

**Families Anonymous
Minutes of the Meeting of the Board of Directors
August 21, 2021**

INTRODUCTION

1. **Call to Order:** 2:00 EDT, by Maria S, Chair
2. **Roll Call:** by Maria

<u>Name</u>	<u>WSB Role</u>	<u>Attendance</u>	<u>Monthly Report</u>
Maria S	Chair	P	W
Marcia C	Vice Chair	E	W
Cindy C	Treasurer	P	W
TBD	Secretary	NA	NA
Barbara S	BMAL	P	W
Ann P	BMAL	P	W
Bob S	BMAL	P	W
Chris Y	BMAL	E	W
Chris Z	BMAL	P	N
Greg C	BMAL	A	N
Helen L	BMAL	E	E
Jeff S	BMAL	E	W
Marc B	BMAL	LOA	LOA
Mike B	BMAL	A	N
Sara L	BMAL	A	N

Attendance Key: P=Present, A=Absent, E=Excused, LOA=Leave of Absence

Monthly Report Key: W= Submitted by deadline, L=Submitted after deadline, N=No report submitted, E=Excused for extenuating circumstances, LOA = Leave of Absence

3. Acceptance of Published Agenda:

- Cindy moved to accept the Agenda, Barbara seconded, voted on and accepted.

4. Tradition One:

- Read by Ann *“Our common welfare should come first; personal progress for the greatest number depends on unity.”*

5. Approval of July 2021 WSB Minutes:

- Bob moved to accept the July WSB Minutes, Barbara seconded, voted on and approved. Maria to distribute.

6. Chair's Report:

- Maria clarified that she sent the Survey Monkey survey for hybrid meetings to the Education Committee for a first look, not to the whole board. Donna D had questioned whether her committee was the appropriate committee to work on this; she felt that another ad hoc committee would be better suited. Maria indicated that the Education Committee would discuss this further at their next meeting.
- Maria asked someone to take on the role of Credentials Committee Chair; as Chair of the WSB, she is no longer permitted to fulfill that role. Maria and Barbara would be able to debrief whomever takes it on. Maria asked the board to think about it, and reach out to her if interested. Barbara volunteered to take this on in the meantime.
- There were no other comments or questions concerning the Chair's Report.

7. Treasurer's Report:

- Cindy provided the July monthly financial reports, as part of her monthly report.
- Cindy reported that July was an uneventful month; we are doing better than expected. Our expenses are in line year to date.
- Cindy had provided the board with a set of graphs which highlight the following:
 - We continue to hold our cash position.
 - New groups have joined.
 - The number of literature orders for the past 3 months are higher than they were last year. The average \$ amount per order is also up, indicating that groups have now begun to put in orders. During COVID, group orders had declined.
 - The *Helping* collection is now among the "Top 10" literature pieces. It was highlighted in the Serenity Messenger, which seems to have boosted its sales.
 - Overall donations are ahead of budget.
- Maria shared that the Education Ad-hoc Committee will be holding a session at the end of October and it will be highlighted in the Serenity Messenger. Ann asked that the Literature Committee be given advance notice so they can insure there is sufficient inventory. Maria indicated that Donna plans to touch base with Angel on a regular basis to ensure there are sufficient pieces at the WSO. Maria will emphasize this again at the next Education Ad-hoc Committee meeting.

STANDING COMMITTEE REPORTS

<u>Committee</u>	<u>Chair</u>
SC-1 Public Information	Jeff S
SC-2 WSO	Maria S
SC-3 Literature	Ann P
SC-4 Serenity Messenger Newsletter	Robert S
SC-5 Bylaws, Parliamentary	Barbara S
SC-6 International Groups	Helen L
SC-7 Budget Committee	Cindy C
SC-8 Sponsorship	Helen L
SC-9 Group Outreach	Marcia C
SC-10 Financial Oversight	Greg C
SC-11 Technology	Chris Y

- There were no other updates from the Committee Chairs, other than what was provided in their Board Reports.

