

**Submitted Minutes from BDA Intergroup Startup Project**  
**Business Meeting on November 22, 2020**

**9:30am pacific / 12:30pm eastern — Open with Serenity Prayer plus BDA and DA readings**

**Readings and member introductions**

Name, solvency date, BDA home group, and geographic location:

- ✓ Nancy from San Ramon, CA; April 1, 2020; home group is ***BDA Workshops*** (bdaworkshops.org)
- ✓ Bob A from Seattle by way of San Francisco and Portland; August 8, 2014; ***Sunday BDA Phone*** (sundaybdaphone.org) and ***BDA Workshops*** (bdaworkshops.org)

**Reviewed business meeting agenda**

Chair reviewed our agenda for the rest of our abbreviated one-hour meeting, including descriptions of and time increments by section:

Up to 10 minutes — Readings, introductions, and review of agenda by Project Lead

Up to 20 minutes — September minutes and treasury at a desired 5 minutes each, with time for reading and overages

Up to 25 minutes — Coordinator project reports — Literature Coordinator and Newsletter Coordinator

Up to 5 minutes — Close the business meeting

**October minutes and treasury**

Bob summarized October 2020 minutes and requested objections. There were none. **Minutes approved.**

Bob summarized October 2020 treasury report and requested questions:

**Regarding our October and YTD profit and loss** — In order to make the literature fund balance and literature expenses reflect accurately, we backdated a change to September. Instead of reporting our \$541.50 reimbursement to Sunday BDA Phone literature expense, we've posted it as a negative deposit to our literature income. The September net income amount -- \$278.55 -- has not changed. We then reported the return of those same dollars to the Bill J Memorial fund, which is earmarked for free conference-approved literature to BDA newcomers and members who request it.

## October minutes and treasury — continued

### **Regarding our October and YTD profit and loss — continued —**

Including this very generous donation from Sunday BDA Phone, plus the \$65 we received from the fundraiser they hosted to support free literature on October 25th, along with the continuing generosity of the BDA Workshops participants, our total income for October was \$1,088.47, very close to our monthly spending plan amount of \$1,200. Yay, God!

Total YTD contributions by group through October 31, 2020 is:

Group # 968 — *Sunday BDA Phone* — 706.50 (including Bill J Memorial donations)

Group # 12218 — Name not known — 10.00

Group # 13017 — *Let's Grow DA* — 136.85 (group now consolidated with BDA Intergroup)

Group #112319 — *BDA Workshops* — 1,904.93

**For total group contributions of \$2,758.28**

**Total YTD member contributions, both general and earmarked, are \$1,129.71**

**This includes \$170 donated to the Bill J Memorial Fund for provision of free literature.**

**For a combined total income of \$3,887.99 for the months of July through October**

**Our expenses for October included:** \$22 for ebooks not deliverable to Spain, these will be provided to a BDA member who wants them; \$985.05 for a literature order from the GSO; and \$12 in bank fees.

**Regarding our YTD spending plan comparison for the months of July through October —** We are \$912.01 (or -19%) behind in income and \$2,622.85 under in expenses, meaning that the difference between those two numbers remains in their designated funds, leaving us with \$1,810.64 currently available in all funds.

**Regarding our balance sheet —** As reported above, our total available balance in all funds at October 31, 2020 was \$1810.84. We were only able to make accruals to our Literature fund in October, with no accruals made to Overhead, Prudent Reserve, Public Information, or Tech and Web. Our ending unallocated balance in our General Fund was \$84.41. The balances for all other funds are in the treasurer's report posted online at <https://www.bdaintergroup.org/treasury-plans-and-reports>.

Bob next asked for objections to approval. There were none. **Treasury report approved.**

Nancy asked that we ensure that Bob not be the only BDAer as signer on the bank and paypal accounts, so that we can avoid another future experience of group funds tied up with someone's personal accounts due to illness and death. Nancy will be the second signer and recipient of all financial and other logins and passwords. This sharing of information may take a couple of months to complete.

Bob gave a preview of our income and expenses for November.

Nancy asked a clarifying question about BDA Workshops. The amount reported is since July 2020, when BDA Workshops added us to their distribution plan. All proceeds went to the GSB through June 2020.

## Coordinator reports

**Literature Coordinator** — Nancy presented a literature report through November 25<sup>th</sup>, including inventory:

<i>A Currency of Hope – Second Edition / paperback</i>	48 @ 10.00 = 480.00
<i>The Twelve Steps, Traditions, and Concepts of D.A. / paperback</i>	65 @ 10.00 = 650.00
<i>The Twelve Steps, Traditions, and Concepts of D.A. / hardcover</i>	8 @ 14.00 = 112.00
<i>Business Debtors Anonymous</i> pamphlet	54 @ 1.00 = 54.00
<i>The Tools of Business Debtors Anonymous</i> pamphlet	70 @ 2.50 = 175.00
<i>The Twelve Promises of Debtors Anonymous</i> pamphlet	70 @ 2.50 = 175.00

**Total literature inventory at November 25, 2020 = \$1,646.00**

Nancy shared that she has learned if she is willing to wait in line at the post office, she can use the media rate mailing service, which is approximately one third-the cost of mailing first class.

