

FAA Board of Trustees (BOT) Annual Meeting Minutes
Friday, September 12, 2025 –9 AM- 12:30 ET
ZOOM Virtual Meeting ID: 973 5019 9561
Password: 459076

Link: <https://zoom.us/j/97350199561?pwd=r2iX9bBfoVVLJ86wSWwb8XR03U2GLC.1>

Morning Session: (9 AM - 12:30 PM ET, in person or virtual)

Opening: Serenity Prayer

Roll Call:

Board Members: Kelley N., Charlotte S., Chuck S., Cindy K., Linda A., Darlene D., Anne S., Donna M.

Guests: MaryAnne L., Tamima K., Deborah G., Dorene L., MaryKim B., Simone F., Sonia D.

Reading Tradition Five (long version) – read by Darlene D.

Review/Approval of Minutes of July 13, 2025 - Motioned by Chuck S. to approve minutes and seconded by Linda A. via email vote. Minutes sent to WSO for website posting on 7/27/25 are currently posted for the fellowship.

Annual Reports:

Co-Moderator - Arrived at a draft for the short form of the Concepts of Service and received updates on the By-Laws documentation. One improvement for the Board going forward is to assign a specific person and deadline for an action item when identified to ensure accountability. There have been 2-3 decisions by the Board for items to complete, however they weren't addressed due to lack of accountability.

Treasurer - Current report reviewed financial status to date of \$45,321.74 (Edward Jones - includes prudent reserve), \$1,795.89 (Checking-Operating Account), \$4,471.31 (Convention Account), \$3,000.09 (Money Market Account). A question regarding the beginning balance was presented and discussion occurred to confirm that we are consistent with previous years. Further question regarding 7th tradition contributions was presented and expressed that this is currently in the works to be able to send reports to the Intergroups regarding the breakdown of contributions.

Secretary - Apologized for missing an agenda item to be discussed later as to whether it should be addressed at this meeting or not.

Executive Assistant (EA)/Office Committee - Report sent to Board members that included the following. Assisted Board members with transitions to new positions. Submitted a request for NY state tax exemption and have many others. The Virtual Intergroup (VIG) Zoom account transition went smoothly and resulted in a 50% cost

saving for the VIG. EA needed to order almost all of the literature this year due to everything running out at the same time. Overall literature sales have been down and people tend to prefer the PDF versions. Negotiated rent for the office. EA has been contending with personal health circumstances that impacted productivity for a period, however she has been able to resume normal status. She will reduce her amount of hours in the office due to the reduced amount of necessary activities at the office recently. This will not impact updates to the website when needed.

By-laws Committee - Currently have a proposed change to the By-Laws due to reduced members on the Board. Identified areas in the By-Laws that needed to be adjusted and will continue to work on those areas such as grammar and spelling errors throughout the year. It was suggested to continue reviewing some conflicting information and to develop a separate area for policies and procedures with regard to a new service manual.

Literature Committee - (No Committee Chair) Former Chair/current committee member spoke on the main focus of effort being development of a baseline for the Concepts of Service documentation. A draft has been created and submitted to the fellowship for feedback.

Public Information - Report sent to Board members. Implemented opportunities to hear from the fellowship by hosting 2 separate Town Halls. Realigned 12-Step Volunteers to PI committee. We responded to five (5) inquiries this year. Launched a PI Campaign to Communicate with Professionals about FAA. Twenty-one members participated. Approximate cost to FAA including shipping was \$475. *Future Potential Projects:* Review the free literature available for professionals as posted on the website to see if packet can be streamlined; Assign PI Committee responsibility to oversee website content.

Convention Committee - Report provided included potential sites for convention next year. 30 people signed up for this convention, but some had dropped out for various reasons. Four people had signed up for the Saturday Only registration. Financially, the convention account is \$4,471.31, however much of this is due to donations and not including the expected revenue from the boutique and raffle. Many of the former convention souvenirs in the past have sold. There are other items left over that have not sold and discussion occurred regarding ways to address the excess items in the future.

Old Business:

- a. **Motion:** I propose that a Town Hall be held in February for the purpose of engaging in a dialog with our general membership regarding instituting a "voice of the fellowship" service process and structure for member participation through elected delegates in decisions currently taken solely by our self-appointed Trustees.

Update: This item was entered in error as it had already been addressed in July. A new agenda item will be presented in the future as needed. This item has been satisfied and will be removed from the next agenda.