AD-HOC COMMITTEE REPORTS

<u>Committee</u>	<u>Chair</u>
AH-1 Convention Liaison	Barbara S
AH-2 Intergroup Support & Development	TBD
AH-3 Document Review	Ann P
AH-4 Long Range Planning	Mike B
AH-5 Revenue Growth Task Force	Cindy C
AH-6 Virtual Meeting Format	Maria S

- **AH-1 Convention**
 - Ann is aware of an outside organization moving forward with a convention. Her understanding is that they have a 3-week cancellation period with the hotel, which would refund the deposit. However, they would be obligated to hold a future convention at one of that chain's hotels within the next two years. Ann will forward the name of the hotel chain to Barbara, who will follow up.
 - Barbara reported that our convention policy requires the convention host to get cancellation insurance. However, we could consider waiving it.

- Other than the information provided in the monthly Board Reports, there were no additional updates from the Ad-Hoc Committee Chairs.

UNFINISHED BUSINESS:

1. Amending the Articles of Incorporation (Bob S) - next steps

- The following language was proposed at the last meeting:
 “The specific and primary purpose of this corporation is to provide assistance to Member Groups whose objective is to help their individual members lead a wholesome life despite a relative’s or friend’s addiction to, dependence on, or use or abuse of potentially addictive substances or behaviors, and related behavioral problems.”

The Board had been asked to think about this language and share any concerns or alternative language at today’s meeting.

- Bob mentioned that he reached out to Jon S to discuss this, but has not yet heard back. He will follow up again.
- Ann is concerned that our literature is written for addiction to alcohol or drugs and related behavioral problems. It would be a huge endeavor to revise the literature. Also, the LC feels they don't have the expertise to write about addictive behaviors.
- Maria indicated that we would modify the articles if we felt these individuals could benefit from FA. Perhaps over time (e.g., decades) we could expand the literature.
- Bob feels that what we address in FA is the ripple effects of addiction on the family, not the specific underlying addictions themselves.
- Cindy agreed with the broader wording and that if needed in the future we could add to the existing literature.
- The board agreed to the following: In June at the next ABM, we will propose amending the Articles to the broader language indicated above, with a notation that there is no expectation that there would be a broad rewrite of the literature in the near future.

NEW BUSINESS:

1. MOTION TO UPDATE REGISTERED AGENT FOR THE STATE OF ILLINOIS (Cindy C)

- **Motion:** Move that the Families Anonymous World Service Board (WSB) update the registered agent of Families Anonymous to Maria S, the current chairperson.

- **Rationale:** George R was previously listed as the Families Anonymous registered agent with the State of Illinois. With his departure from the WSB, it is necessary to update the registered agent.
- **Implementation:** On approval, a resolution will be adopted by the WSB to change the registered agent for the state of Illinois to Maria S, chairperson.
- **Cost:** There will be a \$5.00 filing fee to submit the change to the State of Illinois.
- **Motion made by Cindy, seconded by Ann, voted on and approved.**

2. Status of Trademark Registration Applications (Bob S)

- Bob provided an update on the status of our pending trademark registration applications and the possibility of filing for protection abroad.
 - We filed on March 3, but the trademark office has not gotten around to examining them yet.
 - On September 3, there is a deadline for foreign filings. This means that if we file on or before that date in the EU or UK we can claim the earlier date of March 3 as having filed for protection. It would cost approximately \$1,500 to \$2,000 per mark to file. Nothing precludes us from filing in those foreign countries in the future; we would just not benefit from the earlier protection date (i.e., March 3).
- Bob added that the attorneys from McCarter & English would not do the foreign filings; we (through McCarter & English) would need to retain counsel abroad to prepare those.
- Because we're already publishing material in the UK, Italy, Spain, etc., using the FA mark and logo, Ann asked whether that use affords us any protection. Bob indicated that the UK and EU are civil law jurisdiction, meaning that traditional protections primarily flow from registration; if you register first, you have the rights. If we want to have priority rights in those countries, we would have to register.
- Maria asked if it was worthwhile reaching out to the National Service Boards (NSBs) to see if they would be interested in contributing towards the filing fees. Bob volunteered to reach out to them via email to see if they would like to pay for us to register the marks in their jurisdiction. Ann will provide Bob with the contact information for UK, Spain, Italy, and Portugal.
- Ann mentioned that all the countries that use our alphabet, also use our logo. Bob agreed that the logo may be the mark we register.
- Ann agreed to work with Bob on the email to the NSB contacts.

