

# **Submitted Minutes from BDA Intergroup Business Meeting** **July 26, 2020**

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

## **Readings and member introductions**

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

- ✓ Chair — Ingrid; solvency date in March 2016; Sunday BDA Phone; Bronx, New York
- ✓ Member at Large — Janie; July 2003; Sunday BDA Phone; New York
- ✓ Treasurer — Bill; BDA solvency date in March 2005; Sunday BDA Phone; Northern Virginia
- ✓ Newsletter Coordinator — Nancy; April 1, 2020; home group is Walnut Creek BDA, Thursdays at 7pm pacific; San Ramon, CA
- ✓ Ready to be Tech and Web Chair — Sara; December 10, 2019; Sunday BDA Phone; Norman, Oklahoma
- ✓ Secretary — Bob A; August 8, 2014; Sunday BDA Phone; Seattle (joined 25 minutes into meeting, which had been planned and arranged with Chair and Treasurer ahead of time)

Two more callers did not introduce themselves. (One is an elected trusted servant in a Coordinator position; the other is an elected trusted servant from the DA Telephone Intergroup, who joined us as a guest.)

## **Reviewed business meeting agenda**

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

Up to 5 minutes — Urgent business (not used)

Up to 10 minutes — Brief Intergroup Representative reports (not used)

Up to 15 minutes — Officer reports at maximum 5 minutes each: Secretary; Treasurer; and Chair

Up to 5 minutes — Committee chair reports (used for describing the committee chair and coordinator reporting suggestions, and protocol for when committees and coordinators are presenting motions)

Up to 15 minutes — Coordinator project reports (used for request for approval of the newsletter proposal — content description, layout, and 2020-2021 submission and publication plan — from Newsletter Coordinator and brief check in from Parliamentary Coordinator)

Up to 45 minutes — Old business

1. Preparation for July elections
2. Complete our elections as efficiently and sanely as possible
3. Approve our BDA Intergroup and PI Committee spending plans

Up to 0 minutes — New business (we have no new business listed for July 2020)

Up to 5 minutes — Close the business meeting

## **Officer reports at maximum 5 minutes each: Secretary; Treasurer; and Chair**

Secretary summarized June 2020 minutes. Chair requested objections. There were none. Minutes approved.

Treasurer gave us a treasury update. Our first BDA Intergroup treasury report will be for the month of July and approved in August. Nothing to approve. Our primary topic for old business will be the approval of our spending plans, both the whole Intergroup plan and the Public Information committee plan.

Chair shared inspiration found in Concept 8, since our upcoming service month is August, the eighth month:

Let's work together to make sure that we operate as a team, that we trust one another, and that each of our trusted servants acts and does perform their function and is trusted to do that. My commitment is for each position to be given the autonomy they need for their work and that — as we ask for help — we will offer input, respect, and support. Not only on business meeting days but throughout the month.

As for news, World Service Conference is coming up in August. That's an important annual event for all of us. And for ourselves, in August, I'm excited because we'll be taking a look at the BDA Intergroup website together and discussing where we might go next in terms of its development.

## **Committee chair reports at maximum 5 minutes total: No Committee Chairs yet**

Chair described how committee report and proposal time will work at these business meetings each month:

Most months each committee chair will have up to 5 minutes to report on their committee's activities in the past month and their intentions for the next month. This is the time for committee chairs to ask for and receive help from other BDA Intergroup members, including from Intergroup Reps from member BDA groups.

If more time is needed, specifically if there is a motion or motions from a committee, it can be requested — at least 5 days ahead of a business meeting — via email request to the Chair and Secretary. Over time, more active committee chairs will be allocated more time on these agendas as a matter of course. Please be prepared; please be brief; please simply state if you do not have a report to give or if your committee has not completed anything new in the past month; please do not fill your whole time allocation unnecessarily.

## **Coordinator reports at maximum 15 minutes total: Newsletter and Parliamentary Coordinators**

Everything described in the section above also applies to the coordinators each month, except that most months each coordinator will have 3-5 minutes to report on their project activities and intentions.

Newsletter Coordinator presented newsletter plan and layout (see <https://www.bdaintergroup.org/newsletter-coordinator> for newsletter details, editorial calendar, etc.) Brief discussion and lots of good questions. Chair requested objections. There were none. Newsletter approved to move forward with the first issue ready for approval at our August business meeting and ready for publication in early September.

Parliamentary Coordinator briefly checked in on progress: "I'm just working on reading the service handbook and observing to see how we can make the meeting as efficient as possible."