- b. **Motion:** to have the BOT take action on its 3/16/25 unanimous vote to address copyright infringement within the FAA fellowship and to clarify what constitutes an FAA meeting by engaging a copyright lawyer in a timely manner to counsel the BOT in effectively resolving these issues

Update: Discussion occurred regarding the legalities of the name being utilized by the entity. They are not taking the literature and copying it, they are using the name of the fellowship with an alteration. Some concern was expressed regarding the potential impact to the FAA financial status and attendance. It was suggested to place a separate disclaimer on the website to specify addressing the FAA Global Voice and/or reaching out to them to collaborate ways to unify appropriately. Some concern about the website address name change may also have played an impact in current lack of engagement. Another concern was expressed questioning whether all meetings of any type are listed on our website. It was mentioned that there was one Virtual meeting potentially representing the FAA Global Voice on the website, however another member suggested these are not the same thing. A question was presented regarding how other entities may properly be developed and sanctioned by the fellowship. More discussion occurred regarding other entity development and its impact to the 7th tradition contribution. A motion was presented by Convention Chair to close this item with no need to secure counsel seconded by the Treasurer and will be removed from future agendas until a differently framed motion is presented. Motion was approved with 5 in favor and 2 opposed.

- c. **Motion:** I move that the Board approve posting attachment (1) on the FAA website between August 1, 2025 until August 31, 2025 in order to survey our members on their activities/involvement in Sponsorship and Service.

Update: The survey received a total of 35 responses. Most responses were individuals with substantial time in fellowship. There have been a few late submissions. A question was presented regarding where the information is going and what the purpose will be moving forward. A motion to close this item was presented by the PI Chair and seconded by the Secretary. The motion was approved unanimously. The expectation is to have a future agenda item to present the results by the current Co-Moderator once completed. This will be removed from the website and the current Literature Chair will present the report for the next agenda.

- d. **Motion:** I move that the Board concur with the Principles and draft text of the

proposed Concepts of Service Draft (6.28.25) Short Form, contained in Attachment (2) and allow the Literature Committee to proceed with developing a Long Form expansion of these Concepts.

Update: Feedback was received from 4-5 people with about 5 specific comments about the wording and simplification of the document. Some of the comments had lengthy content suggestions. Questions were presented regarding the process of deciding how to proceed with the feedback provided. The By-Laws were reviewed to express the standard process as this process has been presented to be different from the By-Laws. The By-Laws Chair motioned to defer this item to a future agenda, seconded by the Office Chair. The item will be deferred until December when the final product will be presented. All voted in favor.

- e. **Motion:** to adopt the changes made to the Bylaws (attached) regarding the small board adaptation and to further specify requirements of an oncoming board member.

Background: In the past the Board has struggled to maintain the larger Board size specified in the By-Laws and the proposed changes allow for the operation of a smaller Board.

Update: The previous meeting noted that this would be voted on, however it was erroneously absent from the original Annual Board Meeting Agenda that was submitted. The PI Chair motioned that this be postponed until it is on the agenda at the next meeting, seconded by the Convention Chair. All approved unanimously.

New Business:

Review and discuss Convention 2026 locations

- Spreadsheet attached
- Specific location information in separate downloads

Update: Discussion occurred regarding logistics of airfare, distance to shopping, transportation from airports, etc. The costs were most reasonable with the locations in Ohio, California, New York, and Tennessee. Selecting a date in October impacted the suggestion for Upstate New York based on potential weather concerns. It was noted that we have tax exempt status in Ohio and New York. The Convention Chair will contact the California, Ohio, and Tennessee locations this weekend to get more information with specific dates in October to identify the best cost. This information will be presented at the next scheduled Board meeting for final decision at that time.

Lunch Break: (12:00 PM - 1:30 PM)- Due to the expedited process of reviewing the above information, the meeting concluded around 12:30 PM, therefore there was no break for lunch or need to continue for the afternoon session.

Select Board Officers and Committee Chairs for 2025-2026

Board members eligible to continue in 2025-2026, terms will be as follows:

1. Linda 1st Year of 2nd Term
 2. Charlotte 1st Year of 2nd Term
 3. Cindy 2nd Year of 1st Term
 4. Chuck 2nd Year of 2nd Term
 5. Anne 2nd Year of 1st Term
 6. Darlene 2nd Year of 1st Term
 7. Kelley 2nd Year of 1st Term
- a. Discuss and vote for new Board Members for 2025-2026.
- Vote taken using a closed ballot
 - Nominees are appointed by a majority vote
 - **There is 1 nominee-** This person rescinded their application
- b. Selection of Officers and Committee Chairs for 2025-2026.
- Chairperson - Chuck S.
 - Secretary - Kelley N.
 - Treasurer - Charlotte S.
 - By-Laws Chair - Vacant
 - Literature Chair - Darlene D.
 - Public Information Chair - Vacant
 - Office Chair - Chuck S.
 - Convention Chair - Cindy K.
 - Parliamentarian - Vacant

NEXT MEETING: November 9, 2025 at 7:30 PM

CLOSING: Serenity Prayer

**In Service,
Cindy K. Secretary**