Minutes: Full Board of Trustees: Interim Meeting

**Thursday March 26, 2020**

4:30 CT p.m.

1. Call to order *at 4:32 p.m./*Serenity Prayer - Scott
2. Approval of March 12 Board meeting minutes\* - Scott

*Motion by Paul seconded by John. Approved.*

1. Office operations update\*
	1. When do we close the office vs. work remotely? Guidelines for unemployment compensation?

*Elaine provided an update on activities. Discussion on unemployment benefits and the bill has not yet passed so no decisions can be made. Do we need a one-time office clean at some point? The potential SBA loans will cover rent/utilities. The EAI is not a group and therefore is eligible for assistance from outside sources. EAI could be considered an essential service in the world today.*

1. Remote meeting plans

*ELaine will ask Claire to send Scott the list of suspended meeting contacts and he will call them.*

1. Fundraising
	1. Strategies for fundraising during quarantine times (Go Fund Me or other?) *We’ll highlight Paypal Give on the website, Facebook page and on The Loop and encourage more gifts through our communications. We need to find ways to encourage giving during the Alternative Format Meetings - reminding people of the 7th Tradition.*
	2. Assistance (Federal or otherwise) for small business operations, if needed *We need to see what is available - Elaine will monitor and will apply as appropriate.*
	3. Downturn in contributions *Sales have been up, contributions have been down.*
	4. Instagram account creation - JFT/Slogan posts. *Elaine will start this.*
2. Continuing Bylaw and Communication committees. *Bylaw committee voted to continue 2x/week; Communications committee  just met for the second time last week. Both will continue as planned.*
3. Would now be the time to  introduce EA to healthcare organizations in a proactive way? *The conferences that Paul will be attending will address this issue - hopefully he will make some connections.*
4. Naming of newsletter
	1. “Mission” of monthly communications discussion to guide title decision
	2. Possible new titles: Choose to Believe; New Way of Life; Promises Fulfilled; Fellowship News; Strength and Hope

*Elaine would like this to focus on program-related materials. John said that administrative news needed to be offered elsewhere and that should be communicated in the first issue of the new communication vehicle. This could be communicated on the website or via email. Derita is comfortable with the monthly communication focus on recovery-related materials. Scott wanted to have a space available in this publication for administrative news. Title options suggested by Colleen will be reviewed by trustees and they can get back to Elaine.*

*Next meeting: April 9 at 4:30  p.m. CT*