

Approved Minutes from BDA Intergroup Startup Project
Business Meeting on January 24, 2021

8am pacific / 11am 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 20 minutes — Readings, introductions, and review of agenda by Project Lead

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

Up to 15 minutes — Coordinator project reports — Literature Coordinator and Newsletter Coordinator

Up to 30 minutes — Old 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 30 minutes — New business

1. Revised 2021 spending plan to include increased literature requests and radio outreach project.
2. Review of upcoming events starting with the DA and BDA Visioning Mini-Conference.

Up to 5 minutes — Close the business meeting

Urgent business, only to ensure we don't run out of time

After a brief discussion, and in the interest of more and better engagement and efficiency, we will move to video conferences beginning with our February 2021 business meeting. **Approved unanimously.**

December minutes and treasury

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

Bob summarized December 2020 treasury report and requested questions:

Regarding our December and YTD profit and loss — Our total income for December was \$4,324.23, almost exactly 360% of our monthly income plan amount of \$1,200. Yay, God! December income was made up of \$249.62 in final 2020 distribution from BDA Workshops; \$144.20 in earmarked member contributions to public information; and \$3,930.41 in event proceeds from early registrations for the BDA and Visioning Mini-Conferences and continuing donations from Sunday BDA Phone's BDA Tool Two workshop series.

Total YTD contributions by groups through December 31, 2020 is:

Group # 968 — **Sunday BDA Phone** — 4,048.17 (including Bill J Memorial and workshops)

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** — 3,444.55

For total group contributions of \$7,639.57

Total YTD member contributions, both general and earmarked, are \$1,582.32

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

For a combined total income of \$9,221.89 for the months of July through December

Our expenses for December included: \$200 third pre-imburement to Nancy for mailing supplies and expenses; \$1,100 for a literature order from the GSO; and \$20.68 for paypal fees on BDA Tool Two workshop donations.

Regarding our YTD spending plan comparison for the months of July through December — We are \$2,021.89 (or 28.1%) ahead in income and \$2,297.85 under in expenses. The difference between our actual income and expenses remains in designated funds, leaving us with \$5,144.74 currently available in all funds.

Regarding our balance sheet — As reported above, our total available balance in all funds at December 31, 2020 was \$5,144.74. We were only able to make accruals to our Literature fund (\$350) and our prudent reserve (\$100) in December, with no accruals made to Overhead, Public Information, or Tech and Web. Our ending unallocated balance in our General Fund was \$54.08.

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

Literature Inventory Details as of (one day before meeting):

January 23, 2021

Available Dollars in the Literature Fund at end of day:

\$517.09

Book and Pamphlet Numbers	Book and Pamphlet Titles	Current Inventory	Prices in 20 Packs on Books	Inventory Value
B-106, 107, 108	A Currency of Hope – Second Edition	71	10.00	710.00
B-200, 201, 202	The Twelve Steps, Traditions, and Concepts of D.A.	62	10.00	620.00
P-113	Visions	77	1.00	77.00
P-122	Business Debtors Anonymous	56	1.00	56.00
P-124	Underearning	77	2.00	154.00
P-132	The Tools of Business Debtors Anonymous	95	2.50	237.50
P-133	The Twelve Promises of Debtors Anonymous	105	2.50	262.50
				\$2,117.00

NOTES:

We have decreased our desired inventory to ensure we have funds available to honor requests for eBooks.

We have served **44** DA and BDA newcomers and members so far in 2021.

We have provided physical and digital literature to the following locations:

AZ, CA, FL, GA, MD, MI, MO, NJ, NV, NY, PA, TX

Canada, South Africa, United Kingdom

The following pieces of DA and BDA conference-approved literature have been provided so far in 2021:

Conference-Approved Literature

Titles	Digital	Paper	Total
DA 12, 12, and 12 book	11	20	31
DA's A Currency of Hope	15	21	36
2020 Pamphlet Collection (digital only)	13		13
BDA pamphlet (paper only)		20	20
BDA Tools pamphlet (paper only)		19	19
DA Promises pamphlet (paper only)		17	17
DA Underearning pamphlet (paper only)		18	18
DA Visions pamphlet (paper only)		19	19
		39	173

Coordinator reports — continued:

Literature Coordinator — continued —

RATIFICATION: The requested form was created and provided to the fellowship on January 10th, with an immediate positive impact, including more than doubling the number of literature requests received. We need to ratify this decision at the January 2021 business meeting. **Approved unanimously.**

As a reminder: Our spending plan does not include duplication of literature items — i.e., a book in both physical and digital formats or some paper pamphlets and the digital pamphlet collection — although we will fill second requests that are made at least three months after the first request.

