

# LifeRing Board of Directors

8<sup>th</sup> January 2023 Meeting Minutes

## Call to Order & Identification of Public Attendees

Meeting was called to order at 9:00am. Board Members present: Sue Betts (Chair), Mary Beth O'Connor, Lorraine Hull, Anna Bedolla, Lisa Swing-Corney. A quorum was confirmed.

Officer present: Joshua McLaughlin (Secretary), Robert Stump (Operations

Manager) Members of the public: Mark Franklin

Sue gave a quick shoutout to Mary Beth O'Connor for being in Florida and representing LifeRing at the CCAR Multiple Pathways of Recovery Conference in Florida. She also thanked the board and community members for their efforts in 2022.

The chair recognized board member Michael Toal as having joined the meeting at this time.

## Approval: December 2022 BOD Minutes

Lorraine made a motion to adopt the December 2022 BOD minutes as presented, which was seconded by Anna. The vote to adopt was unanimously approved.

The chair recognized board member and treasurer, Steve Gonzales, as having joined the meeting at this time.

## Approval: December 2022 P&L Report

Sue thanked Robert for a quick turnaround on the P&L Report. Michael made a motion to approve the December 2022 P&L Report, which was seconded by Sue. The vote to approve was unanimous.

## Ongoing Business – Status Updates

### LifeRing Conflict of Interest Policy

Sue opened this item asking if the board members were able to review the document.

The chair recognized board member Rafal Klopotoski as having joined the meeting at this

time.

Sue shared that the conflict of interest policy was presented by the board's legal counsel, and asked Mary Beth to share.

Mary Beth informed that she did not receive any questions, in line with the previous proposal for board members to review the policy and forward questions to her.

Steve shared that he was unable to view the document beforehand. However, having viewed the document, he had a few questions. He asked if questions could be tabled then, or later.

Sue offered support for deferring the item to the February meeting. There was no opposition to the deferral.

### LifeRing Privacy Policy

Sue opened this item asking if the board members were able to review the privacy policy. She thanked Mary Beth for taking the time to review the policy. She also thanked Lisa for her efforts in updating policies with the Strategic Planning Committee.

Lorraine made a motion to approve the Privacy Policy as revised, which was seconded by Michael. The vote to approve was passed unanimously.

### Authorized Signer - - Checking Account/Credit Card

Sue opened this item noting previous discussions with the Treasurer, Steve Gonzales. She recalled that in the last instance, complications were noted. Due to the complexity of the process, she suggested that in order to make the filing practical, other individuals be added as authorized signers as well. Specifically, Lorraine and Lisa would be added, with Mary Beth potentially being removed.

Mary Beth shared willingness to continue as an authorized signer, if needed. However, due to the normal number of authorized signers being three, she was also fine with being removed, if necessary.

Sue noted Mary Beth's points and asked Steve if there was any conflict with including Lisa and Lorraine as signers.

Steve inquired as to how many authorized signers would be ultimately added. Sue answered that there would be four total, which included him, Robert Lisa and Lorraine. Steve had no objections, but shared this would require a change of bank.

Robert and Sue asked why this would be necessary.

Steve informed that he confirmed via phone call with Chase that all proposed signers and previously approved signers were required to physically attend the branch processing the change. He noted that the person he spoke with may have been incorrect, though he was unable to subsequently follow up.

Sue shared that she was also unable to follow up as previously discussed. She offered to look into this item on behalf of the board

Steve offered instead to follow up with Chase in the interim, aiming to have an update by the next meeting. He did not foresee an issue with the signers proposed. He intended to clarify the process, which would inform whether a change of bank was required.

Sue thanked Steve and called on Lorraine.

Lorraine noted that Steve's points were important to consider given that the most recent minutes listed Steve as being added and Dan being removed as an authorized signer.

Steve agreed and suggested that the item be put to a vote.

Sue asked if the vote could encapsulate the addition of Lorraine and Lisa at this point, which Steve confirmed was the purpose of the vote.

Steve made a motion to allow Robert Stump, Steve Gonzales, Lisa Swing-Corney, Lorraine Hull and Sue Betts to be added as authorized signers (**"appointees"**) to the LifeRing Inc. checking account and credit card, with Mary Beth O'Connor being removed from same, and that it be authorized that any combination of the aforementioned appointees be enabled to execute such signing as a group, part of, or as individual appointees as and when it is required.

The motion was seconded by Sue and the vote to approve the appointments and removal of authorized signers was unanimously approved.

## LifeRing App Status | Encryption and Export Administration Regulations (EAR) Compliance Requirements

Sue opened this item and called on Michael and Mary Beth to provide updates.

