

**Families Anonymous**  
**Minutes of the Meeting of the Board of Directors**  
**March 19, 2022**

**INTRODUCTION**

1. **Call to Order:** 12:01 pm 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	L
Marcia C	Vice Chair	P	W
Cindy C	Treasurer	P	W
TBD	Secretary	NA	NA
Barbara S	BMAL	P	L
Ann P	BMAL	P	W
Bob S	BMAL	P	W
Chris Y	BMAL	P	W
Chris Z	BMAL	P	N
Clive W	BMAL	P	W
Helen L	BMAL	P	L
Jeff S	BMAL	P	L
Mike B	BMAL	E	N
Sara L	BMAL	E	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:**

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

**4. Tradition One:**

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

## 5. Approval of February 2022 WSB Minutes:

- Ann moved to accept the February WSB Minutes, Cindy seconded, voted on and approved. Maria to distribute.

## 6. Chair's Report:

- Maria announced that Jan B (Neptune, NJ) has volunteered to serve as Recording Secretary and will start at the April meeting.
- Sara T (Group # 874, Annadale, VA) has sent in a nomination consent form to join the board. Maria will reach out to her to see if she'd like to start attending Board Meetings prior to the election.
- There were no comments or questions concerning the Chair's Report.

## 7. Treasurer's Report:

- Cindy provided the February monthly financial reports, as part of her monthly report.
- There was a \$2,300 net loss this month. She continues to monitor the cash closely.
- Donna D and the Education Committee have been running sessions for almost 1 year now; they have generated ~\$1K via sales and donations.
- There were no other comments or questions concerning the Treasurer's Report.

## **STANDING COMMITTEE REPORTS**

### **Committee**

SC-1 Public Information

SC-2 WSO

SC-3 Literature

SC-4 Serenity Messenger Newsletter

SC-5 Bylaws, Parliamentary

SC-6 International Groups

SC-7 Budget Committee

SC-8 Sponsorship

SC-9 Group Outreach

SC-10 Financial Oversight

SC-11 Technology

### **Chair**

Jeff S

Maria S

Ann P

Robert S

Barbara S

Helen L

Cindy C

Helen L

Marcia C

Chris Z

Chris Y

- **SC-11 Technology**
  - Chris Y reported that they had a major issue with Angel and Nicole’s email. It was linked to Outlook, not our server, and has been resolved. Nicole will prepare a summary of the findings, to help others avoid / resolve this issue in the future.
- Other than the information provided in the monthly Board Reports, there were no additional updates from the Committee Chairs.

**AD-HOC COMMITTEE REPORTS**

<b><u>Committee</u></b>	<b><u>Chair</u></b>
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 Education	Marcia C

- **AH-1 Convention Liaison**
  - Barbara thanked Cindy and her husband Greg for volunteering to chair the virtual convention this year. They previously chaired the Atlanta convention, and along with their group did a wonderful job.

**UNFINISHED BUSINESS:** None

**TABLED ITEMS:**

**1. Discussion: Proposed changes to By-Laws and Articles of Incorporation (A of I)**

- Ann had updated the proposed wording, based on a suggestion from Chris Y, and provided that to the WSB via email for their consideration (see Attachment A).
- After discussion, it was agreed to move forward with the wording as outlined in Attachment A, with an **additional** change to the following section (*i.e.*, removal of the word “addiction”; removal of “,” after substance use disorder):

**Article II – Purpose – Section 4:** To provide a common point of contact for public agencies and other community programs in dealing with the family disease of ~~addiction,~~ **substance use**

**disorder** and related behavioral problems ~~**or-related and disorders**~~; and to give comfort to the families and friends of individuals with a current, suspected, or former **substance use disorder**. ~~addiction problem.~~

