

BOD Minutes February 16, 2025

1. **Open meeting** with Serenity Prayer at 10:35.
2. **Readings:**
 - a. 12 Traditions – Jesse S.
 - b. 12 Concepts – Justin
 - c. Page 122 from Step Working Guide – Megan M.
3. **Roll Call:** See the chart in the minutes
4. **Welcome** new members if any
5. **Review minutes** – Acceptance
6. **Nominations and elections:**
 - a. **BOD - None**
 - b. **Spiritual Retreat - None**
 - c. **STL (see 2nd page for open positions)**
 - i. **Programming Chair - 5 years**
 1. **Dave**
 - a. **Passed**
7. **Reports:**
 - a. **BOD Chair – Paula K**

Good morning

We have been able to solve most of the banking issues. All identified signers have been added to the respective accounts for the Retreat and the convention. We are also making plans for changes in signers as needed. We have looked at the banking policy and found that we can have two administrators on the accounts. This should be the BOD chair and The Chair of the RSC. We now have 6 BOD members! Andrew continues to work as the office manager, and Peggy continues to work as the literature assistant. We still need more active BOD members to bring us up to 12. The BOD continues to review our sales pattern for the last year. We continue to look at our pricing structure and will adjust as needed to cover our expenses and ensure we are not losing money. BOD Members completed an inventory audit yesterday. The results will be forthcoming the insurance bill will be due soon. The BOD treasurer will send the invoice to the RSC treasurer as soon as we get it. As you all know, we have 6 BOD members at this time, but we should have 12. Our current BOD is doing a fabulous job. STL and Retreat liaison: we still do not have enough members to fill these positions Signing contracts: please remember that all contracts for the convention or retreat (for merch suppliers, entertainment, etc.) must be brought to the BOD during the regularly scheduled meetings for approval my phone # is 412-260-8230 Always an honor to serve Paula K

- b. **BOD Vice Chair – Vacant**

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c. STL Chair – James G.

Meeting opened with the Serenity Prayer Reading of Twelve Traditions, Twelve Concepts, Step Working Guide page 122 Present: James G, Lucy C, Dennis J, Dwayne W, Tara L, Amy L, David S, Allyson H, Maria C, Michele (Activities member)

1. Administrative

a. Quorum: The secretary asked what constitutes quorum. The quorum is $\frac{2}{3}$ of elected members.

b. role call: The Programming Vice Chair was absent due to a work emergency. The Committee decided to count this as an excused absence, and it will not count on the one Committee meeting permitted absence.

c. Open Committee positions: The Secretary will work with the Merchandise Chair (in the absence of a Graphics and Technology Chair) to create an updated flier with the STL42 logo, listing all open positions.

d. Zoom: The computer must be turned on and logged into Zoom, for BOD members to join.

e. Policy Books: The Convention Chair asks that Committee members reach out to last year's Secretary, Tammy P, to retrieve the eight bound policy books still in her possession.

f. The Convention Chair suggested a fifteen-minute sharing session for items brought before the Committee, followed by either a call to vote, or tabling until the next Committee meeting.

2. Financial

a. Credit card: The BOD instructed the Convention Chair to be the sole credit card holder, and the only individual authorized to make credit card transactions.

b. Bids: Three bids must be submitted to the BOD for each of the following: taping, photography, DJ.

1 c. Budget

i. The budget needs to be approved before making any financial transactions.

ii. The Executive Vice Chair distributed to all Subcommittee Chairs and Vice Chairs their projected, unapproved budgets.

iii. Subcommittees will meet on Sunday, February 9th. Subcommittee Chairs are to review budgets at that time. Any changes need to be sent to the Convention Chair prior to the BOD meeting on February 16th.

