

General Service Association of ABA Board of Directors Meeting Agenda  
15 September 2024

Let's get host code

1. Call to order/prayer and Tradition 2. (2 minutes)

Serenity Prayer 12:03

2. Attendance (directors and visitors) - confirm quorum (1/3rd = 4 people, except 2/3rd = 7 people regarding expenditures over \$500) (2 minutes)

- **Tammie, Kathryn, Torrey, Christina and Alison, Kelly are all here from the board**
- Jessa, Keren and Amy are here too

3. Review and adopt agenda for today's meeting (2 minutes)

***ARE THERE ANY ADDITIONS TO THE AGENDA?***

4. Primary Purpose review (2 minutes) -

**STEP 12.** Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others suffering from eating disorders, and to practice these principles in all our affairs.

**TRADITION 7.** Every ABA group ought to be fully self-supporting, declining outside contributions.

5. *Board of Directors nominations and elections, if applicable. (10 minutes)- **not applicable***

6. Officers Reports

- President's Report — Kathryn (4 minutes)
- Treasurer's Report — Kelly (5 minutes)

Kelly has gone through the steps of getting signing done. She thinks it's done. She's been hooked up with a name in Edmonton. She's talked to bank about retreat 11K limit, one off e transfer, as well as insurance payment.

**Action:** Kheri should be sending bank statements to Kelly monthly. **Tammie will inquire with Kheri where the bank statements are going, and ensure Kelly is receiving them.**

Discussion that all ABA signatories should have a login. Amy is a double account signatory, and they all have their own card, and sign-ins. Kelly concurs.

**Action:** Kelly will inquire about this when talking to the bank. Set herself up as a signatory. Christina should also get a login because she's a signatory. Kelly will let the bank that a secondary signatory will be coming on.

We need two signatories, but one is not supposed to be the treasurer, it puts Kelly in a vulnerable position. Minutes do not suffice for the bank. Kathryn drafted a letter that gave all of the signatories permission, it said signatories were voted

**Action: Kelly to send the letter to Christina and Torrey to become signatories.**

What does Kelly need to move forward to obtain all financial information monthly? She would like to have Quickbooks with banking attached.

**Actions for Kelly and Kheri:**

1. **Banking must be setup in Quickbooks - it has to be reconciled, so Kelly to have this discussion with Dan the accountant**
  - a. **They don't have online access to the banking (Dan accountant), whereas this is going into quickbooks**
  - b. **Kelly to have a conversation with him**
  - c. **Kheri has access to reports, she doesn't input anything.**
2. **The reports she gets from Stripe and Paypal don't look like the month's end.**
  - a. **Stripe is used like Moneris. Its just a processor. If you want classifications of categories, they need to come from the shopping cart**
  - b. **Kelly could iron everything out from Kheri**
  - c. **to get reports done the way that it needed**
  - d. **Kelly and Kheri to discuss.**
3. **Stripe and Paypal reports need to be sent from Kheri to Kelly by the 15th or 10th (whatever is reasonable)**
  - a. **Kelly will put together an email for Kheri for categorization of income statements**
4. **The other one is for Kelly to be set up for online banking so that she can download**
  - b. **Kelly to finish the setup**
  - c. **Kelly to ensure that it's all done.**
  - d. **This will ensure we can look at bank reports/bank balance/monthly financial statements as a board**

Tammie found the last bank statement from the end of August. \$23,889.23 (must keep in mind 11K is for retreat, much of those funds have been committed to this).

- **Operations Manager's Report — Tammie (2 minutes)**

**MOTION TO ADOPT THE OFFICERS' REPORTS. DO I HAVE A SECONDER? ANYONE NOT IN FAVOUR?**

Christina motions to adopt officers' reports. No opposition.

7. GSR Committee Report — (10 minutes)

8. Standing Committee reports – **QUESTIONS ONLY**

- Self-Support Committee — (5 minutes)

Report stands. Achievements sections in the Standing Committee Reports might suffice as info for the newsletter (provided the SSC doesn't have questions for the Board).

- Literature and Outreach Committee — (5 minutes)

South Africa printing is the only big question. Everything else is the same as the report.

Christina motions to ratify the decision the executive committee made to approve the printing of the ABA book for the SA group in principle. Kathryn seconds. No opposition.