- **Motion to approve the wording to the By-Laws and A of I, as amended at this meeting, was made by Bob, seconded by Barbara, voted on and approved.**
- Marcia asked if we would be changing the wording in in our literature as it is updated. Ann indicated that some of it would be amenable to changing; for some we will still use the word “addiction.” Addiction falls under the umbrella of substance use disorder. However, Ann added that we will no longer refer to someone with the labels of “addict” or “drug abuser.” Instead, they will use the term “addicted loved one,” or “person who is abusing drugs.”
  - Bob suggested that, in our rationale, we mention that the wording in the By Laws and A of I is an umbrella statement of all that we do, and that changes in the wording of those documents, would not require wholesale revisions in our literature.
  - Jeff mentioned that in groups he attends, they use the term “someone in long term recovery;” it doesn’t mean that they are sober, clean, working a program, not working a program, etc. It’s a generic term.
- Maria will work with Ann and Bob on providing the approved wording and accompanying rationale for the ballot. They will share it with the rest of the board when ready.

## **NEW BUSINESS:**

### **1. Vendor contract for website design and support for the World Service Office and our website**

- Cindy mentioned that the impetus for this project was due to dissatisfaction with our current vendor, and the vendor’s requirement for a retainer of \$4,800 per year to do additional work. Chris added that currently, we are relying on Nicole to make any changes to the website. We have also repeatedly reached out to the fellowship for volunteers, but have not been able to find anyone with the appropriate skill set.
- Chris Y and Mike each identified an additional vendor. Cindy prepared a comparison sheet to summarize the the 3 vendors (see Attachment B). She had included this with her board report, and reviewed it at the meeting.
- As a result of their analysis, they are recommending we move forward with **bpnWebTech**, Option 1. A copy of the contract was provided to the board.
  - They are offering a service that is scaled to our size.
  - They are the most cost effective option.

- We would be working directly with the owner of the company (not staff or interns).
- They are flexible, and willing to train Nicole so that we will be less reliant on outside help in the future.
- They have licensing to certain products, such as a donation app, which we would not have to pay for separately as long as we are contracted with them. This would save us an additional \$200 to \$300 per year.
- Marcia asked whether anyone has been able to check out the quality of their work. Chris indicated that we had given the vendor access to the website so that he could provide an assessment. The assessment he provided was competent and quick. Chris agreed to follow up and ask for references. Marcia suggested we also take a look at other websites the vendor has done. Cindy added that our contract is month-to-month, so that we have the ability to cancel if we are unhappy with the services and re-evaluate. Chris added that by allowing them to do some work, we would be able to assess the quality of their work first hand.
- Barbara expressed concern since it took a long time for the existing website to be done. Chris clarified that although the new vendor could host the website, the plan is to have MaxxPotential continue to host it. The hosting contract with MaxxPotential is due to be renewed in May/June. The contracted work with bpnWebTech is a separate activity; it would be for improvements / changes to the existing website. There is no risk of losing the website; it is backed-up.
- Cindy added that bpnWebTech is offering to host the website at no extra charge; if we should later decide to allow them to do so, we would save ~\$250/year (what we pay MaxxPotential). Before making that decision (regarding hosting), we agreed that we would need to have a better understanding of our risk and exposure.
- Bob asked about the contractual timeframe for cancellation. Cindy indicated that we can cancel at any time; there is no specific timeframe in the contract. Bob asked, based on the tasks to be performed, if it would be better for us to have a 30-day notice provision in the contract. Chris will follow up and ask for this to be added to the contract. Bob will help him with the wording. (Note: we may need to consider a longer notice provision for certain tasks, if we later decide to allow them to host the website.)
- Marcia asked if we are going to update our graphics and the look of the website. Chris indicated that updating our plug-ins would be our first priority, including making donations easier. Once those are done, we could look at having other improvements made.
- Ann asked whether the searching capabilities would be improved, making it easier for people to find our literature and free downloads. Chris said this is

something we could ask the vendor to do. The contract allows for 2 hours of additional work per month (i.e. adding content, editing, troubleshooting); we can add more time at \$35 per hour.

