

**Anorexics and Bulimics Anonymous**  
**□ General Service Representatives**  
**March 10, 2018 | 11:00 am EST □**

**ONLINE:**

<http://zoom.us>

(may need to download software or app PRIOR to meeting)

Click on “Join a Meeting”

Enter meeting ID: **853 261 7668**

**PHONE:**

**Canada:** (647) 558-0588

**US:** (408) 638-0968 or (646) 558-8656

**UK:** +44 (0) 20 3695 0088

Enter meeting ID: **853 261 7668** then #

When prompted for participant ID use the # again

**press \*6 to mute and unmute**

1. Call to order
  
1. Prayer- Serenity prayer
  
1. Attendance (6 GSRs required to meet quorum) Quorum was met.  
Anyone may attend GSR meetings and participate in the discussion, but only elected GSRs may vote and meet quorum.
  - Amy (Victoria - Steps to Serenity)
  - Julie (New York – Tuesday Meeting)
  - Sally (11 Step-Meditation meeting)
  - Adam (Men’s- No Saints Meeting)
  - Myra (Women’s Meeting)
  - Lauren (Calgary - Stepping Into Life Meeting)
  - Leslie (Dallas - Solutions Group)
  - Tera - Guest General Service Office
  
1. Review, prioritize and adopt Agenda
  - Changes made:
  - Move up the following:
    - Lauren: Time of meeting
    - Amy: Elections
    - Tera: Financial Statement
  
1. Review, amend and approve Minutes from Feb 2018 – Approved.
- a. Address **TO DO from last meeting:**
  - Amy:

- Ask Tera about joining GSR meeting to explain financial statements – **Done See Below**
- Inform the board of the later time for overseas participants interested in attending the in AGM – **Done – See Below**
- Jess:
  - Email Tera re: ABA membership required to help update website?- **DONE- SEE BELOW**
  - Integrate answers to YYC & TX financial questions from multiple resources. Highlight unanswered questions-**DONE**  
**See emailed document ABA/GSR/GSA Q&A**
- ALL:
  - Consider documents as it pertains to the role of the GSR:
    - Terms of Reference
    - A Service Structure
    - Meetings, Groups & Home Groups doc pg 3
    - What is the GSA?
  - AGM held March 24 @ 4-6pm EST. Looking for new board members.
    - It is a 2 yr commitment
    - Please consult the “What is the GSA?” and “GSA board member” documents on the website for more information
  - 2018 Conference Early Bird price ending soon- information posted on website under “Events” tab

6. Amy: TO DO from last meeting

- a. Tera - Done - she will be joining us
- b. Inform the board of the later time for overseas participants interested in attending the in AGM: The time of the meeting was scheduled to allow the local Edmonton meeting participants as well as Calgary people to be physically present at the meeting. It is difficult to meet all of the needs out there.

b. Address **Unanswered Questions (below)**

- a. Address Answered Questions

i. For Tera:

- 1. Q: ABA membership required to help update website?

A: cannot afford to pay a professional to do it. If an non-ABA member is willing to do the work for an honorarium that could be feasible. Will work with Office Manager from the GSA.

ii. For Jess:

- 1. Q: Financial questions put forth by YYC & TX?

A: See emailed document ABA/GSR/GSA Q&A



## 7. Tera- Guest Speaker:

Tera: Went over January 2018 Financial Statement:

Financial year is from Feb 1 to Jan 31

It is split into 3 Quarters

Most recent Quarter: Nov-Jan – (4th quarter)

**3rd Column** – (Quarterly Budget) – estimate of what was going to happen in that quarter

**Last Column** - That column gives a percentage to indicate what actually happened as compared to the estimate.

e.g.. Pamphlet sales were way less than estimated: total was 2% of estimate

**Revenue** Side of Sales - pretty straightforward

-Book sales – soft cover and mini book

-Pre paid and Postage - shipping and handling charges to customer

-Sales returns - very rarely happens – return of a product

-Interest Exchange Income - donations from outside Canada. in the mail (cheques and money orders) - when they get deposited they get converted and extra gets recorded as interest or exchange income

**Cost of Sales -**

-FYI: Structure of this section is based on the annual financial statement that the previous accountant had done for years. Thus with the new accountant the structure of this section in future financial statements may change.

-We track our inventory through software (Sage 50 Pro)

-As things are sold the software records how much it costs to be made. Inventory is tracked in the software. There is a difference between how much it costs to make a product and how much we sell it for. We record the income and the software also records how much it costs to produce that item.

-The production cost is recorded

-Medallion: e.g.. \$6.75 Total Production Cost for that period.

-Tokens - \$86.96

-Gifted Inventory: e.g.. Prizes at ABA retreat (production costs are recorded). Also books and pamphlets for the Public Information committee, new group packages etc.

-Postage and Shipping Expenses: Canada post, Purolator, shipping supplies (e.g.. boxes and wrapping paper)

**Gross Margin:** Revenues and Sales surplus before you take off expenses. It's the difference of what you bring in compared to the cost.

Adam: QT in the last column. Percentages are super high. Is it dependent on the quarter, in other words do the percentages change?

Tera: Sales vary quite a bit. Anything over 100% means that we sold more than we expected. Under 100% means that we received less income.