Mary Beth shared that she was able to locate the right contact and is in the process of scheduling a time to meet with the board's legal counsel and obtain further clarification.

Sue noted that this was in line with Michael's previous concern and asked if he was comfortable with the current status on this item.

Michael was satisfied with the progress made and requested that Robert obtain a phone he could use in the United States. He will then be able to phone the EAR. He noted that phoning the EAR directly would create a two-pronged approach to resolving the issue. This

item is one of the last steps to be completed before fully publishing the app.

He shared that the personal recovery plan can be taken out of the app if necessary. He is currently working on an alternative. There will be opportunities for content contributions via Google Table which is linked to the app. The idea is to have calls to action for change and ideas of topics which have arisen in LifeRing meetings. Contributors will be allowed to select things that they actually want to change in their life. All of these options are in three tables with categories. It is in a format that any non-programmer should be able to complete. Michael would then be able to perform the necessary programming. He noted that the difficulty would arise in actually coming up with the content. He also noted that this initiative does not need to start immediately and that the app can be released without it.

Sue asked Michael if he would be putting together the content request form, how he would be announcing it and who would be invited to contribute.

Michael answered that once he has done a bit more work on the form, he would put together an email for the board and then identify who would be interested in contributing.

Sue suggested that board oversight on this item may not be necessary, noting Michael's demonstrated ability to handle these types of projects. She also expressed a desire to see the community involved in the project. She noted that the important thing was for him to find the right people. The LifeRing Convenors email list and other eGroups all have great writers. She was happy to assist however possible in identifying people who could assist.

Michael recognized the convenors as being ideal due to them facing issues day-to-day in meetings.

Anna volunteered to help as she has a technical writing background. Michael thanked her and stated he would include her in the initial email.

Lorraine shared that the LifeRing Women Empowered eGroup has great writers as well. Sue thanked Lorraine for bringing that suggestion forward.

Michael asked Lorraine if the Women's group is on an email list, to which Lorraine confirmed it is. Michael shared that suggestions could be emailed to him.

Sue advised that she just finished working on a project and had some resources she could share with him. She reiterated that there are some prolific writers on the eGroups. Michael thanked her.

In closing this item, Sue asked Michael if he had anything else to share, to which he responded no.

## New Business

## Strategic Plan Status

Sue opened this item and called on Lisa.

Lisa shared that the outward facing document has been posted. This is a broad overview of the strategic plan originating from the Director-ranked SWOT items, which have been taken on by the Strategic Planning Committee (“**the Committee**”). The Committee put together the content of the public facing document and presented it to the board for comment previously. The document has now been posted on the LifeRing website.

Lisa shared the link to the document and gave a big shout out to the Committee. She noted that the Committee will continue to meet and that the document presents an overview and not detailed plans. The Committee has been tracking projects and initiatives and how they fulfill objectives and goals. Lisa is working on an integrated dashboard that will allow for the extraction of specific data. This will help with the tracking process and data integration. She hopes to have something further to show within the coming month.

Sue thanked Lisa and Lorraine, noting that the dashboard will be an invaluable tool to LifeRing administration.

## BOD Matching Gift Results

Sue opened this item and turned it over to Lorraine.

Lorraine shared that we had six contributions from board members and officers, with the pool totaling \$3,300.00. Calls for doubling of donations on the MailChimp mailing list resulted in 13 new donations from one-time donors, 18 one-time donations from previous donors and 5 new monthly sustaining donors/donations. The request for matching was a success, with a net of \$4,976.56. She noted that we will probably be running this campaign again in this year's season of giving and opened the floor to questions.

Sue thanked Lorraine for driving this initiative and those who contributed.

## DEI BOD Awareness: Reframing Language

Sue opened this item and turned it over to Lisa.

Lisa shared that this month’s DEI awareness piece focused on reframing language we use. She noted there is a specific section dealing with substance abuse language. She encouraged board members to engage with the content.

Sue thanked Lisa for bringing this forward.

Anna asked if the DEI piece was shared with the convenors as she found it informative.

Lisa thanked Anna and shared that this is something she has been meaning to discuss with the Committee. She informed that all of the DEI pieces shared with the board have been compiled in a document, which she would like to make more widely available.

Sue thanked Lisa and Anna for raising this.

## High Level Review of Finances

Sue opened this item and turned it over to Steve Gonzales, Treasurer.

Steve shared the current P&L Forecast. He noted that 2022 was the best year LifeRing has ever had with donations. He shared that financial management from a budgeting perspective has been a bit labor intensive. However, he was happy to report that the financial health of the organization is fantastic.

Michael asked Steve to confirm whether the current figures encompass the large one-time donation recently received. Steve responded that it is recorded.