3. Activities

a. Funds: The first check (\$500) provided to the Subcommittee is for supplies. It is to be kept separate from money for specific activities. Activities will receive a second check, and those funds are to be used items specific to the first activity. Expenditure on supplies is to be tracked separately.

b. Boat ride

i. If we are to do a boat ride this year, it needs to be acted on quickly. A boat ride would require a policy change, which needs to go to the fellowship for a vote, for either or both of the following reasons: 1. New events, or events unused for four years; 2. Any single event over \$5K.

ii. The Activities Chair requested a poll of Committee members to see if the Committee supports the boat ride, and the Committee decided in favor of pursuing this activity.

c. Activity dates

i. The Activities Chair is to have the activity dates confirmed by next month. The Subcommittee will be diligent in avoiding conflicts with other regional activities.

d. Flier: The Subcommittee has created a draft flier to solicit ideas, and support for the Subcommittee. After some discussion, it was decided that the flier should have the STL42 logo. Activities will work with the Merchandise Chair to get the logo and present the flier for approval next month.

2 e. DJ: The Activities Chair confirmed that Mighty Man will DJ all our events for free this year. This does not apply to the convention

4. Merchandise

a. The Merchandise Chair presented some ideas she has for this year:

i. If we do a white out, we could sell white T-shirts, white sweats.

ii. We could also do a hoodie with the STL42 logo on the side of the hood.

5. Tickets and Registration

a. The Tickets and Registration Chair asked how we would have registration forms without anyone on Graphics and Technology. The Convention Chair and Executive Vice Chair stated they will work with the Merchandise Chair to ensure the registration form gets done.

b. The Tickets and Registration Chair noted there could be price increases due to inflation.

c. The Secretary noted that in addition to price changes; if we want a plated meal (instead of buffet) this year, that also needs to be on the registration form.

6. Other

a. Project Plans: Subcommittee chairs, please start working on your project plans for the year. The Activities Chair used the proposed boat ride as an example.

b. The Convention Chair and Executive Vice Chair will ask to be included in negotiations with the hotel, in the absence of a hotel or Vice Hotel Liaison.

c. The Convention Chair stated he would welcome any support or assistance.

d. The Merchandise Chair (last year's Graphics and Technology Chair) also stated she is willing to teach anyone on the Committee that needs help with graphics and fliers. She gave an example of helping the Convention Chair with Canva.

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i. STL Treasure – Vacant – Projected Budget Provided

1. Discussion surrounding the projected budget, more information needs to be provided, we will want to make a comparison of 2024 to 2025, while using the information provided by the previous treasurer. If STL is projecting more income for a committee, we will want to see the why, and how that is planning on being achieved. James and Executive Committee members are free to use the BOD for help to review the budget and make changes as needed.

| START TO LIVE 42 BUDGET PROJECTED for 2025 | | |
|---|--------------------|---------------------|
| Start to Live 42 Projected Budget Numbers | | |
| Committee | Projected Expense | Projected Income |
| Activities Committee | \$13,475.00 | \$8,700.00 |
| Archives & Auctions | \$385.00 | \$600.00 |
| Convention Information | \$2,100.00 | \$0.00 |
| Executive Committee* | \$19,375.00 | \$15,800.00 |
| Graphics & Technology | \$1,375.00 | \$0.00 |
| Merchandise Committee | \$13,650.00 | \$25,300.00 |
| Programming Committee | \$4,050.00 | \$200.00 |
| Tickets & Registration | \$31,005.00 | \$56,500.00 |
| Totals | \$85,415.00 | \$107,100.00 |
| <small>*Includes \$10,000 Expense of Start-up Carry-over.</small> | | |
| Projected Net Income | | \$21,685.00 |

d. STL Liaison – Vacant

e. Spiritual Retreat – Ryan M.