## **Old business at maximum 45 minutes total: 3 items on the agenda**

Preparation for July elections — We closed our Intergroup Service Representative (ISR) position until March 2021, supporting the Chair in serving as a representative to WSC this year. We closed our Literature Chair position until June 2022, supporting the Treasurer in providing this service. — Thank you both for your amazing generosity!

Complete our elections as efficiently and sanely as possible — We elected SG as our Tech and Web Chair. — Thank you for joining us, SG!

Approve our BDA Intergroup and PI Committee spending plans:

Treasurer invited Secretary to present the detailed Public Information (PI) Committee spending plan. No questions. No objections. Approved.

Treasurer presented the detailed BDA Intergroup spending plan. Lengthy discussion and lots of great questions. Chair requested objections. There were none. Approved.

We confirmed that our Treasurer's reports will be given each month for the previous calendar month. Please see the Treasurer's Manual at <https://www.bdaintergroup.org/da-and-bda-service-literature> for the source of this and other treasury-related guidance from the WSC Resource Development Committee and the GSB.

## **New business: No items on the agenda**

Chair will be attending WSC 2020, formally as GSR for BDA Workshops, informally as our ISR — Chair filled us in on her participations plans so far. We discussed questions and suggestions about the best way to maximize this opportunity.

BDA fellowship in-reach — We discussed ways that we can invite BDA groups both to register on our website, to send Intergroup Reps to these monthly business meetings, and to begin making contributions to fund our spending plan and services. We also discussed how to let BDA members know we're here, ready to be of service, and a source for conference-approved literature, especially for newcomers and lone members.

Our guest from the DA Telephone Intergroup shared her experience, strength, and hope around doing service at the Intergroup level, efforts at Intergroup development, and ways to practice word of mouth within the fellowship. Thank you, and please join us again!

## **11am pacific / 2pm eastern — Closed with DA Promises and Serenity Prayer**

## **Action list**

- **All — Announce open service positions and attract eligible candidates for our elections, which will continue August 23, 2020:**

**Officers** — Vice Chair (2 years)

**Committee Chairs** — Public Information Chair (2 Years), Special Events Co-Chairs (2 members at 2 Years each), Vice Tech and Web Chair (2 Years)

**Coordinators** — Archives Coordinator (1 Year), eBlast Coordinator (1 Year), International Coordinator (1 Year)

- **All — Let Chair know if you have anything you would like her to do or say or watch for at WSC.**
- **Newsletter Coordinator — Will write a blog post to share the value of groups adding themselves to our BDA Intergroup meeting list:** See <https://www.bdaintergroup.org/post/bda-intergroup-meeting-list> for details.
- **All — Most of us committed to carry the message of BDA Intergroup to two or three members not in our own home groups.**
- **All — Come prepared to review and approve our website on August 23, 2020:**  
See <https://www.bdaintergroup.org/> for details.
- **All — Please speak more clearly during BDA Intergroup business meetings:**  
See July 26, 2020 business meeting transcript at <https://www.bdaintergroup.org/secretary>.

## [Agenda for August 23, 2020 BDA Intergroup business meeting](#)

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

**Up to 10 minutes — Open with Serenity Prayer plus BDA and DA readings**

**Up to 10 minutes — Introductions from business meeting participants**

**Up to 5 minutes — Urgent business and review of agenda**

**Up to 10 minutes — Brief Intergroup Representative reports**

**Up to 15 minutes — Officer reports at 5 minutes each**

Secretary, Treasurer, Chair

**Up to 5 minutes — ISR and Committee chair reports**

**This is mostly a place marker for July 2020: We will be electing committee chairs this month AND our primary topic is review and approval of the website.**

Public Information Chair, Special Events Co-Chairs (1 report), and Tech and Web Chair and Vice Tech and Web Chair (1 report)

**Up to 15 minutes — Coordinator reports including approval of September newsletter**

**Two coordinators were elected in June:** Newsletter Coordinator and Parliamentary Coordinator

**Three coordinators will be elected in August or later:** Archives Coordinator, eBlast Coordinator, and International Coordinator

**Up to 35 minutes — Old business**

1. Preparation for August elections. (Do we really need a Vice Chair? Do we really need a Tech and Web Vice Chair?)
2. Complete our elections as efficiently and sanely as possible. (Open service positions will always be our earliest piece of old business each month.)
3. Approve our BDA Intergroup website at <https://www.bdaintergroup.org/>

**Up to 10 minutes — New business**

1. We've had a request to reconsider our vision, specifically the items that are considered "outside issues" to DA and BDA.

**Up to 5 minutes — Close the business meeting**