

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

INTRODUCTION

- 1. Call to Order:** 12:00 pm EDT, by Maria S, Chair
- 2. Roll Call:** by Jan B, Recording Secretary

<u>Name</u>	<u>WSB Role</u>	<u>Attendance</u>	<u>Monthly Report</u>
Maria S	Chair	P	W
Marcia C	Vice Chair	P	W
Cindy C	Treasurer	P	W
Jan B	Secretary	P	W
Barbara S	BMAL	P	N
Ann P	BMAL	P	W
Bob S	BMAL	P	W
Chris Y	BMAL	P	W
Chris Z	BMAL	P	W
Clive W	BMAL	A	W
Helen L	BMAL	P	W
Jeff S	BMAL	P	W
Mike B	BMAL	P	N
Sarah T	BMAL	P	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, Ann 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 October 2022 WSB Minutes:

- Jan moved to accept the October WSB Minutes, Bob seconded, voted on and approved. Jan to distribute.

6. Chair's Report:

- There were no other comments or questions concerning the Chair's Report.

7. Treasurer's Report:

- Cindy provided the October monthly financial reports, as part of her monthly report.
- Sarah asked about the financial health of the fellowship. Cindy answered that FA is losing money each year, but with our current savings amount, FA should be able to survive for 7 more years if nothing changes. The board is actively pursuing several measures to raise awareness and grow the fellowship.
- 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
SC-12 Long Range Planning

Chair

Jeff S
Maria S
Ann P
Robert S
Barbara S
Helen L
Cindy C
Helen L
Marcia C
Chris Z
Chris Y
Mike B

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

AD-HOC COMMITTEE REPORTS

Committee

Chair

AH-1 Convention Liaison
AH-2 Intergroup Support & Development
AH-3 Document Review
AH-4 Education
AH-5 Literature Access Initiative

Barbara S
TBD
Ann P
Marcia C
Maria S

Barbara noted that she will contact Matt B. from the Chicagoland Intergroup regarding hosting next year’s virtual convention as she has not heard back from him since he expressed interest in doing so last month.

UNFINISHED BUSINESS: None

TABLED ITEMS: None

NEW BUSINESS:

1. MOTION LC-1 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *Helping* (#2003).

Rationale:

At the last board meeting, a suggestion was made to put back “to me” at the end of paragraph 6 of the *Helping* reading.

Literature Committee members have checked through our files, which go all the way back to the 1970s when the WSO was in Van Nuys, CA. The words “to me” have never appeared in the reading.

However, the LC approves of adding these words, since they (a) are implied and (b) make the meaning clearer.

Feasibility:

The board has had an opportunity to consider this change prior to approving this motion.

Implementation:

The Literature Committee will make this change in all literature in which the *Helping* reading appears.

Motion made by Ann, seconded by Mike, voted on and approved.

2. MOTION LC-2 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *Starting a New FA Group* (#8004).

Rationale: The Literature Committee determined that revision of this piece was required.

Feasibility: The board had an opportunity to review the proposed revision. Any comments offered by board members were considered prior to creating the final document.

Implementation:

Upon approval of this motion, the Literature Committee will proof and polish this piece, as appropriate, so it is ready for printing when warranted by inventory level.

Motion made by Ann, seconded by Bob, voted on and approved.

3. MOTION LC-3 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *Introduction & Welcome to an FA Meeting* (#7016).

Rationale: The Literature Committee determined that revision of this piece was required.

Feasibility: The board has had an opportunity to review the proposed revision. Any comments offered by board members were considered prior to creating the final document.

Implementation: Upon approval of this motion, the Literature Committee will proof and polish this piece, as appropriate, so it is ready for printing when warranted by inventory level.

Motion made by Ann, seconded by Chris. Y, voted on and approved.

4. MOTION LC-4 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *Fear to Faith: #2 in the Helping Series* (#2003-2).

Rationale: The Literature Committee determined that revision of this piece was required.

Feasibility:

- The board has had an opportunity to review the proposed revision.
- Any comments offered by board members were considered prior to creating the final document.

Implementation:

Upon approval of this motion, the Literature Committee will proof and polish this piece, as appropriate, so it is ready for printing when warranted by inventory level.

Motion made by Ann, seconded by Jan, voted on and approved.

5. MOTION LC-5 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *The Twelve Traditions in Action* (#5010).

Rationale: The Literature Committee determined that revision of this piece was required.

Feasibility:

- The board has had an opportunity to review the proposed revision.
- Any comments offered by board members were considered prior to creating the final document.

Implementation:

Upon approval of this motion, the Literature Committee will proof and polish this piece, as appropriate, so it is ready for printing when warranted by inventory level.

Motion made by Ann, seconded by Barbara, voted on and approved.

6. MOTION LC-6 (November 2022)

Motion: The Literature Committee moves that the WSB approve the attached revision of *A Guide for Families Struggling With Substance Use Disorder* (#1002), formerly titled *A Guide for the Family of the Drug Abuser*.

Rationale: The Literature Committee determined that revision of this piece was required.

Feasibility:

- The board has had an opportunity to review the proposed revision.
- Any comments offered by board members were considered prior to creating the final document.

Implementation:

Upon approval of this motion, the Literature Committee will proof and polish this piece, as appropriate, so it is ready for printing when warranted by inventory level.

Motion made by Ann, seconded by Barbara, voted on and approved.

7. MOTION LAI-1 (November 2022) – Purchase of an electronic publishing platform:

Motion: Move that the WSB approve the purchase of a premium subscription to ISSUU, an electronic publishing platform, to allow the LAI to move forward with development of e-material.

