ONLINE ORDER PLACED BY A MEMBER FROM ISRAEL – ISRAEL.

A member from Israel placed an order from I.S.O. for \$888.00 (including shipping). Due to the custom fees, the person did not accept the package and it was returned to I.S.O. and asked for a refund. A motion was made to refund the \$888.00 to the G.A. member in Israel.

MOTION WAS SECONDED AND PASSED

For – 9 Against – 0 Abstained – 0

B. PURCHASE REFRIGERATOR TO REPLACE NON-WORKING ONE AT OFFICE – ISRAEL.

A motion was made to purchase a new refrigerator for \$750.00.

MOTION WAS SECONDED AND FAILED

For – 0 Against – 9 Abstained – 0

A motion was made to purchase a new refrigerator for \$800.00 including tax.

MOTION WAS SECONDED AND PASSED

For – 9 Against – 0 Abstained – 0

C. STANDING RULES REVISIONS – JOHN C.

The committee presented the updated version for December 2021. The revisions include reformatting the document and making several updates to the Standing Rules as presented. A motion was made to accept as amended.

MOTION WAS SECONDED AND PASSED

For – 9 Against – 0 Abstained – 0

The newly updated Standing Rules follow:

**STANDING RULES
GAMBLERS ANONYMOUS INTERNATIONAL SERVICE OFFICE**

REVISED & PRINTED DECEMBER 2021

The sole purpose of the Board of Regents is to supervise the operations of the International Service Office (I.S.O.) and see that it is operated effectively and efficiently.

Facility

The International Service Office will be open Monday through Friday from 7:00 A.M. to 4:00 P.M. Pacific Time unless otherwise noted.

1. The International Service Office will be closed on the following holidays:
 - a) New Year's Day
 - b) President's Day
 - c) Memorial Day
 - d) July 4th
 - e) Labor Day
 - f) Thanksgiving Day and the Friday following Thanksgiving Day
 - g) Christmas Day
2. Keys for the International Service Office will be only given to the following:
 - a) International Executive Secretary
 - b) All International Service Office employees at the discretion of the Office Manager.
 - c) Chairman of the Board of Regents
 - d) Vice-Chairman of the Board of Regents
 - e) Treasurer of the Board of Regents
3. Usage of the equipment and facilities of the International Service Office must be approved by one of the following:
 - a) Office Manager
 - b) Chairman of the Board of Regents
 - c) Chairman of the Board of Trustees

Employee Benefits

1. After 90 days of continuous employment, all full-time employees (40 hours per week) will be paid for the following Holidays:
 - a) New Year's Day
 - b) President's Day
 - c) Memorial Day
 - d) July 4th
 - e) Labor Day
 - f) Thanksgiving Day and the Friday following Thanksgiving Day
 - g) Christmas Day

1. Every full-time employee (40 hours per week) of the International Service Office will be given a yearly paid vacation according to the following schedule.
 - a) One weeks paid vacation after 1 year of continuous employment.
 - b) Two weeks paid vacation per year after 2, 3 & 4 years of continuous employment.
 - c) Three weeks paid vacation per year after 5, 6, 7, 8, & 9 years of continuous employment.
 - d) Four weeks paid vacation per year, each year after 10 years of continuous employment.
2. Any unused vacation time at the end of each Anniversary date will be paid.
3. Each full-time employee (40 hours per week) will have one paid personal holiday per year in lieu of a paid holiday for Martin Luther King Day.
4. On January 1st of each year all full-time salaried employees will receive five (5) paid sick leave days per year. Any unused sick leave at the end of the calendar year (December 31st) will be paid.
5. Hourly employees will receive paid sick leave per the accrual method of the current State of California paid sick leave Law. Hourly employees will receive a maximum of 24 hours or three days of paid sick leave a year.
6. Health insurance will be made available to all eligible employees the 1st of the month following 60 days of continuous employment. To be considered eligible for health insurance the employee must work an average of 30 hours per week. The insurance will be provided for all eligible employees through a plan chosen by the employer and shall be reviewed on an annual basis each November. Employees may choose an alternate plan option and pay for any additional premium through payroll deduction. Families or dependents of employees will be covered at employee expense thru payroll deduction.
7. The International Service Office will match up to 3% of an eligible employee's salary to the Simple IRA retirement plan that became effective on September 1, 1997. Employees become eligible after earning \$5,000.00 in any one calendar year.

Policy

1. Gamblers Anonymous International Service Office records cannot be destroyed without approval of the Board of Regents.
2.
 - a) The International Executive Secretary and Office Manager will receive a written job description from the Board of Regents. Included will be procedures, responsibilities, assignments, and instructions. The Board of Regents will be guided by the By-Laws and Standing Rules.
 - b) The Office Manager will give procedures, responsibilities, assignments, and instructions to the employees of the International Service Office. The Office Manager will be guided by the By-Laws and Standing Rules.
3. Standing Rules of the Board of Regents will be maintained in a separate binder. The heading date will correspond to the last revision date of the Standing Rules.
4. If inquiries come into the International Service Office from an area where a personal appearance is deemed necessary, we should do the following:
 - a) The International Executive Secretary should contact the Trustee closest to the area and request that they make the trip.

- b) The International Executive Secretary will inform the Trustee, with the approval of the Board of Regents, that his or her expenses will be reimbursed by the International Service Office.
- c) If the Trustee cannot go, the International Executive Secretary should approach the Board of Regents and ask for approval for the International Executive Secretary or some other member of Gamblers Anonymous to go.
5. The International Service Office will pursue any violations of the Corporations Intellectual Property rights, including violations by persons or entities within Gamblers Anonymous Fellowship.
6. Additions or changes to Standing Rules shall require a majority vote of the Board of Regents in attendance.

