Board of Directors Meeting  
*First meeting of 2021-2022 Board*

**JULY 23, 2021**

1. **CALL TO ORDER**

   Michael D agreed to chair the meeting and convened the meeting at 3:18 p.m.

2. **SERENITY PRAYER**

3. **ATTENDANCE**

   Directors: Susan M (Chair), Lorraine S (Vice-Chair), Bryce M (Member), Lorraine S (Member), "Gris" Mariita M (Member), Susan C (Member), Janice R (Member), Aneisa B (Member), Adele P (Member); Jim W (Non-Participating Director)

   Corporate Officers: Michael D (President), Carolyn P (Treasurer), Donna B (Corporate Secretary)

   Executive Director: Ellie M

4. **BOARD OF DIRECTORS, CHAIR AND VICE-CHAIR**

   Susan M was elected Chair of the Board of Directors in a motion made by Lorraine S, seconded by Janice R, and unanimously passed by the Board of Directors.

   Lorraine S was elected Vice-Chair of the Board of Directors in a motion made by Janice R, and unanimously passed by the Board of Directors.

5. **CORPORATE OFFICERS**

   In a motion made by Janice R, and seconded by Bryce M, the following Corporate Officer appointments were unanimously approved:

   i. Michael D: President
   ii. Carolyn P: Treasurer
   iii. Donna B: Secretary
6. MENTORS

The following mentors were assigned for the new Directors:

i. Susan C: Lorraine S
ii. Aneisa B: Janice R
iii. Adele P: Susan M

7. WSBC COMMITTEE BOARD LIAISONS

The following assignment of WSBC Committee Board Liaisons were made:

i. Susan M: Agenda, Urgent New Business
ii. Michael D: website
iii. Adele P: Policy Manual, Ad Hoc
iv. Aneisa: Education
v. Bryce M: Sponsorship, Ad Hoc
vi. Carolyn P: Finance
vii. Gris: Convention
viii. Janice R: Public Information
ix. Lorraine: Literature, Convention
x. Susan C: Special Needs

8. DIRECTOR OF THE MONTH

The following assignments were made for Director of the Month (hereinafter, “DOM”), i.e., the Director who will be the first line in fielding questions from the membership.

i. Bryce M: August, July
ii. Lorraine S: September, April
iii. Janice R: October, June
iv. Aneisa B: November
v. Adele P: December, May
vi. Susan C: January
vii. Gris M: February
viii. Susan M: March

The DOM’s responsibilities generally include:

i. Creating a first draft of the letter that will be sent in response to the question posed; and
ii. Sending the draft letter to all Board members and WSO for comment.

Board members’ responsibility to DOM’s draft include:

i. Responding with edits, comments and/or approval.

WSO will either return it to DOM for final edits or revise the letter without further assistance and send the response to the originator of the question and the Board.
9. **WSO BOARD AND EXECUTIVE COMMITTEE MEETINGS**

The dates of the future meetings of the Executive Committee and Board of Directors were given by Ellie M.

Executive Committee members are: Michael D (Corporate President); Susan M (Board President); Lorraine S (Board Vice President); Jim W (Non-Participating Board Member); Carolyn P (Corporate Treasurer); and Donna B (Corporate Secretary).

**Executive Committee**

i. October 13, 2021; January 12, 2022; April 13, 2022

ii. All meetings will begin at 5:00 pm, Pacific Time

**Board Meetings**

i. October 23, 2021; January 22, 2022; April 23, 2022

ii. All meeting will begin at 7:00 am, Pacific Time

10. **GENERAL QUESTIONS ABOUT BOARD SERVICE**

*Service Above the Meeting Level*

In response to a question posed by Susan C, Michael D clarified that Directors are asked to resign from all CEA-HOW service positions above the meeting level during their tenure as Directors.

**Board Roster**

An updated Board roster, with Committee Assignments, will be distributed to Directors.

11. **BOARD COMMUNICATION WITH INTERGROUPS**

**Motion**

A motion was made by Adele P to reinstate Director assignments of three Intergroups for which Directors are responsible for connecting with each month in order to facilitate communication between the Board, Intergroups, and the membership.

The motion failed for lack of a second.

12. **BOARD RETREAT**

**Motion**

A motion was made by Carolyn P, and seconded by Janice R, to have a Board Retreat before the next scheduled Board meeting in October 2021 for team building, liaison guidelines, and strategic planning.

The motion passed unanimously.
13. ADJOURNMENT

Motion

There being no further business to discuss, Michael D moved, and Janice R seconded, to adjourn the meeting.

The motion was passed unanimously.

Thereupon, the meeting was closed with the Serenity Prayer and adjourned at 3:54 p.m.