



LifeRing Board of Directors Meeting Minutes

Meeting date: October 9th, 2022

Call to Order & Identification of Public Attendees

The meeting was called to order at 9:01am. Directors in attendance: Lisa Swing-Corney, Casey Cannizzaro, Michael Toal, Mary Beth O'Connor, Anna Bedolla, Lorraine Hull, Rafal Klopotoski, Steve Gonzales, and Sue Betts. Officers present: Joshua McLaughlin (Secretary), Steve Gonzales (Treasurer).

Public attendees: Robert Stump, Mark Franklin, Chris Smith, Ivona S., Mark Fussell, and Kemper M.

Approval of August 2022 P&L Report | Minor change to July Minutes

Rafal moved a motion to adopt the August 2022 P&L Report, which was seconded by Lisa. The vote to adopt was unanimously approved.

Lisa informed the board that the July minutes as approved misstated the revised mission statement. Whereas the July minutes state the revised mission statement is "to provide abstinence-based secular and self-directed recovery pathways through meetings and support communities"; the word "to" is omitted. She reiterated that the correct mission statement is, "Provide abstinence-based secular and self-directed recovery pathways through meetings and support communities".

Mary Beth suggested that as the vote was informal for the acceptance of the revised mission statement, a vote should be taken to formally accept the mission statement.

The motion to adopt the new mission statement was moved by Lisa and seconded by Lorraine. The vote for adoption was unanimously approved.

September 2022 Board Meeting Minutes & P&L Report

Lisa moved a motion to approve the September 2022 meeting minutes, which was seconded by Lorraine. The vote to approve was unanimous.

Lisa moved a motion to approve the September 2022 P&L Report, which was seconded by Lorraine. The vote to approve was unanimous.

The chair recognized Mark Fussell and Ivona S. as having joined the meeting at this time.

Ongoing Business-Status Updates

Authorized Signer- Checking Account/Debit Card

Steve advised that there was no progress on this item.

Notification of Bylaws Changes to the IRS | Proposed Language

Mary Beth raised the question of whether the IRS would be provided with the complete updated by-laws, and whether a change of mission statement would necessitate a similar update to the IRS. She offered to clarify these items with the board's legal representatives, if necessary.

Steve shared that he did not believe the filing requirements formed a hard agreement to report changes; however, he offered to liaise with the board CPA and do further research on his own.

Lisa suggested that the changes did not constitute a change in the mission or purpose of the organization itself, which may be viewed differently in the scope of filing requirements.

This item was set to be re-visited in the November Board meeting.

Airdate Set for 'This is Life with Lisa Ling'

Lorraine informed the board that the airdate is set for the 18th of December 2022, at 10:00pm Eastern Time. The title of the episode is *TIL ("Today I Learned"): We Have a Drinking Problem*. She advised that though the episode will not be centered on LifeRing, LifeRing will be spotlighted.

Mary Beth informed that the show is also available on-demand.

Kemper M joined the meeting at this time.

New Business

BOD and Convenor Email Group Terms of Use

Sue opened this item, sharing that there was some discussion regarding proprietary postings, catalyzing the need to modify the terms of use. She provided the link to the proposed revisions to the Terms of Use.

Lorraine shared that she supported the moderation of emails and meetings and maintaining a safe supportive environment for participants. She noted that being able to address these issues is necessary as they speak to the core of LifeRing.

Sue clarified that though a moderator has not been appointed, the board members on the mailing list would be dealing directly with matters as they arise. She also put it to the board to decide whether a moderator should be nominated.

Robert Stump clarified that Chris, Dan, Lorraine and Lisa are all moderators on the Convenor's email list.

Lisa explained that the moderators have such powers as: shutting off a topic and requiring comments to be approved before posting.

There was no decision at this time.

Conflict of Interest Policy

Sue raised this item, noting a lack of clarity on the jurisdictional requirements of Conflict of Interest policies, though she believed LifeRing should have one.

Mary Beth recalled the presentation of Cooley, the board legal representative. She noted that it is recommended, or good practice to have a Conflict of Interest policy, though it is not necessarily mandatory to have one. She shared that the legal reps should have templates for these policies, which can be reviewed and altered as necessary. She offered to reach out to the legal reps to procure the template.