The Tri-State Spiritual Retreat committee met on Sunday February 2, 2025. The meeting opened with serenity prayer, 12 traditions, 12 concepts, and page 122 of the Step Working Guide at 10:30 am. The discussion of this month’s meeting was dedicated mostly to the “What’s Love Got to Do With it?” The speaker event was held on Saturday February 15, 2025. The activities committee met on Saturday February 1, 2025, to discuss the event. The committee decided on 3 speakers discussing the challenges and joys of a relationship in recovery and learning to love oneself in recovery. Tickets for the event would cost 10 dollars and include dinner. The menu consists of chicken broccoli alfredo, salad, and cake for dessert. Committee members decided to arrive at the venue at 2:30pm to prepare the meal and hall. Merchandise unveiled pieces from the first order, the committee is very happy with this year’s logo and how it transferred to print. Merch will be available for sale at the first event. The prices that the merchandise committee recommend are as follows: T-Shirt-15\$ Long sleeve-17\$ Pull over hoodie-27\$ Zip up hoodie-30\$ The T&R committee finalized a pamphlet outlining the lodging choices for this year’s retreat. The committee voted to accept this document and T&R will have these available at their table at the first event. The programming committee met on Saturday February 1, 2025, at the office and on zoom. At this meeting they chose the speakers for the first event. They decided on a man and wife to discuss the couples in recovery, and a single woman to discuss self-love. At this meeting they also continued with topic choices for the retreat program and will continue to be choosing speakers. The retreats first activity was held Saturday February 15th at St Peters church on Brownsville Road. While the treasurer is still working on his report we have some preliminary rough numbers. Income • Merchandise-\$484.00 • T&R-\$2,436.00 • Activities (Tickets)-\$930.00 Total-\$3,850.00 Cost • Supplies-\$688.92 • Hall rent-\$200.00 Total-\$888.92 Event revenue-2,961.08

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- f. Spiritual Retreat Liaison – Vacant**
- g. Office Manager – Andrew H. – Verbal Report**
- h. Negotiation Team – Jesse S.**

Good morning, everyone! I do not have a ton to report today. Ryan M. forwarded me the proposed contract with the Boy Scouts for use of Camp Heritage for the retreat. I am including it for reference. It looks good to me, with a small typo that when referencing the cabins “8 Potomac Homes” it should say Houses # 9-2, rather than 8-2. We will need to provide them with a Certificate of Insurance. I set up Spiritual Retreat as a separate location under the BOD Square account, created their item library, entered their inventory, and connected their new bank account. Thanks to everyone for hustling to help me get this together. After looking at their proposed pricing, I made an analysis spreadsheet showing all the inventory they had and extrapolating from that to their future merchandise orders. This detailed the income they would receive from selling at the proposed prices, along with an alternative pricing scenario where they would implement a uniform 60% markup on all items. Under their proposed pricing, the only way they would make their budgeted income from the merchandise is if 100% of it is sold and none is discounted. The pricing I suggested would give them a \$1,000 cushion over their budgeted income to offset potential unsold or discounted merchandise. I shared this with the Retreat Chair and Retreat Merchandise Chair, but they did not feel that they could make changes to the pricing that the subcommittee had decided on. They said they would start selling at their proposed prices and discuss it at their next meeting. I am including the analysis for reference. In the upcoming month, I will work on an RFP for Seven Springs for 2027 and see what kind of information we can get from them. If we’re going to talk to Bayfront about making changes for 2026 and what our future might look like there, I think we should have an idea of what at least one other option might be. ILS, Jesse S. Negotiating Team Lead

i. Literature Chair – Peggy K.

On January 20th I placed an order for books, IPs, and coins which totaled \$6,661.15 minus our discount of \$1,063.22 = \$5,597.63, this does not include the shipping charges. Thanks Shari and Rich for meeting the delivery driver of XPO and getting everything counted and in storage. Yesterday, we did our annual inventory of the office. Thank you, Andrew, Shari, Jesse and Jeff for helping me get this done in record time. Shari and I will enter all this into the square on Monday. There are a few IPs and 2-year coins that will need to be ordered. Thank you for allowing me to serve, Peggy K

j. Treasurer – Shari B.

