

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

*Previous meeting notes and working agenda for business meeting on 9/18/22*

**Meeting Format:**

Open  
Introductions  
Minutes Summary  
Treasurer Report  
Urgent Business  
Old Business

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**Open**

Lynn opened the meeting with the Serenity Prayer

**Introductions**

Heather HG Member, Lynn HG member, Gabe HG member, Gayle HG member, Chris HG Member, Rudy

**Minutes Summary**

Gabe read a summary of the minutes from the 7/17/22 meeting. No amendments or objections. All approved.

**Treasurer Report**

Chris was not in attendance but sent the report, which Gayle read. Report will be posted on the website by Gayle.

Decide in September how to distribute funds from the General Fund. BDA has suggested guidelines for distribution (from the Service Manual):

*How can my group contribute?*

*Group Spending Plan: It is suggested that meetings create a group spending plan, including setting aside funds for a prudent reserve, which is usually three months of normal expenses or three months' rent. Contributions to the GSO: If, after meeting all its regular expenses, the group has a surplus, it is recommended that it be distributed monthly or quarterly according to the following formula: if your area has an Intergroup, contribute 50% of any surplus to Intergroup and 50% to GSO. If your area has an Intergroup and an Area GSR Group, then contribute 45% to Intergroup, 45% to the GSO, and 10% to the Area*

*Group. If your area does NOT have either an Intergroup or an Area Group, contribute 100% of the surplus to the GSO.*

Member suggestion: Split between GSO and Help for Debtors (to help support free literature).

Gayle's name is on all of the accounts w/ Chris.

**Actions**

- Gayle** to access the accounts to make sure she is able to successfully log in.
- All** (next month) discuss how to split cash reserves moving forward.

**Open Service Positions - as of 8/21/22**

**Newcomer Greeter** – Who would like to serve?

Heather and Lynn will cover until someone steps into the roll

**GSR** – Who would like to serve?

**Actions**

- All** need someone to serve as Newcomer Greeter
- All** need someone to serve as GSR

**Urgent Business**

**1. Kindle**

Sharing materials online during the meeting is going well.

**Actions**

- All** (next month) discuss having access to Kindle on the website

**2. Bank Account**

All signers are correct – Gayle's name is on all of the accounts w/ Chris.

**3. Service Positions Job Descriptions**

Gayle changed the format of service position descriptions on the website. Everything on the website has been updated.

**4. Script**

Script has been updated

**5. Zoom Settings**

All Zoom security features have been updated, but we could still have a password.

**Actions**

- All** (next meeting) discuss Zoom settings/security/password

**Topics for September Business Meeting**

## 1. PRG to Create Spending Plan

## 2. Prudent Reserve.

*From June meeting – relevant notes: The group should set up a prudent reserve. Suggestion: Annual cost for our tech and banking fees, plus whatever other fees we may have and to present them to the group to use to establish the prudent reserve guidelines. Annual zoom is \$149.90 due Oct 17, no bank fees, possibly website domain name annual fees? Any gmail fees? Gayle?*

## 3. Distribution of General Funds

## 4. Zoom Settings

Security/password discussion

## 5. Kindle

Access to Kindle on the website

## Old Business

### 1. Recording Speakers? Y/N?

Beginning with our August speaker, tech coordinator will leave 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.

#### *Actions*

**Heather** has this been done? Locate the one missing speaker recording

### 2. Group Inventory

Committee to plan a group inventory for spring 2022. (Our most recent group inventory was in May and June 2019.) No interest currently. Revisit in the 1st quarter of 2023.

### 3. Pasting Links

#### *Actions*

**All** has this been done? Determine who pastes links into the chat for payment info and other resources during announcements

### 4. Website Updates

*From July meeting*

Update Sunday BDA Icon from Unicorn to new circle image – Gayle to do. Has this been done?

#### *Actions*

**Gayle** (if not yet done) update image