

## **Minutes of the LifeRing Board of Directors Meeting: April 11, 2021**

### **Call to Order**

It was determined that a quorum of board members was present and the meeting was called to order by Board Co-Chair Lorraine Hull at 9:02am PDT. Other board members present were: Dan Carrigan (Board Co-Chair), George Gidora, Steve Gonzales, Jamie Itterman, Mary Beth O'Connor, Chris Smith and Sue Betts.

Non-board members in attendance included: Robert Stump, Executive Director; Lisa Swing-Corney, Frontier Regions Coordinator; Penny P., Michele K., Kris and Craig W., all LifeRing members.

### **Review Process on Appointments and Elections of Directors**

After a review, the board concluded that Steve G. and Ewa C, board members appointed to a vacant seat in 2019, should have been placed on the ballot for board election in 2020. Dan confirmed that, since the 2020 election, there were no board meetings where--even after subtracting the presence of Steve G. and Ewa C.--there was either not a quorum or a vote that could have been impacted by their presence (all the votes in those 2020-2021 meetings were unanimous.) Ewa C. resigned from the Board. The correction is to reappoint Steve to the board now. Mary Beth made a motion to appoint him, Lorraine seconded it and all were in favor. The board noted that, as to Steve and any future appointments by the board to fill an open board seat, the appointed board member would need to run for election in the next annual election, in accordance with our bylaws.

Jocelyn H. has resigned from the board. We now have one open board seat. Also, we need a Secretary to fill Jocelyn's position.

### **Public Comment**

Kris explained that she started convening a group with Craig Whalley from Washington. She resides in Illinois.

Penny shared that she was planning to interview long term LifeRing members to capture their wisdom regarding training. She wants to get them together and have a conversation. Discussion ensued to make sure there is no duplication of efforts with the Meetings and Convenors Committee.

### **Consent Agenda**

The March Consent Agenda package, including the Minutes and Profit and Loss Reports were moved and carried unanimously. Lorraine called attention to the March profit line increase, due in part to Steve applying for the Paycheck Protection Plan grant funds. Also, the donation line is double what it was for March 2020. Steve updated the board that LifeRing may still be approved for two additional PPP grants. One for sure in the same amount of \$5,000.

### **Old Business**

#### ***Election Pop-up committee report***

Robert will send email to meeting convenors requesting that they appoint a delegate for their meeting. Sue assisted with streamlining the notice.

## **New Business**

### ***Marketing Brochure and Budget to produce it***

Sue created a draft for a general-use brochure to take the place of the multiple handouts that LifeRing previously produced. Steve contributed to style guidelines. Sue requested input for any recommended changes. Goal is to put the brochure on the website and have it available for download. Initial draft of the budget was presented. A motion was made and passed to approve \$1,000 for brochure production, envelopes, and postage.

### ***Option to offer a "Friends & Family" type of meeting***

Inquiries for this type of support have been received from time to time. The concept was discussed and whether there is a current need for it. The Meetings and Convenors Committee will research this further and report back when ready.

### **Create a Policy to handle Complaints**

Convenors, meeting participants or anyone with a concern or complaint should have a way to express those issues in writing. LifeRing needs to have a visible process identified on the website. Lorraine will provide a sample template that may be used at the next meeting. Discussion of possibly engaging a student to help with tracking complaints ensued.

### ***Financial Audit/Review***

Steve explained that this would be a review of generally accepted financial areas, not an audit. He has worked with a particular financial expert who can take a look at all of the accounts, the amount of revenue and the overall complexity. He will get an estimate of the cost and what is included for this review and share the information with the board next month. The Board authorized read-only access of the financial data.

## **Committee Reports**

Executive - (Dan, Lorraine and Robert) Chris identified a typo in one of the bylaws. Article 3 currently refers to Article 2, however it actually refers to Article 1. This correction will be added to the ballot. (Jamie, Dan, Lorraine, Robert)

Finance - (Steve) will connect with Mary Beth to officially transfer the Treasurer functions. It was noted that book sales are up, particularly Recovery by Choice. Also in recent member polling, the interest in workbook meetings is at 58 percent.

FunMarCom - (Lorraine and Sue) - Pamphlet Special Project reviewed above.

Meeting and Convenor Committee (MCC) – (Sue) The first meeting with this new name and expanded members was held. The goals are to bring on new convenors. A Salon will be held the first week of May titled, So You're Going f2f.

Outreach (planning for the Annual Meeting) - (Dan and Michele) Meetings are held every Friday. The full board will be invited to the next meeting.

### **Pop-Up Committees**

#### ***Update on Marijuana Policy Statement***

Nothing to report at this time.

### **Adjournment**

Lorraine made a motion to adjourn. Dan seconded and carried unanimously. The meeting adjourned at 11:32 pm.

Submitted by Lorraine Hull and Dan Carrigan  
May 5, 2021