- Maria asked whether bpnWebTech employs other individuals. Chris indicated that they bring in expertise if needed (eg., for more complicated coding).
- **Motion:** Move that the WSB authorize a contract with bpnWebTech (Option #1) for website design, and support for the World Service Office and our website, with a provision for a 30 day notice of cancellation.
- **Rationale:** Our current vendor has increased rates and now requires an annual contract with a retainer. Competitive research has identified an alternate vendor who is significantly more cost effective and appears to offer services that better match our needs.
- **Implementation:** On approval, the WSB Chair will sign necessary documents to begin working with bpnWebTech as described in Option #1 of the Website Vendor Comparison (Attachment B; copy provided by Cindy to board members prior to meeting).
- **Motion made by Chris, seconded by Cindy, voted on and approved.**

## 2. **MOTION LC-1 (March 2022)**

- **Motion:** The Literature Committee moves that the WSB approve the revision of #1012 *No More Expectations*, copy provided to the board.
- **Rationale:**
  - The Literature Committee determined that revision of this piece was required.
  - Inventory of this piece was low, and this revision was undertaken in a timely manner.
- **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.
  - The final PDF was provided to the board.
- **Implementation:**
  - The Literature Committee will proof and polish this piece, as appropriate, before sending it to the printer.
  - The Literature Committee will ask for the treasurer for a purchase order, send a press-quality PDF to the printer, and monitor the production of this job.
- **Motion made by Ann, seconded by Bob, voted on and approved.**

## **CLOSING**

### **1. Announcements and Other Items:**

- Ann asked if we currently have a way to inform family members if an “in memoriam” gift was made by an individual or a group.
  - Although these are listed in the Serenity Messenger, the family member may not see it if they are no longer active in FA.
  - Barbara suggested that the donor could ask Angel to inform the family member; the donor would have to provide contact information.
  - Chris Z mentioned that their group receives an invoice, acknowledging their group donations.
  - Marcia suggested that we add a line under the in memoriam donation section of the website, indicating that if you would like the family to be notified, please contact the WSO.
  - Cindy will consider Marcia’s suggestion and also see if there is a more effective way to do this as we make website enhancements.
- The Greece Intergroup plans to meet tomorrow and complete the handover to the new board. That meeting had been delayed due to the emergence of the new variant of COVID. She will reach out to the WSB if our support is needed.
- Clive will meet separately with Cindy and Barbara and share experience / lessons learned from the UK virtual convention.

## **2. Adjournment**

- Motion to adjourn was made by Barbara, seconded by Marcia, voted on and passed (1:16 pm EDT).

## **3. Closed with the Serenity Prayer**

## Attachment A

The current (official) bylaws are shown in regular font.

Our proposed changes are shown **boldfaced and underscored**. You'll see that "~~or related~~" is shown with a strikeout; this is because at our meeting we decided to delete the second "related" and change the "or" to "and."

Article II – Purpose – Section 1: The specific and primary purpose of this corporation is to provide assistance to Member Groups whose objective is to help their individual members lead wholesome lives despite a relative's or friend's **substance use disorder and related behavioral problems or related and disorders**. ~~substance abuse or addiction to drugs, alcohol or other substances, behaviors, or activities.~~

Article II – Purpose – Section 4: To provide a common point of contact for public agencies and other community programs in dealing with the family disease of addiction, **substance use disorder**, and related behavioral problems ~~or related and disorders~~; and to give comfort to the families and friends of individuals with a current, suspected, or former **substance use disorder**. ~~addiction problem.~~

Article III – Membership – Section 1: Individual membership in the fellowship is open to anyone whose life has been affected by a relative's or friend's ~~addiction or substance abuse~~ **substance use disorder** and related behavioral problems ~~or related and disorders~~. Any concerned individual is encouraged to attend our meetings, even if there is only a suspicion of a problem.

Article IV – Guiding Principles – Section 1: Families Anonymous Twelve Steps shall be the guiding philosophy for individual members and member groups of the FA fellowship in learning to live a better life in the adversity of a relative's or friend's ~~addiction or substance abuse~~ **substance use disorder** and related behavioral problems ~~or related and disorders~~.



