

**FAA Board of Trustees (BOT) Meeting Minutes**  
**Sunday, May 5, 2024 – 7:30-9:00 PM ET**  
**ZOOM Virtual Meeting ID: 942 2534 7723 - Password: 437767**

**Opening: Serenity Prayer**

**Call to Order: Meeting was called to order by Chairperson – Rita at 733pm.**

**Establishment of a quorum:** Rita, Laurie, Charlotte, Ellen, Phyllis, Anne, Darlene, Bonnie Jean, Dorene, Chuck, Linda A., Donna ((EA – non-voting)  
Absent – Ashley (excused); MaryEllen (excused)

**Acknowledgement of Visitors -** Tmima, Linda S.

**Reading Tradition Five (long version) -** BonnieJean

**Review/Approval of Minutes of March 10, 2024** – (pending) BOT members agreed to not accept the AI notes previously issued as minutes. Instead, Chairperson Laurie will submit a notice of warning to previous secretary, Ashley, requesting submission of prior minutes for March 2024 as well as the annual board meeting minutes from September 2023; the minutes from July 2023 and any additional minutes not submitted during her tenure as BOT secretary. The letter will be sent with an anticipated due date for the minutes. There is no history within FAA of minutes not being available. Further actions as needed will be pursued if minutes are not received by the due date.

**Review/Approval of Minutes of April 7, 2024** – minutes were approved and accepted.

**Status of Actions Items from April 7<sup>th</sup> meeting:**

- a. Motion # 1 - Email address for Committee Chairs – email addresses will be created for each committee. The delay was caused by creating and implementing online registration for convention. The email accounts are estimated to be completed within 30-days (potentially June 5<sup>th</sup>)
- b. Motion#2 - Policy regarding handling inappropriate behavior at BOT Meetings – needs action officer – Linda A. has been designated as action offer. A draft policy will be created and distributed to all board members. If possible, voting for approval will occur by email. If not, we vote on approval as next regular board meeting.
- c. Motion #4 – Need second required discussion of by-laws\* - this was discussed during the By-laws committee report. See outcome below.

**Executive Assistant/Office Committee Updates -** Registration brochure is complete. We currently have six members registered. There are a few updates needed. As the incentive registration dates close, they will be removed. FAA has been approved for state tax exemption for NY. We now have tax exemption status for three states: Florida, New Jersey and New York. This may help with future convention locations.

**Treasurer Report** – The report was submitted to all BOT members prior to the meeting. A brief synopsis was given. There were no further questions. The end of year closeout will occur prior to our next regular meeting but we are on track thus far.

**Literature Committee Updates** – Committee chair provided a written report. A brief synopsis was provided at the meeting. All projects are moving forward accordingly.

**Public Information Updates** – The PI committee will focus their efforts on advertising for the annual convention

**Convention Committee Updates** – Things are going great. This is our biggest fundraising event. We are offering reduced pricing for certain periods to allow for mass participation. Let commit to making it a success.

**\*By Laws Committee – Second Discussion of Proposed Updates; Followed by a vote by the BOT on the proposed changes.** We completed the second discussion and all members present are in agreement with the current proposed changes. Per the By-laws an additional meeting is needed for voting. We will potentially submit for a special meeting in June to allow for this voting. In accordance with the By-laws, the secretary shall, as soon a practical contact each member of the Board of Trustees via e-mail providing a notice, containing a copy of such proposals and reasons for the amendments prior to the meeting.

### **Old Business/Motions Status**

*January – Establish committee to handle matters related to website - BOT members in attendance agreed to remove this requirement.*

*February – Personal contact info for BOT members posted on FAA website – Since, the FAA website available to the public, in accordance with Tradition 11, BOT members need not be known outside our fellowship. To resolve this issue for members of FAA, so we can help them, we will publicly display the email addresses for our committees. For BOT members who serve as committee members or sub-committee leads, information will be forwarded via the committee chair.*

The remaining old business as listed on the agenda will be discussed at the next regular meeting on July 14<sup>th</sup> at 730pm.

Future Meetings for planning purposes – September 8th at 730pm: Annual board meeting October 25<sup>th</sup> at 9:00 am.

Meeting adjourned at 905pm. Closed with the Serenity Prayer.

In service, **Darlene D., FAA BOT Secretary**