



## **MINUTES OF BOARD MEETING**

**23 August 2018**

**8:30 pm Eastern Standard**

**Queen & Beaver**

**35 Elm St, Toronto, ON M5G 1H1, Canada**

Call To Order by the Chairman at 8:20 pm Eastern Standard

Roll Call by the Chairman

Sam E. – Chair  
Martin D. – Vice Chair  
Joy R. – Treasurer – not present  
Courtney S. – IT / Web  
Carol M. – Host Committee Chair – Toronto 2018  
Thomas B. – Outreach  
Dianne P. - Emeritus Member – not present  
Geri B. – Secretary  
Nigel S. – Newsletter

Chair's opening comments

- Remember to be guided by our unanimously approved new mission statement:  
“Our mission is to assure suffering alcoholics that they can find sobriety in Alcoholics Anonymous without having to accept anyone else’s beliefs or deny their own. Secular AA does not endorse or oppose any particular form of religion or belief system and operates in accordance with the Third Tradition of Alcoholics Anonymous: The only requirement for A.A. membership is a desire to stop drinking.”
- Adherence to AA Concepts, Traditions, Roberts Rules, AA Service Manual and our Bylaws as applicable.
- Committee process – Status reports at board meetings and set tasks to be done in committees. Board to function as oversight and hold committees responsible to the collective group conscious. Whenever possible work to be done in committee. Create opportunities to involve more of our full membership in service.
- Agenda - be prepared to table new topics if needed.

- Upcoming board meeting times (to be confirmed)
  - 24th November 2018 - Last board meeting of this board - new board members will be invited to attend
- ICSAA 2018 sessions that board may want to attend and should plan on attending:
  - Saturday 25<sup>th</sup> Aug, 10.50-10.50, About the Secular AA bylaws (Sam, Geri)
  - Sunday 26<sup>th</sup> Aug, 9:00 -10:30, Membership Meeting during ICSAA 2018
  - Sunday 26<sup>th</sup> Aug, 11:30 - 12:00, quick get together with newly elected board members at the beginning of the scheduled lunch break (11.30-12.50)

### Housekeeping

- A. Motion to approve the April 29 2018, and the special June 4 2018 Board Meeting Minutes - passed unanimously
- B. The Chair nominated Courtney S. as the “Technology Coordinator / IT Committee Chair” for an initial term to end on 31 December 2019. Subject to ratification of the IT Chair section of the new bylaws at the Membership meeting. Passed unanimously.
- C. After discussion, motion made and seconded that Geri, Joy, Martin, and Sam, board members, will be the four members filling the four, four year terms, per our new bylaws, with terms ending 31 December 2020. Passed unanimously.
- D. Hospitality Suite at AA International 2020 in Detroit - Thomas has agreed to form a Secular AA committee to coordinate and run a Secular AA Hospitality suite at the AA International 2020 Conference.

We have sent in our request to AA International 2020 for a Hospitality Suite, which would be furnished by the International Committee as part of their budget. We will know mid-2019 if our request has been accepted.

Motion that the board present a motion at the Membership Meeting – that “Secular AA has a hospitality suite at the AA International Convention in Detroit in 2020, whether furnished by the International Committee or not. That if not funded by the International Committee, the business model shall be self-supporting and therefore the Secular AA committee, coordinating with the Board Treasurer, shall be entitled to accept contributions (in line with AA’s 7th tradition) from Secular AA members and may borrow seed money, upon approval by the Board, as reasonably needed.” Discussion included concerns for the finances since we do not yet have the final accounting from the ICSAA 2018. Motion passed unanimously.

- E. Discussion on frequency of ICSAA, (annual, every 5 years, etc.) and whether to include Regional Conferences in the discussion, and whether to bring the issue to the membership at the membership meeting, which is under a limited timeframe. Decided to bring up at end of the Membership Meeting if there is time for a discussion.
- F. The Chair reported he is seeking a volunteer to act as Parliamentarian for the membership meeting who is familiar with Robert’s Rules, the Bylaws of Secular AA, and the AA Service Manual.

### Chair Reports/Updates

- A. Site Selection Committee (ICSAA 2020) - Currently we have proposals from Washington DC and Chicago. After discussion and review of the bids, the board agreed to recommend the Washington DC bid.

