

FAA Board of Trustees (BOT) Annual Meeting Minutes
Friday, October 25, 2024 – 9-noon; 1:30-3:30 PM ET
ZOOM Virtual Meeting ID: 942 2534 7723
Password: 437767

Opening: Serenity Prayer

Call to Order – Meeting was called to order by Chuck at 908am

Establishment of a quorum – Chuck, Charlotte, Linda A., Donna (EA), Ellen, Darlene, Dorene, Phyllis, Bonnie-Jean, Anne, Laurie (afternoon session only)

Absent – Rita

Acknowledgement of Visitors – Deborah, Susan, Cynthia, Julie E., Simone, Ann W., Linda S., MaryAnn, Tmima

Reading Tradition Five (long version) – read by Darlene

Review/Approval of Minutes of September 8, 2024 - minutes accepted and approved.

Update Status of Actions Items from May 5th meeting:

- a. Motion # 1 - Email address for Committee Chairs – **Action Item** - EA/Webmaster - create email accounts for each officer and/or committee estimated completion date of September 2024. – **COMPLETED - Email addresses with instructions on how to access with be provided to incoming chairpersons; fellowship will be advised on availability via the website and through announcements**
- b. Motion#2 - Policy regarding handling inappropriate behavior at BOT Meetings – **Action Item:** Linda to submit draft to BOT members via email on (September 8th) – **COMPLETED. Submitted draft was approved unanimously by all.**

Update Status of Action Items July 14th Meeting:

- c. *January* - Previous Minutes – July 2023 and Annual Report 2023 – Letter was issued; member resigned. Board Members voted to post a statement on the website. **Action Item - EA/Webmaster** post a statement indicating due to unforeseen circumstances minutes are not available for July 2023/Annual Report 2023. **Statement pending posting.**
- d. For discussion - Procedural guidance about responsibilities, authority and accountability for serving the Board's direction and intent. **Action Item** – Issue as stated was a bit unclear. Linda A. will resubmit this item providing additional clarification of the concern at the next board meeting. **COMPLETED - See #1 below under New Business)- ADDRESSED AS NEW BUSINESS.**

- e. **Motion:** to revisit engagement with Intergroup representatives to keep each community apprised of actions that may impact FAA as a whole *Action Item – Host a fellowship wide TownHall meeting on September 29th at 3pm.* Format provided via email for review by Darlene. All board members required to attend. **COMPLETED. TownHall held. Seven BOT members/EA attended. Approximately 40-50 members attended. Event very much appreciated by fellowship with a request for additional sessions.**

Update Status of Action Items September 8th Meeting:

- a. **Motion:** create a disclaimer on the website regarding what constitutes a FAA meeting. Primarily those meetings and events registered with the office and posted as such on the website as open to all. Motion passed with all in favor. **Action Item:** Create disclaimer and submit to BOT members via email for approval prior to posting. Possibly consider consulting our attorney if needed. (*Draft previously provided via email on September 10th*) submit to legal for review prior to posting) - **Will update once response is received from attorney.**
- b. **Motion:** Propose each committee submit a written report of any committee updates seven days prior to the BOT meeting. **Action Item:** Each committee provide written report seven days prior to meeting – **Some committees completed in advance suggest continuous monitoring until all comply in timely manner.**
- c. **Motion:** Board consider providing access to virtual meetings to support our members who need visual contact with other food addicts and don't have access to face-to-face meetings. **Action Item:** Office committee will contact each intergroup to determine interest in using the accounts. **Thus far four accounts are desired** (two for VIG, one for NY/NJ, and one for OH); **Matter will be revisited to determine additional details** (*who pays, continued eligibility, what if other intergroups have expenses to host their meetings*).

Executive Assistant/Office Committee Highlights – completed sales tax exemption for NY; deposit prudent reserves into a CD again; convention committee closed Wells Fargo and utilizes PNC with two signers; continued using registration site for convention adding an email address faaconvention@faacnhelp.org; created specialized email addresses for executive board members and each committee; creation of a “meeting in a pocket/keep it handy booklet provided in each convention registration packet and will be available for sale in the faa store.