Financial

1. The monthly Financial Report of the International Service Office will be mailed or emailed to each member of the Board of Regents for review prior to the monthly Board of Regents meeting. A master copy of the Financial Report must also be approved by the Office Manager or the Treasurer of the Board of Regents prior to its printing in the Life-Line Bulletin.
2. The monthly Financial Report of the International Service Office will be published monthly with membership access electronically, print, or other appropriate means.
3. The Audited Financial Statement of the International Service Office will be published each year with membership access electronically, print, or other appropriate means.
4. Three (3) authorized signatures are required on all bank accounts which are Chairman, Vice-Chairman, and Treasurer. All bank accounts must require two (2) authorized signatures to complete a transaction.
5. Except as noted below, the signing of all checks will take place at the International Service Office pursuant to a schedule that the Office Manager will provide to those responsible for signing of checks. If necessary, the Office Manager and check signors may mutually agree to sign checks at a location other than the International Service Office.
6. Maximum of deposits in any single financial institution shall not be more than 90% of the FDIC insured amount.
7. A petty cash fund of \$500.00 will be kept on hand.
8. Assistant Recording Secretary, Treasurer and the Office Manager will review all C.D. and Savings Accounts every January.
9. The Office Manager has authority to write off any accounts receivable \$150.00 or less, deemed uncollectible.
10. The bank statement for the International Service Office will be balanced and reconciled with the checkbook and or QuickBooks by a non-signatory member of the Board of Regents or the first on the replacement list of the Board of Regents.

Approved Literature

Regarding approved Gamblers Anonymous Literature:

1. All printed literature (as opposed to key chains, anniversary pins, etc.) will carry the last date of revision, the last date of printing, and the Gamblers Anonymous logo.

2. The International Executive Secretary will proofread all literature and seek help from the Board of Regents as needed. A proofread copy of all literature must be signed by the Gamblers Anonymous International Executive Secretary or their designee. The Board of Regents shall be consulted as needed.
3. An ample supply of all approved Gamblers Anonymous literature will be always stocked.
4. Literature prices should (although it is not mandatory) reflect a one hundred percent markup on cost. The Board of Regents will set all literature sales prices at least once a year.
5. Starter kits will be sent, at no charge, at the discretion of the Office Manager.
6. The International Service Office will maintain files of all Gamblers Anonymous literature, including all approved additions and/or corrections, so that all future printings will contain these changes.
7. Any new orders will not be filled when an existing invoice remains unpaid.

Procedures

1. The monthly agenda for the Board of Regents will be prepared by the Office Manager and/or the Chairman of the Board of Regents. Any additions to the agenda must be in writing and given to the Chairman of the Board of Regents prior to the start of the meeting.
2. Monthly minutes and agendas of the Board of Regents meetings will be placed in the folder of each Board of Regents member.
3. Minutes and agendas of the Board of Regents meeting will be mailed or emailed monthly to each member of the Board of Regents, the Chairman, the two Co-Chairmen and all members of the Board of Trustees the first Friday of the month, prior to the meeting.
4. The International Service Office will pay reasonable and necessary expenses for the Chairman of the Board of Regents or a duly designated member of the Board of Regents to attend the two semi-annual meetings of the Board of Trustees. The estimated expenses must be approved by the Board of Regents prior to the Trustees meeting.
5. All Gamblers Anonymous members listed on the Board of Regents ballot will be listed alphabetically by first name and last initial.
6. No records may be removed from the International Service Office without the permission of Office Manager or the Chairman of the Board of Regents.
7. All Gamblers Anonymous members are welcome to attend Board of Regents meetings subject to prior notification to the Board of Regents Chairman.
8. All votes taken at any Board of Regents meeting will be by roll call, unless unanimous.
9. The Recording Secretary will be responsible for detailing the roll call results in the monthly minutes, except for personnel matters.
10. On the required dates the Office Manager will notify California's Secretary of State regarding any changes of the elected Officers to the Board of Regents (Directors).
11. On the required dates the Office Manager will forward appropriate forms to the various agencies to maintain 501 (c) 3 non-profit status of Gamblers Anonymous.

D. FINANCIAL STATEMENTS – CATHY F.

The Financial Committee reviewed the Operating Statement and the Profit and Loss Statement and found some areas to revise on the Operating Statement to be consistent with wording on the P&L.

A motion was made to make the following changes to the Operating Statement.

1. Adding Income to the Total Income line for consistency.
2. Updating Disbursements in Excess of Income to Monthly Net Income (Net Loss) so the line doesn't need to modify if in a gain or loss position reach month.
3. Adding the Fiscal Year to date Income (Net Loss) line for visibility.

MOTION WAS SECONDED AND PASSED

For – 9 Against – 0 Abstained – 0

The committee will review the P&L – what does and doesn't belong there, at future committee meetings.

E. REVIEW I.S.O. CD's – CATHY F.

There are three current CD's:

Bank	Balance	Maturity Date
Bank of America Liquid CD	\$ 34,344.60	8/27/2022
Chase CD	\$195,008.54	1/18/2022
US Bank CD	\$195,008.28	1/16/2022

The two that mature in January 2022 will be reviewed next month when we know the rates.

F. GRATITUDE WEEK

Israel will provide a report at the January 2022 meeting of donations received.

People who listened into the meeting: 0

Collection: \$65.00

Next Meeting will be January 15, 2022 at 9:30 A.M. at the new office location.

The meeting closed with the Serenity Prayer at 11:15 A.M.

Respectfully submitted by Jo K., Recording Secretary