

**Minutes**  
**ARTS Anonymous Board of Trustees Meeting**  
**August 10, 2024**

**Meeting:** Called to order: 2:00 pm ET.

**Present:** Allegra B., Cindyann W., Dasha B., Jay M., Pat Q. Vickie D.

**Read:** The Serenity Prayer, Tradition 8, and Concept 8

**Check-In:** Members checked in.

**CONSENT AGENDA:**

- 1) **Motion:** To accept the July 13, 2024, Board minutes. Pat 1<sup>st</sup>, Matt 2<sup>nd</sup>. Passed.

**REPORTS:**

**Treasurer's Report July 2024** (See below)

Chair Screen shared the Treasurer's Report, which included the Profit and Loss for July 2024.

**Motion:** To accept the **July 2024** Treasurer's Report as presented. Jay 1<sup>st</sup>, Pat 2<sup>nd</sup>. Passed.

**Quarterly Operations Report August 8 2024** (See below)

Chair Screen shared the Operations Report, which included the Profit and Loss for July 2024.

**Motion:** To accept the Operations Report as presented. Vickie 1<sup>st</sup>, Pat 2<sup>nd</sup>.  
*Unanimously Passed.*

**OLD BUSINESS:**

**Treasurer/Finance Committee**

Discussion on this topic met clarity regarding next actions to fulfill the need for a Trustee at large to serve as Chief Financial Officer for A.R.T.S. Anonymous. This may include: Soliciting volunteer help from people in the financial realm. Contact the community relations departments of large accounting firms. Contact, colleges and university accounting departments (people who are required to do community service for tenure.)

**Three ACTION Items**

1. Jay to create a shared document for everyone to place research results on what other 12 Step programs for roles around finances and the treasure do.
2. Matt is going to ask Anthony W. if he would be interested in serving A.R.T.S. Anonymous regarding finances.

3. For each of us to consider someone we might know in our life, or organization, who might have some experience and be willing to do volunteer service for A.R.T.S. Anonymous regarding finances.

**NEW BUSINESS:** *(in the order of the Priorities selected by the Board)*

**Participation and Health of Meeting (Item #2 of B.O.T. priority list.)**

Trustees addressed the topic through a Round Robin discussion expressing concerns and response ideas. The chair took notes.

***Motion:*** *To adjourn this meeting. Allegra 1<sup>st</sup>, Pat 2<sup>nd</sup>. Passed.*

***Meeting closes at:*** *4:05 pm ET: Serenity Prayer.*

Respectfully submitted,  
Cindyann W.  
Secretary

TREASURER'S REPORT – July 2024 – A.R.T.S. Anonymous		
<b>BANK BALANCES – July 2024:</b>	<b>Beginning of Month June 28, 2024</b>	<b>End of Month July 31, 2024</b>
Checking Account:	\$3,205.73	\$3,297.86
Savings Account:	\$5,002.33	\$5,002.37
<b>Total Bank Balances:</b>	<b>\$8,208.06</b>	<b>\$8,300.23</b>
<b>July 2023 Total Bank Balances:</b>	<b>Beginning of Month July 1, 2023</b>	<b>End of Month July 31, 2023</b>
	\$7,187.16	\$7,873.97
<b>JULY INCOME:</b>	<b>This Month – July 2024</b>	<b>Last Year - July 2023</b>
Literature:	\$83.80	\$660.74
Donation:	\$913.43	\$1,204.52
Events:	\$355.00	\$322.50
Other:	\$229.09*	\$75.00
<b>Total Income:</b>	<b>\$1,581.32</b>	<b>\$2,262.76</b>
<b>JULY EXPENSES:</b>	<b>This Month - July 2024</b>	<b>Last Year - July 2023</b>
Literature:	\$54.32	\$495.35
Donation:	\$55.38**	\$67.11
Fundraising:	\$43.24**	\$52.13
Other (Fraudulent charges):	\$46.20	\$0.00
Operations:	\$1,289.05	\$961.39
<b>Total Expenses:</b>	<b>\$1,489.19</b>	<b>\$1,575.98</b>
<b>Income/Expense Difference:</b>	<b>This Month - July 2024</b>	<b>Last Year - July 2023</b>
	\$92.13	\$686.78

NOTES: \* "Other" income includes the desk share, a refund from Signup Genius and bank refund for two fraudulent charges. \*\* Figures are corrected from the Profit and Loss statement; this does not change the total expenses.