3. MOTION LC-1 (August 2021)

- **Motion:** The Literature Committee moves that the WSB approve the attached revision of #5011 Growing Your FA Group: A Tip List for New and Established Groups.

- **Rationale:**
 - The Literature Committee determined that this piece needed to be updated, primarily to address the new reality of virtual meetings.
 - Revision of this piece needed to be done in a timely manner because FA Portugal has requested permission to translate it.
- **Feasibility:**
 - The WSB has already had an opportunity to review and make comments on the revised piece.
 - Any comments offered by board members were considered prior to creating the attached revision.
 - This piece is available through the literature catalog only as a free download from the FA website.
 - The final PDF is attached to this motion.
- **Implementation:** Upon approval of this motion, the Literature Committee will email the approved PDF to:
 - the website manager, for uploading to the website
 - the WSO, so the piece can be printed in-house for inclusion in the New Group Pack and the Silent Auction Pack
 - FA Portugal, along with the associated Word file and our authorization to translate.
- **Motion made by Ann seconded by Barbara, voted on and approved..**

4. **MOTION LC-2 (August 2021)**

- **Motion:** The Literature Committee moves that the WSB approve the revision of #7016 *Introduction & Welcome to an FA Meeting*.
- **Rationale:**
 - The Literature Committee determined that this piece needed to be updated, primarily so as to address the new reality of virtual meetings.
 - The Literature Committee recommends changing the title of this piece from Introduction to an FA Meeting to Introduction & Welcome to an FA Meeting, with the latter being more descriptive of its contents.
 - Revision of this piece needed to be done in a timely manner because FA Portugal has requested permission to translate it.
- **Implementation:** Upon approval of this motion, the Literature Committee will:
 - email the approved PDF to the website manager for uploading to the website
 - email the approved PDF to the WSO so it can be printed in-house for inclusion in the New Group Pack and the Silent Auction Pack
 - email the approved PDF and the associated Word file to FA Portugal, along with our authorization to translate
 - revise the literature catalog to reflect the piece's new title.
- **Motion made by Ann, seconded by Cindy, voted on and approved.**

5. #8001 new Group Pack

- Ann and the LC are proposing that we make this available for groups to order (not just new groups).
- Some possibilities for how it could be ordered:
 - whenever a group chooses, or
 - during specified limited time periods, or
 - at certain intervals.
- The board did this in the past, after literature had been revised, and it worked out well.
- Ann suggested that we rename it.
- We could do a trial and see how it works.
- We currently sell the pack at just a little above cost. However, people tend to buy what they know. This would allow people to see what's available, and this could generate sales.
- Cindy liked the idea of doing it at certain intervals, at the discretion of the board. This would give us flexibility, and also allow us to adjust the price. Bob agreed.
- The Board felt that we do not need to put a mechanism in place to police the buying of this by the groups. We could always go back to Angel to see who is ordering what. Cindy felt that at the current price point (~\$55) it would not be abused.
- The Board supports the LC moving forward with this suggestion. The LC will put together a proposal.

6. Help needed for Literature Committee (LC) and International Group Committee (IGC)

- The LC has been helping the IGC with permissions to translate. The IGC needs to take ownership for this so the LC can focus on providing new literature and bringing in revenue.
- The IGC needs additional members to join the committee / help.
- Ann mentioned that it takes quite a bit of organization to keep track of these multiple pieces of literature and where they are in the whole process; Ann reviewed the various steps which are outlined in PPG-04 *FA International Policy*. Ann can share what she has done to organize this. The IGC also needs help in following up with the requesting groups to facilitate these different steps.
- Maria will follow up with Sara who had volunteered to join the IGC and help Helen. Maria will also follow up with Helen to see what kind of assistance she needs.
- Maria will reach out to the NSBs asking if any of their members would be interested in joining the board and / or joining the IGC. Ann suggested that

perhaps Bob could broach this subject when he reaches out to the NSB contacts regarding trademark registration.

TABLED ITEMS: None

CLOSING

1. Announcements and Other Items:

- Barbara asked whether the board could go back to the original 12:00 pm start time now that we no longer have someone from Australia on the board. Maria will send an email out to all board members and get their input about this.

2. Adjournment

- Motion to adjourn was made by Bob, seconded by Ann, voted on and passed (3:14 pm EDT).

3. Closed with the Serenity Prayer