

Submitted Minutes from BDA Intergroup Startup Project
Business Meeting on December 27, 2020

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 — November 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. 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.

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

November minutes and treasury

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

Bob summarized November 2020 treasury report and requested questions:

Regarding our November and YTD profit and loss — Our total income for November was \$1,009.67, just over 80% of our monthly income plan amount of \$1,200. Yay, God! November income was made up of \$33.67 in final Bill J Memorial donations from Sunday BDA Phone's 16th anniversary celebration; \$257.45 in distributions from BDA Workshops; \$57.75 in earmarked member contributions to public information; and \$661.00 in donations from Sunday BDA Phone's BDA Tool Two workshop described in the minutes.

Total YTD contributions by group through November 30, 2020 is:

Group # 968 — *Sunday BDA Phone* — 1,401.17 (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* — 2,161.52

For total group contributions of \$3,709.54

Total YTD member contributions, both general and earmarked, are \$1,188.12

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

For a combined total income of \$4,897.66 for the months of July through November

Our expenses for November included: \$200 second pre-imburement to Nancy as mentioned in the minutes; \$248.60 for a literature order from the GSO; \$17.40 for five public information flash drives from GSO; and \$213.32 for a three-year renewal of our website, not to be renewed again until December 2023.

Regarding our YTD spending plan comparison for the months of July through November — We are \$1,102.34 (or -18.4%) behind in income and \$3,043.53 under in expenses. The difference between our actual income and expenses remains in designated funds, leaving us with \$2,141.19 currently available in all funds.

Regarding our balance sheet — As reported above, our total available balance in all funds at November 30, 2020 was \$2,141.19. We were again only able to make an accrual to our Literature fund in November, with no accruals made to Overhead, Prudent Reserve, Public Information, or Tech and Web. Our ending unallocated balance in our General Fund was \$16.79. 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.**

Coordinator reports

Literature Coordinator — Nancy presented a literature report through December 26th, including inventory:

<i>A Currency of Hope – Second Edition / paperback</i>	55 @ 10.00 = 550.00
<i>The Twelve Steps, Traditions, and Concepts of D.A. / paperback</i>	63 @ 10.00 = 630.00
<i>The Twelve Steps, Traditions, and Concepts of D.A. / hardcover</i>	8 @ 14.00 = 112.00
<i>Visions pamphlet</i>	100 @ 1.00 = 100.00
<i>Business Debtors Anonymous pamphlet</i>	78 @ 1.00 = 78.00
<i>Underearning pamphlet</i>	100 @ 2.00 = 200.00
<i>The Tools of Business Debtors Anonymous pamphlet</i>	106 @ 2.50 = 265.00
<i>The Twelve Promises of Debtors Anonymous pamphlet</i>	116 @ 2.50 = 290.00

Total literature inventory at December 26, 2020 = \$2,225.00

Nancy reported that she had filled 20 literature requests in the month since the previous business meeting.

This included both the inventory already received plus a shipment of literature en route from GSO.

Nancy requested a literature request form. Bob asked for a delay while we considered the pros and cons of automating these interactions, which are frequently from newcomers who we want to personally welcome to the program.

NOTE: 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 next business meeting.

NOTE: 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 next business meeting.

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.

Coordinator reports — continued

Newsletter Coordinator — January newsletter — volume 2, issue 1 — was approved by email and distributed on December 25, 2020 with an invitation to this, the December 27th, BDA Intergroup Project business meeting.

Nancy is working with the article writers for the February and March newsletter for distribution a week before each previous month's business meeting. 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 and Bob are reorganizing their roles with their newsletters. Nancy's role is more publisher of the newsletter, while Bob is primarily the editor. Nancy will be invite and engage writers, then pass them and their article drafts to Bob to work on edits and rewrites, then back to Nancy to approve the newsletter before it is posted and distributed.

As a reminder: Our February newsletter will be 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.

Old business

1. Status of our group registration resubmission as a group rather than as an Intergroup.

Bob gave an update with details on the recording. At this point, we have consolidated our efforts with "Let's Grow DA" and have submitted a re-registration as group # 13017, which is the group number we are using. We'll just keep moving forward until something changes.

2. Part 3 — Review and approval of our BDA Intergroup Startup Project website.

Nancy and Bob reviewed all of the remaining website pages, including pages under the "Business Meetings" heading in our main menu at bdaintergroup.org. No changes were made. **All pages, words, and elements on our website at bdaintergroup.org have now been approved.**

As part of this discussion, Nancy and Bob have agreed to serve as event coordinators until those positions are filled. We already have plans for a DA and BDA Visioning Mini-Conference throughout the month of March, a likely BDA PRG panel in April, and a probable repeat of the BDA Tool Two workshop series in the fall as our BDA fellows are preparing their business plans for 2022.

Bob will move forward with search engine optimization (SEO).

New business

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

We agreed to move forward with an \$18,000 radio outreach agreement with a professional media service, as long as we have \$4,500 — the necessary 25% deposit — by January 15, 2021. If we have less than \$4,500 on January 15th, we will adjust the total contract amount to 4 times the deposit amount we have. For instance, if we have a deposit of \$4,000 available on January 15th, our maximum contract would be \$16,000. However, we are hopeful that we will be fully funded for the 25% deposit. The balance on the agreement — anticipated to be \$13,500 — will be due in the first week of May.

The contract will include two distinct elements:

\$8,000 for audio news releases (ANRs) with a committed placement of a 60-second recording weekly throughout the month of April with an audience of 3.3 million listeners on a network of 800 stations.

\$10,000 for audio public service announcements (PSAs) distributed to 1,000 radio stations. (Bob will be asking if more radio stations can be added for the PSAs.)

We do have a volunteer project lead and an experienced volunteer, who works in the PR field, to help with the messaging.

Our messaging will most likely be focused on debting through past due taxes and our reach will be ongoing throughout the month of April 2021.

Bob next asked for objections to approval. There were none. **Our radio outreach media project is approved.**

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

Agenda for January 24, 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

Up to 20 minutes — December 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. 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 — Anything left to discuss today?

Confirm date, time, and location for next meeting:

Sunday, January 24, 2021 — 8am to 10am eastern

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

All business meetings will be recorded.

Close with the Serenity Prayer