# Attachment B

**Families Anonymous  
Comparison of Website Design/Support Vendors**

	bprWebTech	Cybervise Ltd	MaxxPotential
Website:	bprwebtech.com	cybervise.com	maxxpotential.com
Our Contact:	Brian Newhall Owner/Developer	Staff	Apprentice/Intern
Telephone:	856-520-1286	513-510-4962	Website form only - no phone number provided
Services: On-Going Management/ Maintenance	<p><b>Option #1</b></p> <p><b>\$50/month</b> <b>\$600 annually</b></p> <ul style="list-style-type: none"> <li>- keep updates current</li> <li>- security scans</li> <li>- uptime monitoring</li> <li>- 2 hrs/month additional website support for day-to-day tasks like:               <ul style="list-style-type: none"> <li>- adding content</li> <li>- edits</li> <li>- troubleshooting</li> </ul> </li> </ul>	<p><b>Option #3</b></p> <p><b>Starting at \$220/month</b> <b>\$2,640 annually</b></p> <ul style="list-style-type: none"> <li>- WordPress weekly maintenance</li> <li>- security monitoring</li> <li>- basic malware removal</li> <li>- monitoring errors and outages</li> <li>- firewall protection - security extras</li> <li>- weekly cloud backups</li> <li>- 2 hours additional website support</li> </ul>	<p><b>Option #5</b></p> <p><b>\$400/month</b> <b>\$4,800 annually</b></p> <ul style="list-style-type: none"> <li>- 10 hours of support</li> </ul> <p><i>Current experience with this vendor has been disappointing</i></p>
	<p><b>\$35/hour for projects that exceed the 2 hours included each month</b></p> <ul style="list-style-type: none"> <li>- adding features (i.e., donations)</li> <li>- major changes</li> </ul>	<p><b>Option #4</b></p> <p><b>Starting at \$420/month</b> <b>\$5,040 annually</b></p> <ul style="list-style-type: none"> <li>- WordPress weekly maintenance</li> <li>- complete malware removal</li> <li>- troubleshooting errors and outages</li> <li>- firewall protection - security extras</li> <li>- weekly cloud backups</li> <li>- 4 hours additional website support</li> <li>- access to online portal</li> <li>- bundle multiple websites</li> <li>- single point of contact</li> <li>- monthly check-in meeting</li> </ul>	<p>Require \$4,800 annual contract before any special projects may be considered</p>
	<p><b>\$35/hour for projects</b></p> <ul style="list-style-type: none"> <li>- day-to-day tasks like adding content, edits, and troubleshooting</li> <li>- adding features (i.e., donations)</li> <li>- major changes</li> </ul>	<p>Upgrades available for additional support</p>	<p>Hosting</p> <ul style="list-style-type: none"> <li>- additional \$250/year</li> </ul>
	<p><b>Hosting</b></p> <ul style="list-style-type: none"> <li>- included in pricing above</li> <li>- preferred, but not required</li> <li>- allows for correction of any hosting issues</li> <li>- includes premium apps at no cost (i.e., save \$350/yr for GiveWP donations app)</li> </ul>		
	<p><b>Breakeven Point</b> between Option #1 and #2 is 10.3 hours of work/year (or 52 minutes per month)</p>		

## Attachment B (cont'd)

Families Anonymous Comparison of Website Design/Support Vendors					
		<b>RECOMMENDED OPTION</b>	bpmWebTech	Cybervise Ltd	MaxxPotential
Specific Short-Term Projects	<p><b>\$40/hour</b>                      Example:                      - bring all of our updates current and review plug-ins with Site Admin (Nicole) to verify what works or what improvements may be needed (estimated at 1-2 hours or \$40-\$80)</p>	(same as Option #1)			
Coaching	<p><b>\$25/hour</b>                      - video screen share to guide DMC (Nicole) or others through tasks                      - good option to learn to maintain things ourselves</p>	(same as Option #1)			
Site Re-Design	<p><b>\$600 - \$1,000</b>                      Based on extent of customization needed</p>	(same as Option #1)			