

## **Minutes of the LifeRing Board of Directors Meeting: October 12, 2014**

A quorum of board members was present, and the meeting was called to order by Board Chair Njon Weinroth at 12 Noon PDT. Also present were Dan Carrigan, Mahala Kephart, Byron Kerr, Emily Marcus, Joe Mott, John Owens, Robert Stump, Craig Whalley, Carola Ziermann, and Tim Reith.

### **Consent Agenda**

The Consent Agenda consisted of the September 2014 Minutes and the Treasurer's Report.

It was moved, seconded, and carried unanimously to accept both as submitted.

### **Public Forum**

Steve Snyder previously suggested that a forum be added to the beginning of each meeting for public comments and items that should be brought to the attention of the board. Njon agreed to do this, however there were no comments this month.

### **Committee Reports**

#### **Communication Protocol Revisions (Report for the Administration Committee)**

A meeting was held during the week of October 5 to review any changes needed for the Protocol methodology. Njon summarized the meeting:

Robert will assign each board member and officer a new email address to be used when sending specifically to that list. This will be used as a test vehicle as well as for Google groups in general. Once vetted, this process will be adopted by the individual committees and, at the discretion of the committee chairs, subcommittee lists will be created for those groups. Once in place we will move on to the member groups using the same approach to have a centralized location for administration and management. New convenors and new members lists will be created, and then subgroups under those. Content that is now being sent to the convenors list, for example, would then be distributed to the members, with this list going directly onto the website.

Robert commented that we already have an account with Google and as such, have access to a number of free tools and apps through that account. This includes access to OneDrive with 30 GB of storage for each member.

### **Member Support Committee**

Craig is working to define regional representatives. Some questions were raised about the scope and authority of them. Issues such as this, as well as technical issues will be taken off-line.

Njon suggested that each committee have a meeting scheduled and calendared each month.

## **Advisory Council**

Tim listed the members of this group. They are: Kathleen Gargan, Chet Gardiner, Steve Snyder, and Craig Whalley. No activities are yet defined.

## **LifeRing Press & External Outreach**

Mahala listed the five members that now comprise this group. There have been no meetings yet. Two documents are ready for final proofing: One is specifically targeted toward convenors and a second one for the general public. They will be placed on the website.

The “Choice” brochure needs some re-work and Mahala suggested that this task be sent to the LifeRing Press Committee.

2000 copies of EYSS will arrive soon. The unit price is quite low. Njon asked Mahala to assemble a pricing list that could be sent to all convenors. International pricing guidelines and consistency need to be established. Craig will discuss these matters with Mahala and Carola.

## **Re-Naming of Advisory Council Committee**

Joe suggested the name “Governance Advisory Panel,” in part to avoid possible confusion with the “Professional Advisory Board,” should such an entity be created in the future. It was moved, seconded, and approved unanimously to accept this name change.

## **Grant Application Process Update**

The proposal was drafted and submitted by Byron. The October 1 submission date was met. Mahala suggested that in the future a more formal sign-off process be put in place. Njon commented that this would be an action item for the Revenue Committee.

## **2015 Annual Meeting**

Mahala discussed venue sites including cost considerations. It was agreed that a Program Committee would be helpful to have in place, falling as a sub-committee under the auspices of the Administration Committee. Content, structure, and marketing will be discussed next month. Mahala agreed to chair. Joe and Bryon agreed to help, and Kathleen’s help will also be sought.

## **Revenue Committee**

Carola has had no meetings yet, but activity is on track.

Mahala and Emily will join this committee and Byron is providing input. A fundraiser effort should be made before Thanksgiving, since the period between it and Christmas is best for personal gifts.

## **Convenor Training**

Dan met with several other members. They identified key topics that convenors should know. A FAQ list was prepared. A convenor poll was discussed as well as possibilities for some in-person training. Njon and Robert agreed that this work falls under the auspices of the Member Support Committee. We need to assure that the writing and messaging is consistent with the rest of our literature. After vetting, and with agreement of the Membership Support and LifeRing Press Committees, drafts would go to the board for a vote. There is considerable ongoing activity in Member Support. Dan's work needs to be incorporated. Dan will join this committee.

## **National Geographic Channel**

Byron commented that the National Geographic Channel will be in the Bay Area in November and they are specifically interested in recording some of our meetings, both in the Bay Area and in Silicon Valley. The latter was discussed with respect to attendees. Parallel recordings will be made. One will be the property of National Geographic and the other will be given to LifeRing for free.

## **San Francisco Mental Health Board**

Njon submitted an application last week to serve on this board, using LifeRing as his professional reference.

## **Other Comments**

There were none.

## **Adjournment**

Given that there was no other business, Njon moved to adjourn the meeting. The motion was seconded and carried unanimously. The meeting was adjourned at 1:15 pm PDT.

Submitted by Tim Reith

Board Secretary

October 27, 2014