Rationale:

- The Literature Access Initiative (LAI) was tasked with increasing the visibility of and access to FA literature by using e-commerce and e-technology. Our literature is very good / relevant; how we deliver it could improve readership, sales, and overall revenue (eg. by saving shipping/ printing / overhead costs). More often, people seek information in an electronic format, accessible from their portable devices.
- In order to create e-material, an electronic publishing platform is needed.
- After consideration of several platforms, ISSUU was felt to be the most cost-effective and user-friendly.
- The features included in a premium subscription (compared to other levels) is provided in a table below. The premium level would allow us to:
 - create unlimited e-materials
 - publish up to 500 items on the ISSUU site without pop-up 3rd-party ads. Note: publishing materials on the ISSUU site would help with search engine optimization.
 - download the materials to the FA website and share them more broadly (eg., post them on social media platforms)

- embed videos and active links
- have a mechanism for digital sales.

Feasibility: A sample e-brochure (*Are You At Wits' End*) was created using the free level of ISSUU and shared with the WSB to show the possibilities of creating e-material using this platform.

Implementation:

- If approved, we will purchase the subscription.
- The LAI will then work with the Literature Committee on a process for development, review, and publishing of e-material.
- Our initial focus will be on materials that
 - are currently free downloads (or not generating a lot of revenue) and have awareness-focused content, or
 - Support group development.

Cost:

- Cost for a premium subscription of ISSUU is \$40 / month.
- The Treasurer had included money in this year's budget for activities related to raising awareness, which will cover this cost.



	Basic	Starter	Premium
	Free	\$19 / mo	\$40 / mo
	Get started	Get started	Get started
Published documents ?	Unlimited	Unlimited	Unlimited
Pages per upload ?	500	500	5,000
File size limits ?	100MB	100MB	500MB
Create shareable posts and stories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insert content on own website ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customizable reading experience ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove 3rd party ads ?			<input checked="" type="checkbox"/>
Detailed statistics ?			<input checked="" type="checkbox"/>
Digital sales ?			<input checked="" type="checkbox"/>
Embedded videos ?			<input checked="" type="checkbox"/>
Allow downloads			<input checked="" type="checkbox"/>
Dedicated Customer Success Manager ?			
Private sharing ?			
Unlimited API access			
	Get started	Get started	Get started

Discussion: Maria first asked if any WSB member would be willing to be a liaison between the LAI and the LC since all the members of the LC are currently feeling swamped with the revisions and updates. However, Jeff

brought up that since the work of the LAI touches more than just the LC, really involves all the board, many different committees, he thinks we need to have intentional focus on communication amongst ourselves in general. Cindy agreed and gave as an example the piece, *At Wit's End*, that she put into an electronic version, and then once it is ready, would ask LC to sign off on it. There needs to be communication about what literature is in process of being updated, what needs PI has, etc. Ann stated that the By Laws state that the board needs to approve all Literature, so that would mean electronic as well. Mike suggested that approval might be best voted on as a referendum, a yes/no vote on the different items up for approval.

Motion made by Cindy, seconded by Chris, voted on and approved.

8. Group Resources Kit (Jeff):

This is in many ways connected to the previous discussion. Jeff was looking at updating literature piece #7007, *Spread the Word about FA*. He feels that it needs more than just a rewrite, or update. It needs a whole repackaging. Jeff and Cindy will take the lead on this, use Issuu to create a Group Resources Kit that may include a combination of a few different literature pieces with the intention of growing groups and spreading the word. Again, like with the LAI discussion, the whole board will be involved on some level. To be continued.

9. Closure of Inactive Groups (Marcia):

Marcia supplied the list of inactive groups to be closed as part of her Board Report. This is a particularly long list because no groups were delisted during Covid. Mike has taken it upon himself to attend many of the virtual meetings, sometimes even three in a day. One group that he attended, is on the inactive list, which means they are active, but have not reregistered. Mike will attend that meeting again and try to persuade them to re-register. Marcia will take that group off the

closure list. Mike also suggested that some of these groups might be happy to combine with other virtual groups that meet on the same day, and so it might make sense to reach out to the groups before delisting them. This also might make sense to explore when speaking to group secretaries. Cindy will look over the list of donations and literature sales to see if any of these groups appear there, indicating they are active. Chris Z. offered to call all the NJ groups. Marcia will divide up all the rest of the groups to be closed amongst the WSB to call within the next 2 weeks. Once she has heard back from the WSB, she will go ahead with the closure.

Motion made by Marcia, seconded by Mike, voted on and approved.

10. Vignettes (Jeff and Sarah):

Board is asked to watch the vignettes shared by Jeff in his board report and then share any feedback, comments, ideas with Jeff and Sarah. The initial reactions have all been positive and everyone sees even the rough cuts as an exciting endeavor. This is raw video, not ready to share. Next effort will include structured interviews. Bob offered to help with the project.

11. Calls to Group Secretaries:

Please complete all calls, or attempts to reach secretaries, this month.

12. Year End Gift Cards for WSO Staff:

Motion made by Cindy, seconded by Marcia, voted on and approved.

CLOSING

1. Announcements and Other Items:

Sarah asked about Cindy's Giving Tuesday - Matching Funds suggestion. Cindy explained how the match works and asked if board members want to participate, to get their pledges to her by midnight. She will take care of getting the word out to the rest of the Fellowship. Thank you Cindy!!

And thank you to the whole Board for all you do. Happy Thanksgiving!

2. Adjournment

Motion to adjourn was made by Ann, seconded by Jan, voted on and passed (1:33 pm EST).

3. Closed with the Serenity Prayer