

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

*Meeting Notes for 11/20/22 business meeting and Working Agenda for  
12/18/22 (See *December Topics*)*

**Meeting Format:**

Open  
Introductions  
Minutes Summary  
Treasurer Report  
Urgent Business  
Old Business

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**Open**

All opened the meeting with the Serenity Prayer

**Introductions**

Lynn, Business Meeting Chair and HG Member  
Heather, Meeting Chair and HG member  
Gabe, Business Meeting Record Keeper and HG member  
Gayle, Tech Coordinator and HG member  
Chris, Treasurer and HG Member

**Minutes Summary**

Gabe read a summary of the minutes from the 10/16/22 meeting. No amendments or objections.  
All approved.

**Treasurer Report**

Chris shared [Report](#).  
GSR Fund to stay at \$1500  
Income – \$162.55 7th Tradition  
Expenses – \$165.04 Zoom  
All approved the Treasurer's Report as presented  
Report will be posted on the website by Gayle.

**Accounts**

Gayle has necessary apps on her phone and has access to all accounts and is able to successfully log in. Not sure about how to access statements from the mobile app.

### ***Actions***

- **Chris** will try accessing the bank statements from her app and will share results with Gayle

### **Open Service Positions - as of 10/16/22**

Next Elections will be in December

**Meeting chair** – Heather – Dec 22

**Newcomer Greeter** – Heather and Lynn will cover until December elections – Dec 22

**Speaker-Greeter** – Gayle P – Dec 22

**Business meeting chair** – Lynn – Dec 22

**Business meeting record keeper** – Gabe – Dec 22

**Tech coordinator** – Gayle P – Dec 22

**Treasurer** – Chris B – Dec 22

**GSR** – Pending. Who would like to serve? Heather and Lynn will provide more information about the GSR position prior to December elections. Please come to the December meeting for service position voting!

### ***Actions***

- **Heather** at meetings, mention service positions and elections coming up in December

### **Urgent Business**

#### **1. Access to SundayBDAPhone.org**

Two different domains related to different gmail addresses for the group; this one is mostly for treasurer documents and analytics; Chris is sending Gayle the password to that particular account so Gayle can access that email

### ***Actions***

- **Chris** to send password to Gayle
- **Gayle** to see if the password works

#### **2. Propose Separating from Help for Debtors – *December Topic***

Establish ourselves as a regular meeting and not advertise or promote Help for Debtors Workshops; Help for Debtors is not a meeting; we are not. We present ourselves as one entity, yet we are not. Motion was made to remove the advertisements for Help for Debtors from the SundayBDAOnline website and to not promote the workshops in our meeting script – remove the conferences tab from the website. Do we want to separate ourselves from Help for Debtors Workshops? 4 voted yet, 1 voted no. The group voted to not publish this portion of the notes on the website because this is a sensitive issue. *This discussion is tabled until the December meeting.*

### **Old Business**

#### **1. PRG to Create Spending Plan**

#### **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. Additional Prudent Reserve Costs – *December Topic***

Need to get cost of email and website to add to current group PR amount \$375

**4. Zoom Reports for Recordings – *December Topic***

Access reports online and review data in November

- **Gayle** to access Zoom reports and share at December meeting

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*Meeting notes for business meeting on 10/16/22  
and Working Agenda for 11/20/22 business meeting (See *November Topics*)*

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**Open**

All opened the meeting with the Serenity Prayer

**Introductions**

Lynn, Business Meeting Chair and HG Member  
Heather, Meeting Chair and HG member  
Gabe, Business Meeting Record Keeper and HG member  
Gayle, Tech Coordinator and HG member  
Chris, Treasurer and HG Member

**Minutes Summary**

Gabe read a summary of the minutes from the 9/18/22 meeting. No amendments or objections. All approved.

**Treasurer Report**

Chris not able to attend but will send report to Gayle ASAP.  
Report will be posted on the website by Gayle.

***Actions***

- **Gayle** to add a PR line to the spreadsheet (\$375)

**Accounts**

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.

## Open Service Positions - as of 10/16/22

Next Elections will be in December

**Meeting chair** – Heather – Dec 22

**Newcomer Greeter** – Heather and Lynn will cover until December elections – Dec 22

**Speaker-Greeter** – Gayle P – Dec 22

**Business meeting chair** – Lynn – Dec 22

**Business meeting record keeper** – Gabe – Dec 22

**Tech coordinator** – Gayle P – Dec 22

**Treasurer** – Chris B – Dec 22

**GSR** – Who would like to serve? Heather and Lynn will provide more information about the GSR position prior to December elections

### *Actions*

- **All** need someone to serve as Newcomer Greeter
- **Gabe** list all the service positions and dates in the notes here

## Urgent Business

3. Nothing presented

## Old Business

5. PRG to Create Spending Plan

6. **Speakers Recordings – Resolved**

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 November.