As a reminder: We can provide eBooks if requested instead of physical literature but, unfortunately, only in the US and Canada, until DA extends its copyrights to other countries and continents.

As a reminder: Our spending plan will support shipping of physical literature anywhere in the world with a maximum cost per request of \$35. That amount is the same as what it costs us to purchase and receive the seven pieces — two conference-approved books and five pamphlets — from the GSO, bringing our total maximum cost per member or newcomer to \$70.

RATIFICATION: Based on the delay in shipping in December and January, we reversed our decision about the media rate mailing service. We will be mailing first class instead, which is better for both literature recipients and for Nancy. We need to ratify this decision at the January 2021 business meeting. **Approved unanimously.**

Nancy proposed a postage at home meter and service, which will significantly decrease her time commitment, except for international shipments which will still need to be taken to the post office. Estimated cost is \$17.99 per month plus postage, which will easily fit into our current spending plan and pre-imburement process.

Approved unanimously.

Newsletter Coordinator —

Nancy has decided to step aside as newsletter coordinator. Literature requests keep growing and are plenty of service for one person, along with sharing responsibility for all of BDA Intergroup's services and activities.

As a reminder: Our February newsletter is one of our *Expanded Quarterly News*, which will include two inside pages — a progress report about the activities of the BDA Intergroup Startup Project and financial reports.

Plans were made for the March newsletter. Back page changes: middle section on the top of the back page will be used for the Tradition for the month, and the bottom section of the back page will be used for the Promise of the month. **Approved unanimously.**

Old business

1. Review radio outreach media plan, including timing, cost, payment terms, and radio project lead.

We have a project lead for the radio outreach project who is working directly with the media agency we've hired. Bob has signed the contract. We'll have two weeks for script approval. Our plan includes playing our audio news release (ANR) every week in April on a guaranteed basis and distribution of our audio public service announcement (PSA) to 1,000 radio stations across the US, beginning on April 15th. We have made two payments, totaling \$4,500, as a 25% initiating payment at contract signing, on our combined contracts totaling \$18,000.

Verifications by Nancy: All the distributions will be done in April. We will choose the metropolitan markets to which the PSA distributions will be made, with an attempt to reach all 50 states. Production of the audios, including scripting and voice talent for the recordings, are built into our contracts with the media agency. We will review a list of the metropolitan markets before the PSAs get distributed.

Brief discussion of possible next steps: Radio outreach projects every six months — April and October each year — for three years, with hopes that the audios we will soon produce will have a three-to-five-year useful life. We would also be willing to help with outreach in Canada and Mexico, but we would not want to provide that service for any other country without their participation in service and funding.

2. Brainstorming additional ideas for outreach and public information for both DA and BDA for 2021. Discussion pushed forward to future months.

New business

1. Review of upcoming events, including income estimates and contributions from BDA Workshops (group #122319), starting with the DA and BDA Visioning Mini-Conference as our first hosted event.

BDA Mini-Conference (hosted by BDA Workshops, group #122319)	\$15,000 (all months)
BDA Tool Two 2020 (hosted by Sunday BDA Phone, group #968)	1,500 (Jan and Feb)
DA and BDA Spring 2021 Visioning Mini-Conference	7,500 (March)
BDA PRG Panel and Marathons	1,000 (May)
BDA Member Website Review	5,000 (June and Aug)
BDA Tool Two Workshops Fall 2021	9,000 (Sep, Oct, Nov)

Estimated 2021 proceeds from recovery events = \$39,000

The other \$9,000 in our income plan is anticipated to come from member and group contributions to our general fund and from earmarked contributions to our literature and public information funds. Lots more details on the business meeting audio recording. **Our total 2021 income plan is \$48,000.**

Approved unanimously.

2. Revised 2021 spending plan to include increased literature requests and radio outreach project. Final review and approval was via email before posting to website. **Approved unanimously.**

Literature — Purchases from GSO, eBooks, cost of shipping	\$15,600 (32.5%)
Overhead — Transaction fees, prudent reserve (\$4,800), tech & web	7,200 (15%)
Public information — Radio media outreach project	20,400 (42.5%)
Contingency—Projected income not included in projected spending	4,800 (10%)

Estimated 2021 income and spending, including prudent reserve and contingency = \$48,000

10:00am pacific / 1:00pm eastern — Closed with DA Promises and Serenity Prayer

[Agenda for February 28, 2021 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

Up to 20 minutes — February 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. Update radio outreach media plan, including timing, cost, payment terms, and radio project lead.
2. Review of upcoming events starting with the DA and BDA Visioning Mini-Conference.

Up to 30 minutes — New business

1. 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, February 28, 2021 — 8am to 10am pacific

Video conference, register for unique personal link

All business meetings will be recorded.

Close with the Serenity Prayer