- B. Nominating Committee - Martin reviewed the current list of candidates, as below. Board Members are encouraged to lobby other members to consider being candidates, who will be added at the time of the Membership Meeting. Candidates will have one minute to introduce themselves.
- 1) Keith W.
  - 2) Dave S.
  - 3) John S.
  - 4) Joe C.
- C. Newsletter - Nigel reported good feedback from the membership. He will be willing to do one more to wrap up, with comments on what worked and what didn't, and a summation from the board.
- D. Treasurer's Report - Nigel reviewed Joy's reports, stating that the final accounting will be done in a month or so. There was a discussion on the fees when using PayPal, and the paying of other fees, and if there are better solutions.

As of June 23, 2018, the bank balances were:

Secular AA Operating Account	\$3,029.54
Secular AA Paypal Account	0.00
ICSAA Operating Account	\$15,197.73
ICSAA Contribution Account	\$3,737.40
ICSAA Paypal Account	\$377.79

Quarterly Financial Statements and Budgets presented for review - see Attachment 1

Motion to approve the ICSAA 2018 financials as currently shown, subject to further reporting of final accounting. Approved unanimously.

Motion to approve the Secular AA Quarterly Financial Statements. Approved unanimously.

Motion to table the Budget for Secular AA 2019/2020 to the November Board Meeting for discussion with the treasurer. Approved unanimously.

- E. 2018 ICSAA Conference – Inclusion and Diversity (Carol)
- 1) Registration – and hotel numbers - see Attachment 2  
Nigel gave a report as of this date, stating there will be changes when all the accounting is completed, but it appears there will be within a \$1000 +/- of the seed money. The Board unanimously agreed the ICSAA Committee has done a great job and supported a statement at the Membership Meeting acknowledging that the 2018 conference has financially met its goals.
  - 2) ICSAA Donations fund - after discussion, it was agreed the donations toward ICSAA would be rolled into the total numbers of registrations, which at this point is 239.
  - 3) Seventh Tradition Basket (to be passed at the Membership Meeting) - will be going to help cover the cost of the Friday evening event, which did not require a badge for attendance.

- F. IT (Courtney) - after discussion, Courtney stated he will give a brief report at the Membership Meeting, focusing on the growth of multiple websites, online meetings, multiple Facebook pages, and where we are now overall.
- G. Conference guidelines - Sam stated he has not reached out to Jerry F. as previously planned, due to his medical condition. Sam, Geri, and Martin will follow up to make a plan to move forward with the Guidelines for Guidelines.

Old Business - none

#### New Business

**Sign-In Sheets** - Carol stated she has had a request from one or two members to have a sign-in sheet at the registration desk. After discussion, it was decided to make the question "*Are members are willing to be a contact for their group?*", part of the after conference survey.

**Post Conference Survey** - Discussion that the survey is not ready to send out right after the conference. Sam or Carol will announce that members should expect a survey within a few weeks. Courtney and Thomas will work together to produce the survey using a resource which makes sense to use.

**Regional Seating** - Martin brought up a request for people to sit in regions to get to know people in their areas. It was decided we would not overtly set that up.

**ID Badges** - Carol stated that badges will ID Board and Committee members who will be available for questions. She will announce at the opening meeting.

**Extra Insurance** - Nigel asked for input about having extra insurance on the AV equipment. It was decided we were covered by the insurance we already have.

**Support for Online Expenses** - Discussion that Courtney has been funding the expenses for the online presence for Secular AA, which are around \$1000/year. Courtney will set up a billing schedule for the payment of current ongoing expenses which will be covered by Secular AA.

Motion that Secular AA will begin to pay the ongoing web hosting fees and related expenses. Passed unanimously.

**Reimburse Online Expenses** - Discussion on repaying Courtney for the money already spent. Tabled to be placed on the agenda at the November Board meeting.

**Contribution to AA** - Motion to contribute \$100 from Secular AA to GSO for 2018 as we did in 2017. Passed unanimously.

**Financial Transparency** - Motion that Secular AA should have transparency for our financial reporting, modeled after the AA website. Passed unanimously.

The meeting ended at 10:08 pm Eastern Standard Time.