- Currently recordings are all saved in the cloud
- There were two recordings that were recorded locally. Do we need these?
- Group decided no and to move on without needing to locate and upload the two recordings
- Is the tech person supposed to record and upload the recordings?
  - Anything related to tech is the tech person's responsibility, including zoom recordings
  - How are the data accessed? On the zoom backend – run reports

### *Actions*

- **All** check in with Heather in October to see if the two recordings were found

7. **Kindle – Resolved**

Gayle requested sharing the Kindle to the website but we can't do it – Kindle books need to be shared by the individual

- Gayle did not contact Kindle

- Does anyone have ideas about which email we can use to share the Kindle online (we need a group account vs. someone's personal account)?
- There does not seem to be an issue with individuals sharing their personal Kindle
- Group voted to move on from this and just continue to use personal Kindles

**Actions**

- ~~Gayle will contact Kindle and see if the group/group email can receive the Kindle~~

**8. 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.

**9. Additional Prudent Reserve Costs – November Topic**

Need to get cost of email and website to add to current group PR amount \$375

**10. Pasting Links – October Topic – Resolved**

Meeting Chair does this; give new chair the links they need to post

**Actions**

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

**11. Zoom Reports for Recordings – November Topic**

Access reports online and review data in November

- **Gayle** to access Zoom reports and share at next meeting

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*Meeting notes for business meeting on 9/18/22  
and Working Agenda for 10/16/22 business meeting (See *October Topics*)*

**Meeting Format:**

Open  
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Old Business

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**Open**

All opened the meeting with the Serenity Prayer

**Introductions**

Heather HG member, Gabe HG member, Chris HG member, Gayle HG member

**Minutes Summary**

Gabe read a summary of the minutes from the 8/21/22 meeting. No amendments or objections. All approved.

**Treasurer Report**

Chris shared the report. Report will be posted on the website by Gayle.

- Current balances – \$1,965.69 Total (General Fund \$465.26; GSR Fund \$1,500.43)
- Average monthly 7th Tradition = \$20-\$45

**Discussion on how to distribute funds from the General Fund: Resolved**

Read the 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.*

We don't have an Intergroup or Area.

Zoom renews in October – \$200 annually

Other expenses – \$100 for website annually

Annual expenses are \$300 – Recommend keeping \$1500 in GSR fund and \$300 or \$375 in General Fund as Prudent Reserve

7th Tradition goes to General Fund or members can earmark \$ for GSR at the time of their contribution

Recommendation: Split remaining account balance beyond PR between Help for Debtors and GSO

Recommendation: Keep \$375 as Prudent Reserve; \$1500 as GSR fund and remaining balance to GSO on a monthly basis – **All voted in favor of this recommendation**

### **Actions**

- **Gayle** to add a PR line to the spreadsheet (\$375)

### **Accounts**

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 – *October Topic***

Sharing materials online during the meeting is going well.

Gayle requested sharing the Kindle to the website but we can't do it – Kindle books need to be shared by the individual

### **Actions**

- ~~**All** (next month) discuss having access to Kindle on the website~~
- **Gayle** will contact Kindle and see if the group/group email can receive the Kindle

#### **2. ~~Bank Account Resolved~~**



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

### **3. ~~Service Positions Job Descriptions~~ Resolved**

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

### **4. ~~Script~~ Resolved**

Script has been updated

### **5. ~~Zoom Settings~~ Resolved**

All Zoom security features have been updated, but we could still have a password. We already have a password so this is already done.

#### **Actions**

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

## **Topics for September Business Meeting**

### **1. PRG to Create Spending Plan – *October Topic***

### **~~2. Prudent Reserve~~ Resolved**

*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~~ Resolved**

### **~~4. Zoom Settings~~ Resolved**

Security/password discussion

## **Old Business**

### **1. Recording Speakers? Y/N? – *October Topic***

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 two missing speaker recording — Not yet by will search by the two dates for Gayle and Demitri
- **All** check in with Heather in October to see if the two recordings were

## 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 – *October Topic*

### *Actions*

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

## 4. ~~Website Updates~~ *Resolved*

*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

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*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

---

**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**

**4. Kindle**

Sharing materials online during the meeting is going well.

**Actions**

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

**5. Bank Account**

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

**6. Service Positions Job Descriptions**

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

**7. Script**

Script has been updated

**8. 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**

**5. PRG to Create Spending Plan**

## 6. 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?*

## 7. Distribution of General Funds

## 8. Zoom Settings

Security/password discussion

## 9. Kindle

Access to Kindle on the website

## Old Business

### 12. 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

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