

## Board Executive Committee Report May 2021

### Members:

Charlie H., Chair, [chair@adultchildren.org](mailto:chair@adultchildren.org)

Sharon F., Vice Chair, [vicechair@acawso.org](mailto:vicechair@acawso.org)

Fredrik H., Secretary, [secretary@adultchildren.org](mailto:secretary@adultchildren.org)

Justine F., Treasurer, [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org)

### Notes from Meetings Held:

#### May 4, 2020 – All present

- Charlie welcomed the new Executive Committee members and gave an overview of Executive Committee functions. The OPPM and Bylaws were reviewed.
- Discussion was held about changing the days of Executive Committee and Board Working Session Meetings. Recommend to the Board:
  - 2<sup>nd</sup> & 4<sup>th</sup> Thursday for Board Working Sessions
  - 1<sup>st</sup> & 3<sup>rd</sup> Thursday for Executive Committee Meetings
  - Monthly TC be only business conducted during the prior month
- The agenda for the next Board Working Session was reviewed
- Next Steps:
  - Sharon will give Executive Committee reports at TC
  - Justine will make changes on how the financial reports are given to remove the rush with the end of month reporting.
  - Sharon will suggest next steps for communications received
  - Charlie and Sharon will present ideas for Consent Calendar at the June 5<sup>th</sup> Strategic Planning Meeting
- Upcoming projects for the committee
  - Review OPPM, Bylaws and Articles of Incorporation for consistency
  - Create a policy for Amazon based on position, area of responsibility, and principles (Sharon to begin research)

#### May 18, 2020 – All present

- Motion by Sharon; 2<sup>nd</sup> by Charlie – passed unanimously
  - Approve payment of £480 GBP (approx \$682 USD) to Regional Express for shipping books from Signal Hill to Amazon UK.

Background: This will stock Amazon UK with 40 HC BRB, 112 SC BRB, 198 Yellow Workbooks, 52 SC Meditation, and 198 HC Meditation books.

- Review of the items submitted for the May 20<sup>th</sup> Board Working Session and create an agenda:
  - Executive session for potential violation of Board Norms
  - Suggest study session for Publications Manager position
  - European LPG publishing initiative
  - “Only Meetings” Town Hall Structure and request for assistance
- Next Steps on additional items not “ready” to be placed on the agenda:
  - Fredrik will report back with proposal on Secretary needs, structure and support

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- Charlie will contact PSC/H&I (Jim B & Rich R) to create a distribution strategy before the Board considers the printing quotes for the new trifold for professionals
- Sharon will craft a proposal for Amazon that ensures rotation of service and access for special workers
- Charlie and Sharon will draft the agenda for the June 5<sup>th</sup> Strategic Planning Meeting