### **Expenses:**

- Amortization: Used by the accountant. Writing off a percentage of our assets every year. E.g. Laptop/printer
- Interest/Bank Charges: If we are doing a monthly payment for insurance policies there is interest. Also includes fees for the US Dollar account and the Canadian Chequing account)
- Translator: Hebrew translator did Ch 4 and we paid her for that.
- Medallion Engraving Cost: The medallions: Cost of the item engraving is the \$4.20
- Insurance: Policies: Content and Liability for the meetings in the greater Edmonton area and Directors' and Officers' Liability Insurance (covers the board in case of a Liability)
- Office: Rent is 525.00 per month. Meetings are done in the free board room.
- Office Expenses: Ink, paper, PO Box, mailing address, and annual charge for the internet security software and the accounting software.
- Pay Pal Fees: These fees will change depending on how many donations and orders we get for that month.
- Professional Legal Fees: for the Financial Statement each year
- Training: This line was added when the Office Manager took a Book Keeping Course on Accounting Software (This expense rarely used)
- Sub contract Labour: Office Manager labour costs, very occasionally the cost for the layout artist for the book,
- Telephone Utilities and Web: Cell phone bill and long distance for outside Can. (no data, unlimited minutes), Voice recording listing Edmonton area meetings (\$13.60/month (why are we paying for this?). It was being used last time Tera checked but she is going to look into it again. \$5 a month fee for business apps and monthly zoom costs. We used to use Transferbigfiles.com (for selling digital speaker sets).

FYI: If you go to the Resources tab on the website - Digital speaker sets you can now buy the MP3 files and download them on your own.

### **Questions -**

Professional and Legal Fees: Does this include an Attorney fee? -

Answer: No just an accountant. There was the idea of consulting a lawyer for unauthorized translation of Hebrew but we have not done that yet.

## **8. Chairperson's Report regarding the GSA Board Meeting: Amy**

Amy read a report from David: The board is giving Tera a 3-month paid medical leave. The board is covering the leave as are some volunteers. Based on her treatment she may be available for book keeping.

**Board meeting minutes: Amy**

Registration is open for the 2018 Conference in Fort Lauderdale Florida.

We are going to have to start raising funds for the new edition of the ABA book.

Hardcover has been suggested for the first printing. \$5000-\$10,000 will be needed to do this. E.g. Fundraising, no interest loans.

Other committees - GSO and Personnel Committee - Review was done on Tera:

Status on Israeli Group – Board has not met with them yet

Will need 5 new board members at AGM

An outside group asked if they could reprint our 20 questions (from the yellow pamphlet)

Board said yes as long as it's noted as being copyrighted

We have a new accountant who costs less.

Joan signed copyright of the book over to the GSA.

We are going to stop sending out letters by post mail and do email instead unless requested specifically. E.g. quarterly appeal letters will be sent out via email.

Question: Can we bring the printing and shipping cost down by having it printed in the US? We used to have a US distributor. Amy will ask the board about printing though. E book - once the new edition is out they will re look at an E book.

**Lit and outreach Committee meeting:** They are working on new edition of the book, they're going to up their meetings to twice a month. Everything else is being tabled. There will be new stories and updates to old stories. Not all old stories are staying.

**9. Moving the meeting:** Conclusion was to keep meeting time as is.

**10. GSR Elections:** We will have to hold elections soon – April, May or June at the latest. Each representative should think about who they would like to nominate as a chair, vice chair and secretary. Amy is eligible to be re-nominated as chair and Jessica is eligible to be re-nominated as secretary.

**11. Board members:** Can anyone be a board member? You can't be a board member if you are a GSR. There is a 1- year sobriety requirement for ABA board members.

There are people who are not ABA members who serve on the GSA board. Usually from other fellowships. Outside people give the board a perspective.

Issue:

Myra: This is an issue for her meetings as it can affect our anonymity. We need to stay true and in line with our traditions. How do we know the "outsiders" have a healthy relationship with food? Many people didn't know we had outsiders on the board.

For next meeting: Bring this issue to our groups. More research needs to be done in the meantime on what other groups do. Myra will look for that info.

Discussion points:

- Having outside people on the board.
- Does this influence our primary purpose and unity?
- Are there any criteria/guidelines for outside people coming onto the board?

**11. Next meeting time:** April 7, 2018 - 11 am EST

## **12. Prayer- 3rd step prayer**

### **TO DO:**

- Amy:
  - Ask board if we can use an American printer.
- ALL:
  - Consider the involvement of “Outsiders” as GSA board members. Do our research, bring information back to our home groups, look into what other fellowships do (Myra). We will keep this discussion going at our next meeting.

### **UNANSWERED QUESTIONS:**

- For GSA:
  - Q: What is the employment law in reference to criteria for sobriety for a paid position?
    - A: Pending- GSA is researching

### **TABLED**

- GSR Elections
- Outside members on the GSA Board
- Old Business
  
- Role of GSR Committee
  - How do we fill our role as the guiding force of the GSA?
  - What items should the GSA decide independently and what items should come to the GSR Committee?
  - How much are we as the Representatives of the Members doing to make sure our Members' voices are heard?
  - Would it be better to have the GSR involved and have some say in it prior to the GSA's making decisions that affect ABA?

#### Literature to be considered:

- Terms of Reference
- Service Structure
- Meetings, Groups & Home Groups doc pg 3

→ MOTION PASSED IN PREVIOUS MEETING TO CONSULT AA CONCEPTS for direction if current ABA documentation is lacking

e. Office Manager position

- i. Questions regarding liability issues/ employment law
- ii. Are we violating the traditions re: anonymity in talking about specific individuals people?
- iii. Possibility of switching our OM's supervisor to a local party.
- iv. Need to be supportive of OM manager. Allow the office manager to step down and refocus on sobriety
- v. Any concerns about office manager should contact supervisor directly
  - a. GSA current financial status
- i. Should GSR be consulted before financial decisions are made?

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