

SUNDAY BDA ONLINE — BUSINESS MEETING — 3RD SUNDAYS,
7:25-7:55PM EASTERN, 4:25-4:55PM PACIFIC, ETC.

Working agenda for business meeting on 07/17/22

Open

Introductions and attendance - Heather HG Member - Lynn HG member - Gayle HG member -Gabe - Chris HG member

Minutes summary by secretary – read by Lynn and approved

Treasurer report - May and June Reviewed by Chris and approved. **Gayle will post** treasurer's report to website; Paypal, Venmo, Zelle working fine

Gayle will try to log into accounts to be sure she has access to accounts as we filled in the forms

Heather asked how does this meeting spend our money. It was answered that we decide at each business meeting.

Open Service Positions - as of 07/17/22

- 1) Meeting chair - Heather
- 2) Newcomer Greeter – **OPEN**
- 3) Speaker-Getter - Gayle P – Dec 22
- 4) Business meeting chair – Lynn
- 5) Business meeting record keeper — Gabe was elected through Dec 22
- 6) Tech coordinator - - Gayle P Dec 22
- 7) Treasurer – Chris B can stay Dec 22
- 8) GSR - **OPEN**

Urgent Business

- 1) COMPLETED Paypal - sundaybdaonline – Linked to checking – donations must note to friends and family - Marc added to script
- 2) Gayle to update website with open service positions: Newcomer Greeter and GSR
- 3) Gayle to post approved updated script to website
- 4) IN PROCESS - Zoom settings – revisit again – for process to allow people to access the link and not have to go to the zoom account or make sure there are trusted servants accessing the account prior to the meetings (tech, meeting chair, and biz meeting chair should have zoom access for this, treasurer as back up?)
- 5) COMPLETED (Marc) materials are electronically able to present materials on screen

- TO DO Meeting Chair and tech person should reach out for free literature and install free kindle to have available - Help for debtors has approved this - **GAYLE TO UPDATE WEBSITE job Description –**
 - Tech person should be on the meeting 5 minutes early to let people in if needed, and to have readings ready for chair person - Chair to be back up for readings – **GAYLE TO UPDATE WEBSITE Job description**
 - Tech coordinator to have Kindle and present materials - should be co host **GAYLE TO UPDATE WEBSITE Job description**
 -
- 6) COMPLETE Update Sunday BDA Icon from Unicorn to new circle image - Gayle to do
 - 7) IN PROCESS - Meeting docs update - Have we transitioned them to Sunday BDA G suite? Script update for new year to be included in this, I propose the updates get sent in advance and voted on at next meeting. - Marc to work with Gayle before next meeting
 - 06/19 Marc will no longer be able to help but has sent the newly approved script as a word doc and PDF to the sunday BDA email for uploading to the site by Gayle
 - 8) IN PROCESS Bank accounts update - Still working on correct signors? Gayle will verify
 - 9) IN PROCESS Service position process update - Updating job descriptions with hand off information and process specifically for Tech and Treasurer to ensure passwords, log ins and access are all handled correctly. - Marc to update prior to next meeting after meeting w Chris
 - 06/19 Marc no longer able to help
 - 10) **NEW** Establish prudent reserve – The group should set up a prudent reserve
 - 06/19 Marc suggestion to get the annual cost for our tech and banking fees from the treasurer, plus whatever other fees we may have and to present them to the group to use to establish the prudent reserve guidelines
 - Not addressed 7/17/22 but annual zoom is \$149.90 due Oct 17 and no bank fees, possibly website domain name annual fees? Any gmail fees? Gayle?
 - 11) **NEW** - Determine who pastes links into the chat for payment info and other resources during announcements
 - 06/19 Marc has sent the document he uses to the group and to sundaybdaonline
 - Not addressed 7/17/22

Old Business for August 2021 and Beyond

- 1) **ON HOLD UNTIL OCTOBER 2021 BUSINESS MEETING:** *We're getting push back from our speakers on being recorded.* Do we want to stop recording monthly speakers, which is currently part of our speaker eligibility? (Beginning with our August speaker, our tech coordinator

will leave the recordings on the zoom platform, which will count the number of listeners and downloads. We will review this data as part of our discussion in October.)

2) NOW Heather will locate the one missing speaker recording

- Meeting chair will handle recording - zoom setting should be set to record audio only - and set to cloud – 06/19 **GAYLE TO UPDATE WEBSITE Job description-**
-Chris confirmed 7/17/22 after the meeting that Zoom is set to record audio only and to cloud--also disabled “local recordings,” disabled “save chat,” disabled “display participants’ names,” disabled “record gallery view.” --
- Meeting Chair and tech Coord will be host and co-host of the meetings in Zoom – 06/19 **GAYLE TO UPDATE WEBSITE Job description**

New business (not introduced at a business meeting yet)

1) **REVISED TOPIC FROM OUR JULY 2021 BUSINESS MEETING:** *When we created our current format of weekly topics, the Promises pamphlet had not yet been published. Would we consider replacing our monthly Step speakers with monthly speakers on the Promises? (Although we wouldn't be reading the Promises pamphlet in the meetings, we could possibly suggest that our meeting participants read that pamphlet as preparation for hearing the speaker and sharing about the DA Promises.)*

** should we read the promise of the month in its entirety prior to introducing the speaker?

- 2) **LOW PRIORITY BUT NOT FORGOTTEN:** Do we want to create a committee to plan a group inventory for spring 2022? (Our most recent group inventory was in May and June 2019.) - No interest currently - can revisit in the 1st quarter of next year
- 3) Kelly wants to make a motion about the GSR report gets posted on the website prior to the GSR meeting
- 4) Zoom security options discussed and continue in August meeting