Steve raised the issue which gave rise to this item. He noted that the board discussed this at length, with a consensus that sharing projects, books or achievements is okay, so long as there is no call to action or direct promotion. It was also noted that this factor would be taken into consideration when putting together the conflict of interest policy. He further clarified that a conflict of interest policy would not constitute a by-law change, which means it can be handled by the board.

Lorraine shared that the information is on the LifeRing website. She also noted that the feedback form is also available on the website, which allows for issues such as conflicts and complaints to be brought to the attention of the board for review. This will allow for review of the issue in line with policy.

Sue noted that the website footer has been modified to ensure ease of access to policy information.

Rafal raised the question of what the process of conflict resolution entails.

Lorraine clarified that the board would review submissions in line with the applicable policy to determine if an investigation is required.

Rafal enquired as to what would constitute 'appropriate disciplinary action'. Lorraine responded that this would be proportionate to the issue raised.

Sue gave an overview of the complaint resolution process, noting stages of resolution and means of escalation.

'Meet the BOD' New Meeting Time Survey

Sue notified the BOD that the Meet the BOD donor event was cancelled due to lack of BOD response.

Lorraine suggested we schedule it after the 2022 "Season of Giving". Tabled until 2023.

In-person Meetings

Lisa opened this item, sharing the significance of in-person meetings for attendees and the overall validity of LifeRing as a recovery resource. She noted the inherent challenges to creating and maintaining physical meetings. She affirmed that the regional representatives have always strove to be available to provide meeting resources and assistance to new and existing convenors. She noted that this issue was apt to be raised in the Regional Representatives Quarterly Meeting, later in the month.

Chris shared his observations of the status of in-person meetings. He noted that local online meetings may be helpful in gradually building/ expanding in-person meetings. He added that the current closure of Kaiser facilities to outside groups has also negatively affected in-person meetings.

Sue thanked Chris for attending and for his efforts in bringing back in-person meetings in California.

Lisa shared that meetings that were in person, pre-pandemic, are now online. She informed that convenors of these meetings try to keep the local participants, providing a more of an in-person feel. Having handled the in-person meeting mailbox, she noted receiving requests for in-person meetings frequently. Though she does provide links to online meetings where appropriate, she also provides resources for in-person meetings.

Mary Beth voiced her appreciation of the current issues with re-opening in-person meetings. However, she cautioned that the current course of LifeRing meetings is leading to an online meeting focus. The loss of in-person meetings would cause issues with certain communities accessing LifeRing. She states that this would significantly interfere with growth. She further suggested that the meetings committee develop a plan about what can be done and what support can be given to encourage in-person meetings again. A focused analysis and plan would be best to resolve the issue.

Though he agreed with Mary Beth, Rafal noted that there were practical issues to re-introducing in-person meetings. He stated that it would be most practical to be supporting convenors and potential convenors that reach out.

Sue shared that there are Convenor Meetings twice a month which would provide an appropriate forum for discussing these issues.

Anna agreed with Mary Beth, noting the push for online meetings due to necessity. She stated that there have been in-person meet-ups in California which were organic and good for building in-person participation. She noted that encouraging this in other locations might encourage in-person meetings, as well as assist in identifying possible convenors and groups to form meetings.

Chris enquired as to current contact with facilities that have hosted LifeRing meetings in the past. Robert informed that institutions such as Kaiser will not be re-opening to outside groups for some time. Steve Gonzales noted the financial limitations of using local community centers as venues.

Sue thanked the Regional Representatives for their work, calling out Lisa as Frontier Regional Representative, Chris as California Regional Representative and Lorraine as assisting the Colorado Regional Representative, Kathleen Gargon. She also thanked Robert for being the Online Regional Representative.

CCAR/MPRC Florida January 9th-11th 2023 | Funding

Sue raised this item and informed that she had put together the funding request, noting the amount being applied for was US\$1,800.00.

Mary Beth explained that LifeRing does not regularly attend conferences. As we have typically attended this one, it is important to continue going. She shared the importance of attendance and the intrinsic networking value to LifeRing.

Sue noted that the funding request was submitted; however, she had not heard back from Steve as of that time. She opened the floor to discussion.