Lorraine asked Steve if there was any way to display projections, encompassing year end donations, so as to not display a running deficit. Steve assured that in his experience it is fairly common for finances to show in this way. He also added that in reports going forward, he may include one-time project expenditure.

Sue asked Steve if she was correct in her understanding that the only time a budget can be asked for is in June.

Steve responded that the budget would be done once every three months.

Sue thanked Steve and asked if specific projects could be facilitated if they exceed budget projections. Steve assured that would be fine as he is currently fielding most requests for funding.

Sue thanked Steve for sharing the high-level review of finances and bearing good news.

## Committees and Workgroups Updates

### Committees and Workgroup Status Report

Sue opened this item sharing that the status reports are offered each month to showcase what LifeRing committees are working on, successes and challenges included. She encouraged board members to look through the report.

## This is Life With Lisa Ling – Results

Sue opened this item and called on Lorraine to share.

Lorraine shared a bit of disappointment at the level of coverage given to LifeRing throughout the episode. Due to the meeting being covered in snippets, key aspects were missing. Though the snippets did not portray the meeting as a real meeting, it was in fact a real LifeRing meeting. LifeRing was mentioned approximately three times in the entire episode. Having personally attended the meeting recorded, she knew that there was good content which was not shared in the episode. Specifically, the opening statement, which speaks to the LifeRing “3-S” philosophy of Sober, Secular and Self-Directed, which also highlighted the secular aspect of LifeRing.

She went on to share a spreadsheet which tracked various metrics for LifeRing engagement around the airdate. LifeRing sold 12 copies of “Recovery by Choice” and 8 copies of “Empowering Your Sober Self”. There were several one-off inquiries about in-person meetings. There was a 14.1% increase in website visits after the show.

We also received comments from people, one salient comment stated, “I no longer feel indifferent about my sobriety after watching this.”

A young woman who was in treatment and heard about the show through the episode ended up attending a few LifeRing meetings. Other feedback included people expressing a desire for the benefits of LifeRing to have been better showcased.

Lisa expanded on requests for in-person meetings, noting that there is an email address specifically for these requests, which is manned by Lisa and Chris. The requests are tracked, and emails are received sporadically.

Sue agreed, sharing that the same thing happens with phone calls.

Lisa shared that the email is not the only source of data for in-person meeting requests. This data is used to follow-up with people who have expressed interest in in-person meetings. For example, where a request for an area has been received and a meeting subsequently opens, a follow-up is sent to the original inquirer.

Robert shared that due to a technical error: searches on the in-person map were capped at 5,000 when the limit should have been 25,000. This issue has since been resolved.

Sue shared that she has been working with Lisa, Chris, Robert, Lorraine and Rafal to drive in person meetings. They have been looking into tools and resources for convenors and driving traffic to meetings, as well as encouraging convenors to take on in-person meetings. Rafal has graciously availed the Meeting and Support Committee to assist with this. All communities and committees within LifeRing have been reached out to for feedback on challenges, questions and concerns facing meetings.

Steve shared that LifeRing is absolutely in support of both face to face and online meetings.

He noted that more resources will probably be allocated toward face-to-face meetings in the coming year.

Sue reiterated that support is given to all platforms as LifeRing is a community.

Returning to the item at hand, Lorraine added that during the feedback session she was made aware that the section of the episode which showed a “Sober Bar” was found to be triggering by one person.

She closed by sharing that the action plan in the spreadsheet showed how all active members and convenors came together to prepare, and demonstrated exemplary teamwork and readiness. She thanked the board and LifeRing community at large for their efforts.

Sue thanked Lorraine and noted that this was an incredible uptick in LifeRing community activity.

Lisa gave a shout out to Chris, the California Regional Representative, noting his efforts in preparation for the episode.

### Year over year over year donation results

Sue opened this item and turned it over to Lorraine to share.

Lorraine shared the donation report which excluded expenses. She pointed out the number of donations, showing figures each month of 2022. Personal donations made through Donorbox exceeded 2021 annual donations by 71.1% YoY.

### 2022 LifeRing Winter Holiday Social Gatherings

Sue opened this item sharing that these gatherings were a huge success. She thanked everyone who volunteered for putting their time and energy into making these gatherings possible. She noted that there was great engagement in the exit survey as well, which helped with gathering feedback.

### Adjournment of Board of Directors Meeting

Sue called for a motion to adjourn the meeting. Michael moved a motion, which was seconded by Rafal. The meeting was adjourned at 10:23am.

### Public Forum



LifeRing visitors presented various topics.

*Minutes submitted by Joshua McLaughlin*

*LifeRing Secretary*

*8<sup>th</sup> of March 2023*

## Executive Session

LifeRing directors discussed funding allocation