

Minutes: Executive Board Meeting June 23, 2024, 4:00 p.m.

Attendees: Ro M. Chair, Tricia S. Vice Chair, Dee C. Treasurer, Sheree C. Secretary-took minutes,

Serenity Prayer & Quick Check-in

2025 Budget Planning/Dee & Roger: The budget will be crafted to cover the expenses as they currently are.

- Jessica has been working on improving the website to make it more engaging. It was suggested that we switch to WordPress platform. It would be free of charge, and would be easier to use for non-coders. It would double the cost of hosting from \$80/year to \$170/year. Jess sees some downsides that we need to further investigate.
- Jessica’s hourly rate is currently \$33.50/hour, and we agreed last year to a \$3/hour rate increase (to \$37/hour) at 15 hours/month. The current median hourly rate is \$42. The consensus of the Finance committee was that these yearly raises would be acceptable.
- Ro requested another \$300 in the budget to continue the letter outreach similar to this year’s project of making OA known to primary care doctors.
- GPI Retreat would have an initial outlay of cash that would be recovered by Retreat attendance fees. Will this be a problem for the Finance committee? Can we get an idea from records of the prior in-person retreat of the initial cash outlay? Would the Retreat committee have an idea of these expenses?
- Telephone cost is \$60/month. Is there a less expensive way to have the voicemail capability for a lower price? Should we have this as an agenda item for the GPI meeting?
- Tricia asked about the World Service expenses for 2025. It was suggested that she request a refund of her WSBC attendance fees from this year, as she was unable to attend.
- Dee will communicate with Roger R., the Finance Committee chair regarding each of these questions.

Policy & Procedure Amendments/Tricia: All 10 amendments were reviewed and approved, with some minor changes that Tricia will make before presenting at the July 7 GPI meeting.

Chair Responsibilities Sessions/Ro

Information on changes: will go through Sheree who will pass to Jessica

Agenda was distributed to attendees.

Put the link for standing meetings on the calendar for committee activity to make it easy for committee use. It was suggested that a host code be set up for chair use during committee meetings.

Go over available resources/budget process, submitting expenses, literature available

2025 Proposed Schedule for GPI/Executive Board Meetings: (See chart)

<u>GPI Meeting</u>	<u>Executive Meeting</u>	<u>Possible Conflicts</u>
1/5	1/19	
2/2	2/16	
3/2	3/16	
4/6	No April	Passover 4/12, Easter 4/20
No May	5/18	Mothers Day 5/11
6/8	6/22	Fathers Day 6/15
7/13	7/20	Independence Day Weekend 7/4-6
8/3	8/17	
9/7	9/21	Labor Day 9/1, Rosh Hashanah 9/23
10/5	10/19	Yom Kippur 10/2
11/2	11/16	Region 7 Convention 11/1-3, Thanksgiving 11/27
12/7	12/21	

Other Items

- **WSBC Update/Tricia:** Received 11 pages of updates, condensed to 3 pages for her report.
- **Google non-profit status:** Jessica will now handle this issue going forward.

7/7 GPI Agenda Items

- **Minutes**
- **Reports (due by noon on 7/1)**
- **Secretarial Role/Sheree**
- **2025 Budget Plan by Dee**
- **Policy & Procedure Amendments**
- **Upcoming Events**

Adjourn

Next Executive Board Meeting: July 21, 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.