## Attachment (2)

### ICSAA Financial Summary for SAA Board

Aug 23 2018 Nigel S

#### Summary

Actual registrations	231
Freebies	8 (Donations of money and registrations)
TOTAL	239

(Total theoretical income = 239 x \$124.50 = \$29,755.50)

#### Hotel contract

Paying for 230 meals

Basic cost	\$27,441.37
+ Friday Food	\$ 899.02
TOTAL	<b>\$28,340.39</b>

[Contracted food bill (no service or HST) = \$21254.43]

Hotel AV Costs	<b>\$2561.15</b>
TOTAL Hotel Bill	<b>\$30,901.54</b>
Minus room credit	-\$1,100

(320 rooms / 40) = 8 rooms at \$220 minus 3 rooms for hospitality suite = 5 room credits

**Expected Hotel bill \$29,801.54**

#### Actual cash in hand

PayPal account	\$138.84
Bank Checking account	\$16,509.90
Hotel credit account	\$15,000.00 includes \$5,000.00 seed money from Austin)
Donations Account	\$2,437.40
<b>TOTAL ASSETS</b>	<b>\$34,086.14</b>

Outgoings

Hotel Bill from above	\$29,801.54
Hospitality room food	\$200.00
Our recording AV rentals	\$800.00
Contingency	\$500.00
<b>TOTAL OUTGOINGS</b>	<b>\$31,301.54</b>

Pass on amount = **\$2784.60** Plus any reclaimable HST balance that will be available once all the bills have been reconciled.

# Attachment (1)

5:00 PM  
08/22/18  
Cash Basis

## Secular AA Balance Sheet As of June 30, 2018

	<u>Jun 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
City National Bank Las Vegas	2,982.04
<b>Total Checking/Savings</b>	<u>2,982.04</u>
<b>Other Current Assets</b>	
Hotel Deposit	4,000.00
<b>Total Other Current Assets</b>	<u>4,000.00</u>
<b>Total Current Assets</b>	6,982.04
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>6,982.04</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Restricted Funds - Websites/IT	80.00
Transfer from WAAFTIAAC	6,744.29
Unrestricted Net Assets	-422.86
Net Income	580.61
<b>Total Equity</b>	<u>6,982.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,982.04</u></u>

5:01 PM  
08/22/18  
Cash Basis

## Secular AA Profit & Loss January through June 2018

	<u>Jan - Jun 18</u>
<b>Income</b>	
Contributions to ICSSA	55.00
Contributions to SECAA	600.00
In-Kind Contributions	1,000.00
Paypal Fees	-24.39
<b>Total Income</b>	<u>1,630.61</u>
<b>Expense</b>	
Organization Costs	50.00
Websites/IT Expenses	1,000.00
<b>Total Expense</b>	<u>1,050.00</u>
<b>Net Income</b>	<u><u>580.61</u></u>

3:15 AM  
08/22/18  
Cash Basis

**ICSAA TORONTO 2018  
Balance Sheet  
As of June 30, 2018**

	Jun 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
PayPal Account	832.98
RBC Operating Acct 9075	7,885.85
RBC Savings Acct 3847	3,650.48
Total Checking/Savings	12,369.31
Other Current Assets	
Hotel Holding Account	9,875.00
Hotel Deposit	5,000.00
Total Other Current Assets	14,875.00
<b>Total Current Assets</b>	<b>27,244.31</b>
<b>TOTAL ASSETS</b>	<b>27,244.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	9,068.95
Transfer from Secular AA	5,137.69
Net Income	13,037.67
Total Equity	27,244.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,244.31</b>

3:13 AM  
08/22/18  
Cash Basis

**ICSAA TORONTO 2018  
Profit & Loss  
January through June 2018**

	Jan - Jun 18
<b>Ordinary Income/Expense</b>	
Income	
Contributions ICSAA	570.00
Registration Fees	13,759.82
Recording Fees	590.00
Paypal Fees	-579.03
Total Income	14,340.79
Expense	
Supplies	35.00
HST Taxes Paid	611.31
Processing Software	482.91
Bank Charges	37.02
Printing Expenses	136.88
Total Expense	1,303.12
<b>Net Ordinary Income</b>	<b>13,037.67</b>
<b>Net Income</b>	<b>13,037.67</b>

SECULAR AA BUDGET WORKSHEET													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Contributions	211	211	211	211	211	211	211	211	211	211	211	214	2535
Paypal Fees	-4	-4	-4	-4	-4	-4	-4	-4	-4	-4	-4	-4	-48
<b>TOTAL INCOME</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>207</b>	<b>210</b>	<b>2487</b>
Bank Charges	5	5	5	5	5	5	5	5	5	5	5	3	58
Board Insurance												678	678
GSO Contributions	100												100
Organization Costs		50											50
2018 Website Expenses	83	83	83	83	83	83	83	83	83	83	83	87	1000
<b>TOTAL INCOME</b>	<b>188</b>	<b>138</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>768</b>	<b>1886</b>
<b>NET INCOME</b>	<b>19</b>	<b>69</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>-558</b>	<b>601</b>

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