

WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 27, 2021

Meeting opened at 9:19 AM PT/12:19 PM ET/6:19 PM SAST with the Serenity Prayer.

The Twelve Concepts were read.

Roll call: (7 voting members present)

Motion made by and seconded approve the April 28, 2021 minutes. Approved.

Motion made and seconded to approve the May 8, 2021 minutes. Approved.

Motion made and seconded to approve the polls since the May 8th meeting. Approved.

Financials:

Bank balance – June 25, 2021

General account: \$74,998.01

Prudent reserve: \$20,000

WSC account: \$28,129.46

Credit balance: (\$29,218.93)

Available cash \$65,779.08

WSO Update & Needs

- Robbie has given notice. His last day will be July 2nd. Cathy has contacted the employment agency.
- Cathy is shifting the responsibilities in the office.
- Now receiving more literature orders.
- A staff member can handle producing the Nar-Anon 36 and the new literature.
- A board member offered to do the data entry Robbie was doing.
- Motion was made and seconded to purchase 5,000 SESH. Motion approved 7 yes

Old Business

- The contribution button on the website is coming later this year. More research to be done.
- No interest yet for the Assistant Executive Director position. There will be another article in the September newsletter.
- The BOT roundtable with the fellowship is set for September 26, 2021. An article will go in the September newsletter and on the website with details, time, Zoom ID, etc.
- Information was compiled on non-profit salaries. A motion was made and seconded by for the Office Manager to be paid 90% of Market Rate, motion approved 7 yes

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- We will vote on merit increases after the financials have been reconciled.
- Cathy is talking to our insurance broker about health insurance for the employees.
- Motion made and seconded to give one week paid vacation to full-time employees after the first year. Motion approved 7 yes
- Motion was made and seconded to give 6 paid holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day not to include Friday after Thanksgiving, Christmas Eve, and New Year's Eve. Motion approved 7 yes.
- Motion made and seconded that full-time will be 32-40 hours per week. Motion approved 7 yes
- Marie will send Executive Director and Assistant Director positions to us for review.
- Assistant Executive Director salary to be decided in the future
- Motion made and seconded, Cathy to sign the contract with the hotel for April 27 – May 1, 2023. Motion approved 7 yes
- We will ask the conference committee to research a hybrid conference.

New Business

No new business at this meeting.

Motion to close the meeting was made and seconded. The meeting closed with the Serenity Prayer at 11:08 AM PT/2:08 PM ET/8:08 PM SAST.

The next meeting is August 22,2021 at 9:00 AM PT/12:00 PM ET/6:00 PM SAST.