Kathryn reads the contract. Now we need to agree on the royalties. Must clarify point 8 on royalties. Is everyone happy that the first 100 copies are royalty-free (that's to recoup Martin's costs). And then once that money is recuperate royalties are 10% of the profit We can always change the contract if one party is no longer happy about the contract numbers.

We need to vote on approve contract as written. Kathryn motions. Christina seconds. All in favour. No opposition.

The following

- Retreat and Conference Committee — (5 minutes)

**Action: Kelly and Christina to contact the bank to temporarily increase the e-transfer daily limit to \$11,000.**

**Action: Amy to acquire the e-transfer email for the retreat venue.**

- Public Information Committee — (2 minutes)

Report stands.

They have two questions for the Board:

Question one: the PI committee is trying to make ABA textbook more universally available to those still suffering. Wanted to inquire about copyright and submit the ABA Book to the 'Internet Archives'.

Kathryn asks if this is the same as Libby? No, this is different from Libby. Libby is an international library. In that case, people borrow the book online via public libraries. The Internet Archives (internet and browser) can be accessed from anywhere. It's for researchers.

Jessa is willing to ask the Internet Archives 'what do you need from us' and bring it back to the board.

The PI committee is looking for permission from the Board to start asking about the Internet Archives. Amy says there might not be a copyright issue at all, as we own both books.

Alison motions to give Jessa permission into posting on the Internet Archives. If the process is issue-free, they move ahead and post it. If there are issues, the PI committee comes back and shares with the board. Chrstina seconds. No opposition.

Second question: book distribution process. Can the PI send a supply of books to help with distribution to save on costs. This would be outside of their allocated PI budget. So inquiring if they can send a cache of 5-6 books down in the US to distribute within the US, to save on shipping costs from Canada. They've done this in the UK, Alice has been hand delivering books as needed. The aim here is to be more cost effective. A single package of 5-6 books would be saving costs that way.

The PI committee is asking if the remaining bursaries donated for the retreat could be used to pay for this.

**Action:** the PI committee to determine what the cost and time difference is to send to the US (sending to Val) vs. Kheri to send from Canada.

We can't vote on it until we know what the difference in financial and time savings we're talking about.

- GSO and Personnel Committee — (5 minutes)
- Website Committee — (3 minutes)

Work in progress getting the website running more smoothly. Specifically Tammie is referring to the ABA calendar, because we have intermittent issues re: time zones and meeting times for viewers.

- *Bylaw Committee — on pause*
- *Safety Committee — on pause*
- *Group Inventory Committee — on pause*

#### 9. New Business:

1. Ratify contract to print ABA book in South Africa.
2. Tradition 7: what is considered an outside contribution apropos the website.

Tammie is outside of the fellowship, and has been volunteering her services for free for years. What are the services Tammie has donated? And what does she offer?

Tammie has been donating her time as to: troubleshooting, ensuring the software is up to date, sometimes doing random updates will break a site, she ensures nothing is broken, all is still functioning, training with Kheri and the original setup. Tammie checks for malware, makes sure the website is not hacked and makes sure it's stable, running well online.

Tammie is not being paid for consistent updates, consulting with Kheri every week if she needs clarification , troubleshooting, etc.

Tammie has set it up so that Kheri can run everything and can come to Tammie when bigger issues come up. Tammie would be a contractor.

Tammie offers ABA a service package:\$97 CAD all software updates, daily backups, if anything goes down, and 3 hours of consultation time **per month**.

Her standard rate is \$125/hr, but for long term clients and nonprofit, \$67/hr CAD

We need to vote on this.

Kathryn makes a motion that Tammie is seen as outside of the ABA fellowship and that her services for the website need to be paid for from the first of October. Kelly seconds. The floor is opened for questions.

Christina asks about differentiating between Tammie's Board services that are separate from her website services.

Normally paid services vs. volunteer services. Tammie's volunteer job was to come to the Board meetings. Tammie was planning on stepping down from the board after today's meeting, so timely.

