

Minutes: Executive Board Meeting May 19, 2024, 4:00 p.m.

Attendees: Ro M. Chair, Kristi K. Ex Officio, Dee C. Treasurer, Sheree C. Secretary-took minutes

Serenity Prayer & Quick Check-in

Financials

- 2025 budget planning - Roger, the chair, would like to attend the June E-board meeting and the July GPI meetings to facilitate communication. Budget changes likely to be associated with webmaster, Pair Networks and Mailchimp, and additional budget for outreach. There will be upfront Retreat costs that will be later reimbursed from Retreat proceeds. We would also like to do additional mailings to professionals.
- Handling donations: Re: the operating cost doesn't reflect non-cash donations. We will in the future reimburse a person for non-cash donations, and they can in turn donate the money back if they so wish. The PnP manual will need to be amended to reflect this policy change.
- Access to account numbers & passwords: Re: New bank card was issued. Treasurer is documenting the auto-pay items, along with passwords and account numbers. Proposal is that at least three people would have this information, the treasurer, the chair of GPI, and the vice-chair. This will require a PnP manual change.
- Sales tax exemption process has been completed.
- Financial state of WSO and R7 (Linda's email): The Region 7 financials will come in the post-assembly packet. We have been unable to find out the WSO information to date, but are working on it.

R7 Assembly Update:

- A lot of changes in Region 7 leadership, as the chair has stepped down, the vice-chair has moved up, and the treasurer is stepping down at the Fall assembly. They have created a position of apprentice treasurer, but no one has assumed that position.
- Bob L., Trustee said there has been an increase of 35 virtual meetings added in the past year, in-person meetings decreased by 15. There are two intergroups merging.
- The Convention Chair is Karen B. She has asked to increase the committees operating under the Convention umbrella, and all past Convention attendees are encouraged to participate on a committee. Interested people will be directed to Karen B.
- The DC Metro IG has robust funding, and is using a media consultant. Their intergroup attendance was down, so they switched to a shorter meeting on a weeknight, every other month. Intergroup board members also visited the groups. They have a Facebook Intergroup page. West Chester NY Intergroup bought equipment to allow their groups to hybridize their meetings.
- Our R7 reps were assigned to the 12th Step Within Committee, and there is a focus on in-person meetings. There is a video presentation being prepared for the Intergroups to use.
- Our reps will have a committee meeting in June. The fall assembly will be in Virginia Sept. 27-29, and other regions are sending their chairs to see how things are done.

Chair Responsibilities Session (see page 2)

Other Items

- Google non-profit status: Google has our information, but there is no reflection of our status changing. We will follow up with Jessica on the next steps in the process.
- Policy & procedures: We will address pending amendments at the July board meeting. We agreed that board members can miss no more than 3 Executive Board meetings.
- Focus groups for men & non-GPI attendees are on hold for now.
- GPIOA phone message: will rewrite and get it recorded
- Retreat: responses to the questionnaire that was sent out will be gathered at the June IG meeting.
- City of Pittsburgh Face to Face meetings: Looking for someone who would be willing to be the point person to see what/how many people would be interested in attending in-person City meetings.

6/2 GPI Agenda Items

- Minutes
- Reports (Due 5/27)
- Retreat plan input
- Region 7 Representative Role
- Region 7 Assembly Update (will be in Reports)
- City of Pittsburgh Face-to-Face meetings
- Ask about changing the time of the GPI meetings
- Ask for volunteers for the R7 Convention Committees
- Upcoming Events

Adjourn

Next Executive Board Meeting 6/23/24, 4-5 pm

Tentative Agenda for a Review of Board/Chair Responsibilities

Responsibilities/Review PnP for all related information

Committee Attendees

- Provide Jess with names & email addresses
- Committee member emails
- Cultivating successors for October elections

Committee Meetings

- Zoom info/using GPI Zoom Account
- Meeting info on GPI calendar-send to Jess

Attending GPI Meetings/Committee News

- Missing meetings—can miss no more than 3 GPI meetings, let Sheree know if you will not be attending
- Skinny GPI reports/due dates
- Items to include in Exec Board agenda
- Items to include in GPI agenda/GPI takeaways

GPI Mailboxes

- Forwarded to personal email, expectations for responding in a timely manner
- Empty GPI mailboxes

PnP Change Process

- Info to Policy committee
- Approvals at Exec Board & Full GPI

Process By Which Written Items Get onto Website

- Approvals
- Sheree's role
- Jess' role

Resources to Support Your Efforts

- Budget (must be proposed and approved in advance)
- Literature
- Promotion
 - VOR
 - GPI Highlights to take back to meetings
 - Flyer on website
 - Notation on website calendar of event
- Miscellaneous Resources-larger chair, display table cover, etc.