

Minutes of the LifeRing Board of Directors Meeting: December 13, 2020

Call to Order

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 9:04am PDT. Other Board Members present were: Dan Carrigan (Board Co-Chair), Steve Gonzales, Jocelyn Harnois, Jamie Itterman, and Mary Beth O'Connor.

Non-board members in attendance included: Robert Stump, Executive Director; Melissa, Sue, Michele were all visiting as members of various committees.

Public Comment

No public comments.

Consent agenda

The November Consent Agenda package, including the Minutes and Profit and Loss Reports were moved (Dan motioned to approve, Mary Beth seconded) and carried unanimously.

Committee Reports

Executive Committee (Dan and Lorraine)

No report.

Finance Committee (Treasurer position vacant, Mary Beth member)

Mary Beth stressed the importance of appointing a new Treasurer as soon as possible. She agreed to be Acting Treasurer for now to cover basic duties like routine review of our financials, but cannot commit to things like policy development. Lorraine nominated Mary Beth to be Acting Treasurer, Dan seconded the motion and it was carried unanimously.

Marketing Committee (Lorraine)

It was decided that instead of going the route of having a contest during our holiday fundraising campaign, the idea to do a matching fund came up instead. There may be an anonymous donor providing the matching fund; otherwise, the idea is that Board members will put up matching funds through their own donations. A message will go out in the near future to our fundraising list letting people know about the matching fund.

Melissa mentioned that on Giving Tuesday she did a personal fundraiser for LifeRing on Facebook and it worked well.

Communications Committee (vacant)

Mary Beth reported that she gave a Zoom presentation to a rehab facility in Minnesota. Over 40 people attended.

Robert is doing a presentation to the Lighthouse organization, which is a group of recovery treatment centres across the U.S.

Meetings Committee (Robert, Lisa and Jocelyn)

Update submitted by Lisa via email: Continuing to work with potential new convenors who want to start in-person meetings when possible. Some are starting (or considering starting) online meetings in the interim.

There was an interactive exchange on convenors' email group about liver transplant clients and meeting their needs. Sue is going to take on convening a meeting to meet this need and Melissa would also like to help with the initiative. Steve offered to help orient them to using Zoom for LifeRing meetings.

The subject of substitute convenors for online meetings was raised. It was agreed there should be a better communicated process for convenors to seek out subs when needed. Robert will raise this with convenors at their monthly meeting.

Old Business

Feedback on Quarterly Convenor Training (Dan, Jamie)

Quarterly training went well, with more in attendance than anticipated. Feedback received was overall very positive.

One piece of feedback was that there was too much content for the amount of time allotted. It was agreed that in future we should have less topics but keep it interactive.

We need to start working on next quarter's training. Possible topics could be how to train back-ups so there are convenors ready to fill-in when regular convenors are not available. Setting up new convenors with experienced ones as mentors came up as an idea.

A question was also asked about recording training so people can watch it later. Lorraine noted this is a topic that has come up before but is too involved to discuss today. Deferred to another time.

Ongoing Search to Fill Open Board Seats (Everyone)

Donal Breen submitted his resignation to the board for personal reasons, meaning there are now 3 vacant seats to be filled.

Lorraine asked BOD members to think of people who may be able to commit to this type of work and also suggested bringing it up at the monthly convenors' meeting. Robert will send description of what's required of Board members to the BOD.

Update on Inclusivity Language for Women's Meetings (Lisa and Lorraine)

Deferred to next meeting.

New Business

Discussion re Structure of Marketing, Communications, Fundraising, and Social Media Functions (Everyone)

Lorraine noted that we have gone back and forth over the last few years having Marketing & Communications as merged versus separate committees. Most recently it was separate as it was found to be too big being merged. At present, out of necessity it has been informally merged into “MarCom” since the chair position for Communications is vacant.

Discussion was had about how best to structure committees. The idea of separating Fundraising out as its own committee was raised since it’s a related but separate thing from Marketing. It was agreed that ideally all 3 (Marketing, Communications and Fundraising) would be separate committees but that we may not have the bandwidth to make this possible right now – possibly with more volunteers for committees it would be feasible.

Michele, in the context of a possible permanent Volunteer Committee, created a draft document with proposed ideas for committee structure and scope. This was shared with the group.

Pop-Up Committees

Volunteer Pop-Up Committee (Lisa sent email update)

Update submitted by Lisa via email:

- The committee has met once and I had to cancel a scheduled meeting this week.
- Focus has been on making volunteer opportunities more visible, approachable and attractive. Committee members have made active contributions - there are lots of great ideas!
 - new volunteer page on website
 - reworking of volunteering form on the website
- I agreed to be the BOD liaison for this committee and will continue through the February BOD meeting.
 - I think increasing volunteerism is important but my LifeRing plate is full.
- There has been a suggestion that a permanent volunteer committee be created
 - One major consideration is whether we have someone who can actively chair a new committee
 - If we are going to form a new committee, maybe broadening to a membership engagement committee would be better.
 - this would include volunteerism
 - engagement precedes volunteerism

Michele and Melissa reported that the volunteer survey has been updated and condensed. The final version will not be a Google form, but a good draft version now exists.

Adjournment to Executive Session

Motion was made to adjourn (Dan), seconded (Jocelyn) and carried unanimously.

Submitted by Jocelyn Harnois
LifeRing Board Secretary
December 30, 2020