Bob next asked for objections to approval. There were none. **Literature report approved.**

We then reviewed the inventory and prepared our next order. While there are some increases we would like to make by individual item, but we will wait until December to place our next order.

Nancy has spent \$190.54 of her first \$200 pre-imburement for mailing supplies and costs. She will send in pictures of her receipts so far, and Bob will send her a second \$200 online before the end of the day. Bob has asked Nancy not to allow her pre-imburements amount to ever go into a negative, which we would consider a debt from the BDA Intergroup Startup Project to Nancy. This would not be an acceptable outcome in our BDA service.

**As a reminder:** As long as there are available dollars in the Literature Fund, the Literature Coordinator does not need to ask for additional approval to place literature orders or to receive additional pre-imburements for supplies and postage. Requests for spending beyond the balance in the Literature Fund must be brought to a monthly business meeting for review and approval.

**Newsletter Coordinator** — December newsletter — volume 1, issue 4 — was approved by email and distributed on November 15, 2020 with an invitation to this, the November 22<sup>nd</sup>, BDA Intergroup Project business meeting.

Nancy and Bob will complete the January newsletter for distribution by December 20<sup>th</sup>. Nancy will begin offering personal invitations to folks to submit articles, visions, etc. Lots of help and support are available to article writers from the BDA Intergroup Project editorial team.

Nancy is focused on getting BDA member stories for the front page in each month of 2021, and Nancy is working on the newsletters a quarter at a time, rather than starting over every month.

**As a reminder:** In mid-year 2020, we had made a plan to print copies of our *Expanded Quarterly News* for physical distribution to Intergroups four times per year. We did remove that item from our 2021 spending plan so, if we ever do want to do this, it will be new spending and will need a new group conscience.

## Old business

1. **Deferred to our next business meeting on December 27, 2020:** Status of our group registration resubmission as a group rather than as an Intergroup.
2. **Deferred to our next business meeting on December 27, 2020: Part 3** — Review and approval of our BDA Intergroup Startup Project website. Please review our existing website at <https://www.bdaintergroup.org/> ahead of time and come prepared with questions and amendment requests. We will specifically focus on our Business Meetings pages in December.

## New business

1. **Deferred to our next business meeting on December 27, 2020:** Review radio outreach media plan, including timing, cost, payment terms, and radio project lead. There is much work to do on this project before our next monthly business meeting and much more than that after our next business meeting.
2. **Deferred to our next business meeting on December 27, 2020:** Brainstorming additional ideas for outreach and public information for both DA and BDA in 2021.
3. **Unscheduled and not on November agenda:** *Sunday BDA Phone* has planned and will be hosting a BDA Tool Two — “We write annual one-year business plans with definable and accountable goals and targets.” — workshop series and fundraiser to happen December 2020 through February 2021. All proceeds will be distributed to the *BDA Intergroup Startup Project* to be split evenly between our literature and public information funds. A very generous contribution to BDA members and groups, especially this one, by a consistently very generous group.

10:30am pacific / 1:30pm eastern — Closed with DA Promises and Serenity Prayer

## Agenda for December 27, 2020 BDA Intergroup business meeting

This is simply an estimated agenda; our project lead will provide an accurate agenda a week before our next meeting:

**Up to 10 minutes — Open with Serenity Prayer plus Introductions from present participants**

**Up to 7 minutes — BDA and DA readings**

**Up to 3 minutes — Urgent business and review of agenda by Project Lead (radio outreach media plan is urgent business for November, but will not be addressed at the beginning of the meeting)**

**Up to 20 minutes — November minutes and treasury at a desired 5 minutes each, with time for specified reading and overages**

**Up to 15 minutes — Coordinator project reports (Literature and Newsletter)**

**Up to 30 minutes — Old business**

1. Status of our group registration resubmission as a group rather than as an Intergroup.
2. **Part 3** — Review and approval of our BDA Intergroup Startup Project website. Please review our existing website at <https://www.bdaintergroup.org/> ahead of time and come prepared with questions and amendment requests. We will specifically focus on our Business Meetings pages in December.

**Up to 30 minutes — New business**

1. Review radio outreach media plan, including timing, cost, payment terms, and radio project lead.
2. Brainstorming additional ideas for outreach and public information for both DA and BDA for 2021.

**Up to 5 minutes — Close the business meeting — Anything left to discuss today?**

Confirm date, time, and location for next meeting:

**Sunday, January 24, 2020 — 11am to 1pm eastern**

Conference call, (701) 802-5415, Access code: 8946796#

All business meetings will be recorded.

**Close with the Serenity Prayer**