

Draft Board Meeting Minutes

Organization: FAA

Meeting Type: Board Meeting

Date: December 14, 2025

Format: Virtual

Opened with: Serenity Prayer

Roll Call

Present:

- Chuck (Chair – non-voting except for quorum)
- Charlotte (Treasurer)
- Cindy
- Kelly
- Donna
- Tmima (visitor)

Absent:

- Darlene (resigned)

Quorum: Confirmed (5 members present; Chuck votes only for quorum)

Approval of Minutes

- Minutes from **September 12** were previously approved via email and are posted.
- No objections raised.

Reports

Treasurer's Report (Charlotte)

- Total assets: **\$52,846**
 - Approximately **\$45,000** held with Edward Jones (CDs + money market)
 - CD matures in **January**
- Recommendation:
 - Do **not** renew CD at this time

- Move funds into money market temporarily
- Income concerns:
 - Book sales and donations are slow
 - Convention income has been low for several years
 - \$34,000 of funds designated as **prudent reserve**
- Recent donations received (not yet reflected in totals)

Office / Executive Assistant Report (Donna)

- Office operations running smoothly
- Rent increased; currently **\$500/month**, which is above current means
- Plan to look for lower-cost office space after January
- Literature sales and donations remain slow

Convention Committee Report (Kelly / Cindy)

- Convention location confirmed: **Memphis**
- Date remains **first weekend of October 2 to 4, 2026**
- Alternative venue communication was inconsistent; decision finalized
- **Theme confirmed:** “*Step Into the Rhythm of Recovery*”
- Theme already posted on “Save the Date”
- Program Committee meeting:
 - **December 20, 7:00 PM ET**
- Convention Committee meeting:
 - **December 21, 5:00 PM ET**
- Simone taking over program development
- Exploring **2027 convention locations**, including a site in Colorado

Old Business

Literature Survey

- Survey approved previously; 35 responses received
- No literature chair currently to process results
- Item will remain on agenda until someone can continue the work

Concepts of Service Draft

- Work stalled due to lack of literature chair

- Discussion held on preserving draft materials
- Decision: **Leave item on agenda** until committee leadership is restored

Bylaws – Small Board Adaptation

- Draft exists but formatting and corrections unclear
- Item **tabled until January** pending receipt of a clean, reviewable draft

New Business

1. Board Meeting Time Adjustment

- Request from Virtual Intergroup to accommodate international members
- Decision:
 - **March 8 meeting** will begin at **12:30 PM ET**
 - Trial basis to assess attendance
 - Future times to be evaluated based on participation

2. Literature Price Increase

- Postage costs have increased significantly
- Proposal:
 - Small items: increase by **\$1**
 - Larger books: increase by **\$2**
 - Green Book: increase from **\$18 to \$20**
- Effective date: **January 1**
- Approved by consensus

3. Donation Campaign

- Plan to launch donation appeal
- Incentives:
 - Coin holders
 - Can openers
 - Remaining mugs
- Donna to draft letter and circulate for feedback

4. Response to CIG (Amy's Email)

- CIG experiencing similar service shortages
- Plan:
 - Create a **website banner** advertising service opportunities
 - Centralized contact page for:

- Board positions
- Committees
- CIG roles
- Donna to draft response; Chuck to send official reply

Visitor Comments

- No comments offered

Closing

- Moment of silence for those still suffering
- Serenity Prayer
- Meeting adjourned

Post-Meeting Action Items

- Donna to:
 - Draft donation campaign letter
 - Draft response to CIG
 - Coordinate website banner with webmaster
- Cindy to post committee meeting dates
- Charlotte to prepare for January CD maturity
- Board to revisit bylaws and literature items in January
- Next meeting March 8, 12:30 to 2pm E
