



Board of Trustees  
Meeting Minutes

**Wed Jan 8, 2025 11 a.m.**

Minutes

1. Call to order/Serenity Prayer Paul  
*Present: Fred, Kathy, Kathleen, Paul, Elaine, Margot*
2. Approval of past meeting minutes Paul  
[October minutes](#)  
Motion to approve by Kathy. Seconded by Fred. Unanimous approval
3. Financial review Paul  
[Cumulative P&L November](#)  
[P&L November](#)  
[Balance Sheet November](#)
4. Trademark update Kathleen  
*Trademark was filed with incorrect information last year. Kathleen found an attorney who will help us re-register pro bono. The attorney requires an engagement letter in order to help us. Kathleen will have the attorney get in touch with Elaine for a signature.*
5. Guidelines for responding to emails Elaine
  - a. [How-Tos for EA's New "reply@" Email, 8/5/2024](#)
  - b. February - Kathleen
  - c. March - Kathy
  - d. April - Fred
6. [New book](#) Elaine  
*Copy is complete. Lit cmt is meeting on Friday. Board needs to approve it in the next month. Everyone will check in before Feb 5. Elaine has a book designer identified and is ready to go. Elaine will send a reminder email.*

*Other:*

*Review of Trustees - Fred plans to serve a second term, Kathleen will know by March, Paul's term ends in June. Kathy and Margot's terms continue through June 2026.*

*Margot will work on a list of ideas on how to raise awareness of EAI and we'll figure out where to put it - eg monthly email, website, NGIP*

Next Meeting: March 5, 2025 11 a.m.

