

## **LIFERING SECULAR RECOVERY BOARD OF DIRECTORS MONTHLY MEETING MINUTES SUNDAY NOVEMBER 12, 2023**

### ***CALL TO ORDER AND IDENTIFICATION OF PUBLIC ATTENDEES***

Sue Betts called the meeting to order at 9:00 AM Pacific Time.

| <b>BOARD MEMBERS</b> | <b>PRESENT</b> | <b>ABSENT</b> |
|----------------------|----------------|---------------|
| Sue Betts            | √              |               |
| Bobbi Campbell*      | √              |               |
| Monica Foy           | √              |               |
| Joe Franklin*        | √              |               |
| Rafal Klopotoski*    | √              |               |
| Mary Beth O'Connor   | √              |               |
| Njon Sanders*        | √              |               |
| Robert Stump         | √              |               |
| Lisa Swing-Corney    | √              |               |

\* Njon, Rafal, and Joe joined at 9:09 AM

\* Bobbi Campbell joined at 9:30 AM

### **NON-BOARD MEMBERS PRESENT:**

- Mark F.
- Kemper M.
- Anna B.
- Michael A.

## **APPROVAL OF CONSENT AGENDA**

### **SECRETARY APPOINTMENT**

Sue Betts made a motion to make Monica Foy secretary. Mary Beth seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

### **OCTOBER 2023 MINUTES:**

Mary Beth made a motion to adopt as presented. Monica seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

### **SEPTEMBER FINANCIAL REPORT**

Robert presented a new format for the monthly financial report at the October meeting. At that meeting, Mary Beth requested that the report be accompanied by the bank statement. Today Robert presented the report appended with the financial statement.

Mary Beth inquired about the credit card statement, which also used to be presented with the monthly financial report. Robert stated that use of the credit card was discontinued four months ago.

Monica made a motion to adopt the September 2023 Financial Report as presented. Joe seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

### **OCTOBER FINANCIAL REPORT:**

Monica made a motion to adopt as presented. Joe seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

## **ONGOING BUSINESS**

### **RELATIONS WITH INTERNATIONAL ENTITIES:**

Mary Beth and Lisa are working on this item. Mary Beth states Cooley (pro bono counsel) has a recommendation. After a reschedule, they will meet with Cooley in early December. Mary Beth has a written explanation from Cooley and will talk to them for fuller understanding.

### **TOWN HALL MEETING - BOD AVAILABILITY**

Sue states that Anna has prepared a deck, and that Rick will be the voice of the planned Town Hall meeting. There has been a schedule shift, and the plan is to have the Town Hall later this year or early next year. Michael will participate. The topic will be addressing the "abstinent ambiguous". Anna expressed regret that her schedule delayed the event and offered to forgo the event. Sue encouraged her participation and encouraged further discussion with Michael.

## **NEW BUSINESS**

### **CONFLICT RESOLUTION POLICY – PROPOSED UPDATE**

Sue mentioned that the prior policy was cumbersome, and that Lorraine created a new workflow with a more direct approach. Lisa and Njon also worked on refining the policy, which will replace the old complaint policy.

Sue made a motion to adopt the policy. Rafal seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

### **TERMS OF USE POLICY – PROPOSED UPDATE**

Sue stated the aims of the new policy: brevity, directness, reflection of values, and regulatory compliance. She thanked Lisa for her review. A brief discussion about the policy's intro ensued. There had been criticism that the language was redundant and "flowery". Njon accepted the wording, and Lisa and Sue remarked that kindness and positivity are desirable in the document's language.

Robert, Njon and Rafal made a motion to adopt the policy. Lisa seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

### **WEBSITE REDESIGN – FUNDING REQUEST**

Robert spoke on the challenges of finding a WordPress developer. Robert engaged with a vendor who offered a "facelift" as opposed to an overhaul. He quoted a reasonable price with a non-profit discount. He also offers "pay-as-you-go" pricing for future module enhancements. Site edits will be staged on the vendor's server for evaluation prior to going live. The vendor also offers hosting.

Njon expressed some hesitation about changing from the current hosting service. Robert recommended further discussion with the vendor about the advantages and disadvantages of switching hosting to a new vendor or continuing to keep existing hosting while engaging with a new developer.

Sue thanked Joe and the Finance Committee for refining the funding request, which allocates \$7,500 for the redesign project.

Lisa asked for clarification as to whether the motion is an approval for the budget, or to contract with this particular vendor? Sue clarified that the motion is simply for funding website redesign.

Sue made a motion to approve the \$7,500 funding request. Monica seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

## **ACCOUNTING SUPPORT – FUNDING REQUEST**

Robert spoke on the background of bookkeeping activities at LifeRing. He has been handling bookkeeping since 2010, and has concerns that he may not be following best practices for non-profit accounting and Quickbooks. Although LifeRing has a CPA who handles tax filings, a more hands-on CPA who can help implement best practices in day-to-day bookkeeping is desirable.

Lisa asked for clarification that Robert's wording does not indicate intentional or unintentional impropriety. Robert clarified that the CPA who handles annual filings would have notified him of a discrepancy. The current CPA has never found any impropriety.

Mary Beth asked for clarification as to whether this CPA engagement would be one-time or ongoing. She also inquired as to the origin of the \$5,000 estimate.

Robert stated that the initial contract would be for the accountant to ensure that Quickbooks follow best practices, and then to retain a CPA going forward with any remaining funds. Robert's estimate of \$5,000 came from his own experience in evaluating accounting services.

Njon stated that getting a pro bono professional may be a better solution, and asked if a call for volunteers has been sent to LifeRing members. Sue answered that several calls for volunteers have been sent, and no response has been forthcoming.