Steve confirmed that he had received and asked for information on the attendance and reach of the conference.

Lorraine shared that the conference held in May, which was Post-Covid, had around 500 attendees. She noted that CCAR has made significant contributions to peer recovery coaching, specifically in qualifying new peer recovery coaches. The conference is a source of continuing education credits for peer support professionals.

Steve enquired as to whether the funding and attendance included sponsorship.

Mary Beth shared that she did not believe we would be an advertised sponsor, though we would be able to table. She asked Lorraine to clarify if LifeRing would get a table at the event. Lorraine responded that we didn't get a table on the last occasion and that tabling may incur an extra charge.

Sue noted that she has not been in contact with administration, though she hasn't been in contact recently.

Mary Beth offered to reach out to CCAR and clarify tabling and Sue agreed to provide her with contact details for this purpose.

Steve advised that since he has seen the proposal, the matter can be brought before the board for a decision once the information he requested is provided.

DEI BOD Awareness: SCARF: A brain-based model for collaborating with and influencing others

Sue opened this item and called on Lisa to speak.

Lisa shared a PDF of the SCARF model in the Zoom room. She gave an overview of status, certainty, autonomy, relatedness and fairness as domains of society. The SCARF model suggests that these domains underpin societal interactions and are useful in understanding them.

Sue thanked Lisa for sharing and Casey, noting their contributions in bringing DEI to the board.

High-Level Review of Finances

Steve shared the current profit and loss report and delivered the high-level review of finances.

Michael raised the questions of phasing out AirTable. Robert responded that online has moved over to Google Tables, Still, as the Airtable subscription for the year has been paid, we will continue using until it's finished, with an aim to phase out Airtable altogether.

Lisa informed that in February where AirTable is paid through, there will be a reduction in Airtable users due to the move to Google Tables. This should create a credit which can be used to pay for a few more months. It is anticipated that physical meetings will be moved over to Google Tables sometime in the spring of 2023.

Michael raised the issue of website mapping. He noted that work was being done to move over to Google Mapping, which is free. This will negate the use of a subscription service for mapping.

Robert noted that the cessation of the paid mapping service would provide a cost reduction.

Steve agreed that the current course will lead to a good reduction in expenditure.

Committees and Workgroups Updates

New Social Media Manager – Bobbi C.

Lorraine happily announced that Bobbi Campbell has agreed to manage the LifeRing social media accounts again. She acted in this capacity in 2017-18. Bobbi has been actively managing Instagram, Facebook and other social media outlets for Lifering. Lorraine informed that Bobbi is also open to fielding content submissions as well.

Sue noted that the post reach is up 278% , post engagement is up 169% and new page likes is up 21%. Sue thanked Mary Beth for operating the LifeRing Facebook group when she did.

Committees and Workgroups Status Reports

Sue called in Mark to give a re-cap of the Lifering meetup on October 8th.

Mark shared that the event started around 11am and ended at around 4pm. He noted it was very well attended, with 16 people in person and 16 others joining online.

Robert mentioned a video of Kemper doing bellyflops, which Sue posted. Kemper informed that he was able to raise US\$20.00 for LifeRing through bellyflopping.

Anna Bedolla left the meeting at this time.

Adjournment of Board of Directors Meeting

Sue moved a motion to adjourn, which was seconded by Lorraine. The meeting was adjourned at 10:59am.

Public Forum

The LifeRing visitors presented various topics.

Executive Session

The board conducted a closed Executive Session. Items discussion. Items discussed:

- Trademark Renewal Fees
- Payment of Spanish Translations

Emergency Vote of Consent: October 14, 2022

Following the submission of funding request for the CCAR | MPRC, Mary Beth O'Connor has offered to cover Convention expenses over \$1,000. Per [LifeRing Bylaws Article 10.10](#), Sue Betts called a BOD general consent vote via BOD group email to approve the use of LifeRing funding in the total amount of \$1,000.00 to fund a LifeRing speaker to present and table at the [CCAR | MPRC](#) conference in Florida in January 2023.

The LifeRing Board of Directors voted unanimously to approve this one-time funding allocation via email on October 14, 2022.

*Minutes submitted by Joshua McLaughlin
LifeRing Secretary
9th of November 2022*