

## **Minutes of the LifeRing Board of Directors Meeting: April 19, 2020**

It was determined that a quorum of board members was present and the meeting was called to order by Board Co-Chair Lorraine Hull at 9:00AM PDT. Co-Chair, Dan Carrigan, was also present. The other Board Members present were: Donal Breen, Mary Beth O'Connor, Ewa Conroy, Scott Judkins and Steve Gonzales. Robert Stump, General Manager, was also present.

### **Public Comments**

Lisa Swing-Comey, Regional Representative Coordinator, was present.

### **Consent Agenda**

The February Consent Agenda was moved, seconded, and carried unanimously to accept the Consent Agenda as submitted. The P&L was moved, seconded, and carried unanimously as submitted. Robert will begin including banking statements, including checking account, savings account, and credit card statements, in each monthly Consent Agenda. The March P&L was moved, seconded, and carried unanimously to accept the March P&L as submitted.

### **Committees**

#### **Executive Committee**

Lifering has issued coronavirus guidelines. Committee will meet in the near future to draft communication re: upcoming Covid-19 guidelines.

#### **Local and Online Meeting Support Committee -**

(Donal B., Dan C., Scott J., Lisa S-C)

Many meetings are now being held online; unclear how many meetings will resume on FTF basis eventually. Discussion re: challenges of reaching certain convenors in order to establish how many meetings are actually ongoing in order to keep meeting information up-to-date on the website. Lisa is planning to begin visiting some of the online meetings; great opportunity to meet convenors that she has known for years.

#### **Finance Committee - (Robert, Mary Beth, Donal)**

The committee has created and submitted, for the first time ever, written Financial Procedures for Board review and approval. Board members have reviewed the document and are all in agreement. Motion made to approve the written Financial Policies. Motion seconded and carried unanimously to approve the written Financial Policies as submitted.

#### **Marketing Committee - Steve, Scott, Lorraine, Dave**

No new updates.

#### **Communications Committee**

Dan, Ewa, Robert, Monica, Lisa

Committee has met a couple of times to work on planning for Convenor Workshops on the Saturday before the Annual Congress. An email has gone out to Convenor email list requesting input for topics for the workshops and/or willingness to lead one of the workshops. There has been no feedback as of this time.

#### **Board Retreat**

The Board met on March 8, 2020 in order to discuss strategic planning as well as conducting a SWOT analysis. The discussion occurred pre-pandemic and was FTF meeting oriented; however, it did lay the foundation for strategic planning going forward.

#### **Digital Marketing Content to Post on Instagram and Other Social Media Sites:**

Garrett N. has sent out a few emails requesting Convenor input for content but has not received any feedback, so no new updates.

## **New Business**

### **Board Elections Committee/Annual Congress**

(Scott is Voter Registrar with assistance of Robert and Ewa)

### **Plans for 2020 Annual Congress/Convenor Workshops**

Discussion re: topics for Workshops which will run for 90 minutes: either three segments with two breaks or two sessions with one break. One of the workshops may discuss topics such as running online meetings, distinguishing between Closed and Open meetings, and addressing fears about internet security. Other topics could include resources for filler material when meetings 'go silent'; self-care during a pandemic, effects of isolation and loss of routine on sobriety. The second segment could be question-and-answer session followed by discussion re: the future of LifeRing.

### **SBA Paycheck Protection Program**

Robert went to fill out the form for PPP but "no more funds available"; filled out application and if Congress passes more legislation for relief funds then monies may be available in future.

Robert also filled out application for \$10K SBA Disaster Loan Assistance.

### **Open Board Seat**

Urgent need remains to identify two potential new Board members. Dan and Lorraine will send out email requesting that interested individuals come forward. Robert is currently organizing delegates for the Congress. The By-Laws changes have to be approved by Board in order to be posted on the website in time for the election; the by-law changes will be approved via email and will then be posted on the website.

### **Grants**

No new updates.

### **Adjournment**

Motion was made to adjourn. Motion was seconded and carried unanimously to adjourn.

Submitted by Ewa Conroy

*LifeRing Board Secretary*

*May 8, 2020*