Good morning attached you will find this report and January’s Bank statements, along with 3 Excel documents. The excel documents include the following: TRSO Ledger TRSO BOD Reconcile document. TRSO Checkbook at A Glance. All the bills have been paid, and the books have been reconciled. The total In checking is \$18,576.11 and money market \$18,219.78 for a total of \$36,795.89 in both accounts with \$7,442.93 in outstanding checks (5). I figured out the Go Daddy account we have. I now know the username and password. Also, I set up the account to be paid via ACH instead of the Credit Card, this way we don’t have to worry about changing the credit card numbers all the time. In addition, I set up the Zoom account the same way, plus I got rid of the “Large Meeting 500 participants”, and we now have the 100 participants. We have never used anywhere close to 500 participants since I have been here, and we are saving \$214.00 a year. The charge will be \$159.00 plus taxes. I also called the Post Office and had the payments set up via ACH instead of the credit card. Once again, we won’t have to worry about changing credit cards all the time. Both Zoom and the Post Office verified our account by adding and subtracting some cents, .01¢, .92¢, and .20¢. They will all be accounted for in my reports. On February 10th, I went to the office to let People’s in to check our meter. It’s all good for another year! Thanks to all for helping with the inventory! And finally, I reached out to Hess’s to do our taxes. I signed the papers and sent them back. I am in the process of collecting all the information for the taxes. Any questions or concerns, please let me know. It’s an honor to serve, Shari

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k. Regional Representative – Megan M.

Tristate Regional Service Office Survey Results - February 2025

| | Beaver | | CWANA | | EEANA | | ICANA | | LMHANA | | NEASCNA | | NPASCNA | | PICANA | | SHASCNA | | SWANA* | |
|----|--------|----|-------|----|-------|----|-------|----|--------|----|---------|----|---------|----|--------|----|---------|----|--------|----|
| | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| Q1 | 2 | 4 | 8 | 12 | 3 | 3 | 18 | 7 | | | 4 | 2 | 8 | 3 | | | 1 | 5 | 1 | 0 |
| Q2 | 1 | 5 | 6 | 14 | 2 | 4 | 17 | 8 | | | 3 | 2 | 10 | 2 | | | 1 | 5 | 1 | 0 |
| Q3 | 2 | 4 | 8 | 12 | 3 | 3 | 20 | 5 | | | 5 | 1 | 7 | 5 | | | 2 | 4 | 1 | 0 |

| Total by Group* | | |
|-----------------|-----|----|
| | Yes | No |
| Q1 | 45 | 36 |
| Q2 | 41 | 40 |
| Q3 | 48 | 34 |

| Total by Area** | | |
|-----------------|-----|----|
| | Yes | No |
| Q1 | 4 | 3 |
| Q2 | 4 | 4 |
| Q3 | 4 | 3 |

Q4 Feedback - *Italics indicate added comments by survey result entry person for clarity purposes*

- Seek new facility
- Approach landlord about long-term use, use fellowship funds for repairs
- Fundraise for roof repair, Close Office, Order Lit Online
- Close down, Sue the current landlord, look for new office
- Do nothing or find another building
- Beechwood - See attached - *nothing attached*
- See It's Lit Fam Motion
- Lit Fam: Motion Attached - *Motion for Ad-hoc Committee to research literature sales, possibility of new location, and alternate methods of selling literature, minutes have full wording. Motion did not receive a 2nd, died on the floor.*
- Consider creating small business entity to purchase building from landlord
- Find a new building
- Shut down office until God presents other options
- Relocate
- Ask world for donations
- Rent another building
- Continue to rent
- Use donations/Have fundraisers/have auction per TRSO bylaws (last originals viewed that individuals can donate up to \$500)
- Fundraise specifically for the building
- Approach landlord about repairs
- Check Lease - Fix & Bill Owner
- Stop donating to world or decrease the amount donated, we need to focus on our areas, either stop or lower percentage
- Rent a new facility
- Look for another place to rent
- We think it would be appropriate to provide the balance sheet for regional office over the course of the past five years.
- We think we should use fellowship funds to rent a more habitable office environment
- More useable buildings in other places

Areas with no forms returned:

- Butler
- CWPASCNA
- Freedom
- KASCNA
- LASCNA
- LEANA
- LMHANA***
- PASCNA
- PICANA***
- POANA
- Wheeling
- WE

*SWANA submitted as a total for the area, no individual counts were given.

