Agenda: Board of Trustees
Monday, Oct 11, 2021
Minutes

1. Call to order/Serenity Prayer   - Paul
    a. *Attending: Paul, Colleen, Derita, Behzad*
    b. *Absent: John, Kelsey, Steve*
2. Approval of Sept 13 & Sept 11 meeting minutes*   - Paul
    Sept 13 minutes *Motion to approve by Colleen, seconded by Behzad. Approval by Colleen, Behzad and Paul. Derita abstained from voting.*
    Workshop minutes *Motion to approve by Colleen, seconded by Behzad. Some items should be revisited for future agenda. Approval by Colleen, Behzad and Paul. Derita abstained from voting.*
3. Asana task manager discussion   - Paul/Colleen
    This was an item from the prior board meeting as a way to get trustee tasks organized. Kelsey accepted the invitation and Paul asked that others accept it. At the next meeting we will go through how it works and decide if we want to adopt it if everyone can access it.
4. Annual Membership Meeting plans*   - Paul/Elaine
    a. Agenda
        Motion to approve the agenda by Colleen, seconded by Behzad. Unanimous approval.
5. Literature Committee/Approval of new materials*   - Colleen
    i. #23 Fam/Friends
    i. # 23 revisions by Colleen
    ii. Control Revisions
    iii. Reflection questions for 40
    iv. Writing Guidelines
        Discussion of the guidelines for use by the Lit Cmt as they work on new material. Issues around material usage will be put on a future agenda for board discussion.
    v. 50 Tips
        These items will be brought to the board at the next meeting. The Lit Cmt will be meeting again on Oct 24th. Colleen will bring material to the November meeting for approval by the board. Next focus will be #23 and #40. The Committee will focus on 1-2 publications each month.

        Meeting ended here

6. Sponsorship effort   - Kelsey
    a. *(Report provided prior to meeting) We have over 30 people needing matched and 3 available sponsors, one overseas who is able to make calls to potential sponsees. I have asked our team to compile a list of available sponsors that they*

know besides those who have signed up on the website. I am meeting with those who have volunteered to help each week to continue to make progress.

7. Board meeting platform/arrangements   - Elaine
8. Administrative concepts rewrite (#67)*   - Elaine
    a. [Colleen's revisions](#)
9. Communications Committee update   - Colleen
    a. [Process](#)
10. Video update   - Kelsey
    a. *Posted on EAI website in September*
11. Financial report**   - Derita
    a. [Balance sheet](#)
    b. [P&L - July](#)

Next Meeting November 8, 2021

**Documents will be separately via email