Another question: given Tammie's workload, does she have time to take on ABA as a client? Tammie answers **issues that should go through Kheri first. And then Kheri will consult Tammie if needed.**

**What ABA needs to look at paying Tammie: \$97 package + \$67/hr plus if we exceed the three hour package.**

**Action:**

**The board needs the following from Tammie:**

- 1. A contract to ABA**
- 2. Her SOPs**
- 3. Retroactive payment sum request from ABA**
  - a. Amy suggests an honorarium**
  - b. An amount that is going to be workable for both parties**

Tammie to feel into what feels fair. She can take some time and come back to us with some ideas.

Kathryn, Kelly, Chrstina, Alison and Torrey vote. Tammie abstains.

**Action for the future: We need a new chair for the Website and Personnel Committees moving forward.**

**Separate topic:**

Is there a rule book about ABA/Board playbook to refer to? The terms of reference and bylaws help guide the committees. A 'Board manual' was made to talk about the operations of the office. More of an Office Manual. Maybe an ad hoc committee should be created to make one? (Tera started, Shahin continued). To create SOPs, MO for roles, an explanation of how the Board works, etc. The intention here would be to remove single points of failure, ie. not have the Board rely on only one or two people to keep things/meetings running smoothly.

- Jessa suggests using the retreat as a time to recruit fellows to help develop these SOPs. The newsletter committee would be happy to put that in. Having a copywriter help with this task would be great.
- We could start announcing that the Board is in need of help. The Website and Personnel Committees are in need of new chairs (to replace Tammie)
  - And we could announce help needed to develop the Board's SOPs
  - The Retreat Planning Committee can talk about how to announce this at the retreat next month

**Action: put this on the agenda for next month's Board meeting.** Almost having a flowchart, terms of reference of each committee could be updated and the board could.

### 3. Membership Survey

At the last meeting, Kathryn went through our MO of understanding. Part of the tasks the GSA is responsible for is to track the growth of the fellowship.

- We are [supposed to be] recording the number of newcomer packs that are going out to new meetings
  - Although Kheri didn't know that she was supposed to be doing that, she could start doing it, but hasn't been up until now.

ABA has been around for 30+ years, and we don't have a clear number of how many people we have in our fellowship. Maybe we have 300 active members? Kathryn feels passionately that we should be tracking and growing the fellowship, to help people in this disease.

- Kathryn consulted an AA friend and learned that every 5 years, they do a membership survey
  - ABA could do the same, asking fellows about the frequency they attend ABA meetings, length of their sobriety, if they have multiple addictions, if they have a homegroup, etc.
    - All to determine who considers themselves part of the fellowship.
  - Perhaps we could do this every 3 years? And develop a subcommittee to lead this?
  - Amy says we do have an inventory committee, and they did something quite similar. They did a fourth step on the fellowship. They asked people about their thoughts on the fellowship. Maybe we could revive this?
  - Jessa shares that they asked 30 questions. It was very encompassing. She believes she went through 300 pages and created a report. She distilled the information and performed a SWOT analysis.

**Action: Kathryn would like to see that report. To discuss this with the GSR. Asking the community what they need.**

- Christina shares that when she was liaising for the GSR, they were trying to find out about similar information
- Alison asks if this inventory survey was translated to other languages?
  - Jessa answers no, it was sent out just in english. If people requested it, they talked to them about using Google translate.
  - They sent it out via email with an attachment with the inventory.
  - Tammie pulls up info about the last inventory:
    - It was completed mid 2020
    - They had approx 107 people complete the survey.

**Action: Kathryn to send the AA questions they asked via survey. Consider what we do and don't want to include. Point of entry on the survey. For next time.**

The inventory/SWOT report should be on the website.

**Action: Kheri to send this report out to the Board. And put it on Google Drive. In our shared folder.**

10. Old Business:

N/A

11. TO BE DISCUSSED AT A LATER STAGE

1. Cost of workshop and retreat audio downloads. A lot of work goes into editing the audio. How shall we determine the cost of the downloads moving forward. Suggestion to keep the pricing structure for the workshops and retreat audio downloads the same as how it was prior to the website upgrade, i.e. for free with the option to donate. The literature committee also supports keeping this structure as it was.

**12. Next meeting date: 27 Oct 2024 - Let Kheri know about the date change for the website.**

***MOTION TO CLOSE THE MEETING.***

***Christina motions. Kelly seconds. Close with serenity prayer 2pm***