**Some Areas totals created ties, these were not counted as Yes or No creating the variance between Areas that voted and totals here.

***RCMs said they had forms, I have not received them yet

l. ABRs – None Present

m. Special Worker - Absent

- 8. Old Business**
- 9. New Business**
- 10. Close 1:17 PM with Serenity Prayer.**

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C. STL – Special Elections

- 1. Vice Chair – 4 years**
- 2. Vice Secretary – 1 year**
- 3. Treasurer – 4 years**
- 4. Vice Treasurer - 3 years**
- 5. Hotel Liaison – 4 years**
- 6. Hotel Vice Liaison - 3 years**
- 7. Archives & Auction Chair - 2 years**
- 8. Archives & Auction Vice Chair – 1 year**
- 9. Convention Information Chair - 3 years**
- 10. Convention Information Vice Chair - 2 years**
- 11. Graphics & Technology Chair - 2 years**
- 12. Graphics & Technology Vice Chair – 1 year**
- 13. Merchandise Vice Chair - 3 years**

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| <u>POSITION</u> | <u>NAME</u> | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------------------------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| BOD Chair | Paula K. 2-2024 | P | P | | | | | | | | | | |
| BOD Vice Chair | Vacant | V | V | | | | | | | | | | |
| Secretary | Sierra E. 4-2024 | P | P | | | | | | | | | | |
| Vice Secretary | Vacant | V | V | | | | | | | | | | |
| Treasurer | Shari B 2-2024 | P | P | | | | | | | | | | |
| Vice Treasurer | Vacant | V | V | | | | | | | | | | |
| Negotiating Team Officer | Jesse S 08-2024 | P | P | | | | | | | | | | |
| Office Manager | Andrew H 2-2024 | P | P | | | | | | | | | | |
| Literature Officer | Peggy K. 2-2024 | P | P | | | | | | | | | | |
| At Large Member | Vacant | V | V | | | | | | | | | | |
| SR Chair | Ryan M. 7-2024 | P | P | | | | | | | | | | |
| SR Liaison | Vacant | V | V | | | | | | | | | | |
| STL Chair | James G. 12-2025 | P | P | | | | | | | | | | |
| STL Liaison | Vacant | V | V | | | | | | | | | | |
| ABR - BVASCNA | | | | | | | | | | | | | |
| ABR - BASCNA | | | | | | | | | | | | | |
| ABR - CWPASCNA | | | | | | | | | | | | | |
| ABR - CWANA | | | | | | | | | | | | | |
| ABR - EEANA | | | | | | | | | | | | | |
| ABR - ICANA | Meagan P. | P | A | | | | | | | | | | |
| ABR - KASCNA | | | | | | | | | | | | | |
| ABR - LEANA | | | | | | | | | | | | | |
| ABR - LMHANA | Damien M. | P | A | | | | | | | | | | |
| ABR - LCASCNA | | | | | | | | | | | | | |
| ABR - NEASCNA | | | | | | | | | | | | | |
| ABR - NPASCNA | | | | | | | | | | | | | |
| ABR - POANA | | | | | | | | | | | | | |
| ABR - PASCNA | | | | | | | | | | | | | |
| ABR - PICANA | | | | | | | | | | | | | |
| ABR - SHASCNA | | | | | | | | | | | | | |
| ABR - SWANA | | | | | | | | | | | | | |
| ABR - WEANA | | | | | | | | | | | | | |
| ABR - WASCNA | | | | | | | | | | | | | |
| Regional Rep | Megan M./Rich M. | P | P | | | | | | | | | | |