Treasurer Highlights – *Income:* Last years convention income was less than projected; donations are about \$79 more than projected; our investment yielded approximately \$2194; printed literature was \$3100 less than projected; downloaded literature is \$3700 less than projected; ***anticipated income is \$14,190 less than projected*** *Expenses* – credit card \$400 less than anticipated; insurance right on target; printed literature \$3200 more than budgeted; office supplies and expenses \$124 less than anticipated; office

rent on target – however, we only signed a one year lease and not our normal 3 year lease because they wanted to raise our rent 3% a year for the next two years; postage expenses were \$1000 less than anticipated; phone cost right on target; convention travel for EA was \$1300 less than expected; EA salary \$1200 less than expected – salary increase was declined by EA. ***Budgeted expenses \$1918 less than anticipated***

Convention Committee Highlights – 55 members registered to attend

By-laws Committee Highlights – Thirteen active committee members; major bylaws revisions – removed self-nomination; nominees required endorsement to verify previous service commitments; increased abstinence requirements; Secretary duties fined tuned to insure timely submission of minutes.

Literature Committee Highlights – Two active sub-committees – Concepts hope to provide a draft by June2025; Abstinent Times – published four newsletters (may reduce to twice yearly due to limited submissions); Historical Committee hopes to resume activities after convention; Cookbook Updates and New Meditation folded due to lack of participants.

Public Information Highlights – Developed two sub-committees; one committee develop campaigns, assets, and potential media platforms; other committee develop guidelines for PI committee. Sub-committees completed their tasks. Disagreement occurred within the two PI sub-committees. Some members wanted to operate and move forward with proposed ideas without BOT approval. Members disbanded. Meetings continued monthly but members no longer attended. PI committee needs members.

Secretary's Highlights – If workload continues with monthly meetings, recommend the Secretary duties be assigned to two board members similar to the other positions.

NOTE: The parliamentarian (Annette) and three BOT members (Ashley, MaryEllen and Jim resigned prior to the end of the year. Much thanks to them for their service.

Old Business – listed under actions items above

New Business

(from September Agenda)

1. For discussion - Procedural guidance about responsibilities, authority and accountability for serving the Board's direction and intent.

UPDATED MOTION: To adopt the following Policy on Changes to Board Direction:

Motion Rescinded

2. *MOTION 2* - Move that the information listed on the "Service Opportunities" drop-down tab under the "Members" menu on the "Committees" page be updated and revised to better reflect the role of service in abstinence and recovery and expand on service opportunities at all levels of service throughout FAA. A suggested replacement text was provided for consideration. **MOTION: Approved unanimously. Update will be posted on website.**

3. DISCUSSION ITEM - Discuss the purpose of improving the By-Laws by clarifying the functional responsibilities and duties of the Board of Trustees, while migrating policies and procedures (action that address HOW these duties are to be performed) from the By-Laws to a more dynamic "Policies and Procedures Manual" which is more responsive to evolving needs of the FAA fellowship relative to HOW the Board fulfills its responsibilities. Attachment 2 is a theoretical example for the Literature Committee portion of the By-Laws. **Action – Matter will be addressed by the By-Laws Committee during the coming year.**

4. Application for New Member – Cynthia K. (previously provided via email Sept. 23rd) – **ACTION – BOT members interviewed applicant. Unanimously approved new member. Welcome new board member Cynthia K.**

5. Election of Officers and appointment of Committee Chairs (2024-2025) –

Linda A. – Co-chair;
Treasurer – Charlotte
Secretary – Cynthia K.
By-Laws – Anne
Office Committee – Chuck
Literature – Rita*
Public Information – Darlene*

*decided via email after the meeting

Four board members resigned prior to the end of their board term – Dorene, Bonnie Jean, Phyllis and Laurie. Ellen completed her two-year term but did not extend for a second term. Much thanks for their service to the outgoing BOT members.

Next Meeting – November 17th at 7:30pm

Closed with the Serenity Prayer 4:20pm.

**Respectfully submitted,
Darlene D., Secretary**