Njon will reach out to a non-profit bookkeeper he knows. Robert will meet with a referred CPA on November 14<sup>th</sup>. Robert also states that he has contacted several non-profit accounting firms, and that he has had trouble finding a CPA willing to take on new clients.

Sue stated that there has been due diligence for this critical piece of financial oversight.

Sue made a motion to approve the \$5,000 funding request for. Bobbi seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

## **DEI BOD AWARENESS – CHALLENGES OF PRISONER REENTRY INTO SOCIETY**

Lisa gave a shout out to Jenni, who convenes the Disaddicted online meeting. Lisa and Jenni have prepared a list of DEI resources, including this month's highlight, an [online overview of challenges facing incarcerated individuals upon re-entry](#).

Lisa welcomes suggestions of additional DEI topics and resources.

## **REPORTS**

### **STRATEGIC PLAN**

Sue offered background on the plan. Creators include Lisa, Anna, Robert, Lorraine, Casey, and Sue. The plan outlines four objectives aligned with LifeRing's values. Sue tasked Board members with viewing the plan to evaluate:

- How does the plan impact your efforts?
- Are you meeting the objectives?

Sue requests that Board members provide feedback by year end. There will be a Board discussion in the January meeting. Lisa spoke, emphasizing that the feedback does not need to be formal and can be an email. She also assumes that most of us are meeting the objectives with our actions, and that this exercise is intended to be helpful and not intimidating.

### **TREASURER'S REPORT**

Joe has prepared the first Treasurer's report, consisting of sections:

- Statement of Activity – Year-to-date summary of income, expenses, and net revenue by month
- Bar graph of Revenue by month, comparing 2022 and 2023
  - Fulfills recent request to show trends
  - Fulfills recent request to show comparisons to prior years
  - Graph showing years prior to 2022 may be available in future reports
- Bar graph of Cost of Goods Sold by month, comparing 2022 and 2023
- Bar graph of Gross Profit by month, comparing 2022 and 2023
- Bar graph of Expenses by month, comparing 2022 and 2023
  - Spikes in spending in September and October indicated
- Bar graph of Net Profit by month, comparing 2022 and 2023

Mary Beth, Joe, and Robert discussed the September and October spending spikes. Joe erroneously identified them as the web dev and CPA expenses, which would not show up until November. The report's detail on page 8 shows that they are the Development Director costs.

Lisa conjectured that up front supply expenses may account for the spike. She also asked for clarification on the difference between the two bottom lines: Net Operating Revenue and Net Revenue. Joe and Robert stated that Quickbooks makes the distinction and that they are identical in Lifering's books.

Joe emphasized that bookkeeping and the reports generated are works in process and that feedback is welcome. The aim is to provide the financial information the board wants in a format that makes it easy to understand.

Sue asked Mary Beth if her question had been adequately addressed. Mary Beth replied that the new reporting is helpful but that it's important for the Finance Committee to be able to explain anomalies.

## **LIFERING DEVELOPMENT REPORT**

Lorraine is absent but Sue presented her [Director of Development Report](#).

Sue shared that most of Lorraine's external work is with Colorado funders. The Fundraising Marketing Committee will distribute a survey to sustaining donors in the coming week.

Sue mentioned the Thanksgiving gathering as a fundraising tool. She thanked Michael and Monica, who signed up to host, and asked for more volunteers.

Sue also mentioned the fundraising effort associated with Season of Giving, calling for donations and for members to solicit donations from friends and family.

## **LIFERING TEAMS UPDATES**

### **LIFERING TEAMS:**

Teams project updates captured in Monthly Status Report

Sue made a motion to adjourn the Board Meeting for November 12, 2023. Bobbi seconded.

**VOTE:** Sue verbally confirmed unanimous approval.

## **LIFERING PUBLIC FORUM**

Mark shared his delight in seeing how much LifeRing has moved forward. Sue thanked Mark for his list of meeting topics, shared in the Convenor forum. Bobbi thanked Mark for the social media topic. Mark shared that the topics reflect the many nuances of addiction.

Anna talked about the importance of asking for donations in meetings, and shared that she thanks those who have donated in her meetings. She also encourages giving, especially the opportunity to make donations in honor, or in memory of others. She suggested sharing this idea with the community as a whole.

Sue and Rafal discussed inserting a "business" segment into LifeRing meetings, to mention donations and other non-recovery topics. Rafal shared that Michael A. incorporates business into his meetings well. Michael summarized his promotion of books and how he shares the donation link in meetings.

On Michael's suggestion, Robert incorporated the donation link into the verification email.

Michael also mentioned that he promotes Inda's CPS meeting to attendees that mention CPS, and that Inda does a great job with her CPS meeting, and that he regularly promotes Alexis's Workbook meeting.

Kemper wondered if donations could be tagged with any meeting information as to which meeting the donor attended. This workflow is not currently available; the donation link is generic. He also spoke about Zoom's new AI enhancement, which should be turned off by default in meetings, but can behave inconsistently.

## **ADJOURNMENT OF PUBLIC BOD BUSINESS MEETING**

Sue makes a motion to adjourn the public board business meeting.

**VOTE:** Sue verbally confirms Unanimous Approval. The public board business meeting closed at 10:14 AM Pacific Daylight Time.

## **EXECUTIVE SESSION**

### **CORRECTIVE ACTION**

After discussion, Mary Beth made a motion to suspend member from attending LifeRing meetings for a period of 90 days. Sue seconded.

**VOTE:** Sue verbally confirmed seven yes votes and two abstentions.

Respectfully submitted on November 18, 2023 by Monica Foy