## **Quarterly Operations Report to the A.R.T.S. Board – 08/10/2024**

### **Website:**

- Hostmonster has installed CodeShield for us, which gives us easy access to the database backups they do regularly
- We now have the ability to monitor traffic on the website. Lots of details are available. Chinu has created a spreadsheet to track monthly traffic in a summary fashion (this was sent to the Board).
- A copyright statement recommended by the pro bono attorney has been added to each page of the website
- A link was added to the “News” “About A.R.T.S.” and “Service Info” pages of the website that allows people to sign up for newsletters and announcements without having to go through the office.
- Posted: Updated Members Stories workshop script; updated Walk and Talk meeting script; guidelines for writing your story; updated May, June, July, August and September calendars; May, June and July newsletters, links for Members Stories Workshop, Step Study Workshops, Sharathon (by the Sharathon Committee); updated “The Problem and the Solution”; updated Literature Committee page to reflect current Sub-Committees, updated Steps and Traditions and A.R.T.S. Meeting Basics (to include A.A.’s original version); May and June Board Minutes; zoom registration links for Conference Planning Meetings, Conference Policy and Procedures (Article 6) meetings, Conference Service and Support Committee meetings, links for Step Study workshops in June, July and August (including a new series on Sundays by some GB members that began on July 28), Financial Management Report for the 2<sup>nd</sup> quarter of 2024, Community Problem-Solving Method.
- Calendars are now posted on three website pages: “News” “About A.R.T.S.” and “Service Info”
- Some meeting updates, including the sortable list.

### **Literature:**

- Phone numbers sent to the Members Stories Subcommittee for purposes of contacting them about their submissions.

### **Communications:**

- Mailchimp emails to mailing list: Conference-related meeting announcements, May, June and July newsletters, July Sharathon announcements, Step 3, 4, 5 and 6 Study workshop announcements.
- Emails in June and July to Meeting Contacts, Delegates and Alternates: regarding welcoming the newcomer with the Basic Pamphlet (with emphasis on importance of using Conference-approved material); purpose of the different Conference-related

Committees and how they serve; what the Literature Committee is working on; submitting stories to the Members Stories Committee; date of the next Sharathon

- Chinu has been trained in Mailchimp and Canva to create announcements, layout the newsletter, do the Mailchimp mailings.

#### **Finances:**

- Directors' insurance installment (\$439) paid in June. The next payment is in December.
- \$1,050 paid to the Library of Congress for trademark registrations.
- April and May 2024 Profit and Loss statements amended to correct distribution between fundraising events.
- The May rent wasn't paid until June.
- 2<sup>nd</sup> quarter 2024 Management Report created and posted.
- Allegra's office debit card was compromised with three fraudulent Uber Eats charges and had to be replaced. This meant putting some of the office payments on Chinu's debit card. Card has since been replaced, account payment information updated, and refunds issued by the bank.
- Worked with PayPal to get access to editing the "button" on the website, found that we weren't able to do anything for members to distinguish between Individual donations and Meeting/Group donations.
- Refund for \$107.89 issued by Sign-Up Genius.
- We have been supporting the new Sunday Step Study workshop by setting up Ticket Tailor registration. process for them. A.R.T.S. is receiving the funds raised and is providing use of the Zoom room.

#### **Legal:**

- The pro bono attorney did a trademark search and filed applications for the trademarks on "A.R.T.S. Anonymous" and "Artists Recovering through the Twelve Steps". There is plenty of evidence to back up our trademark use and claim.
- The pro bono attorney is assisting us to protect the trademarks and A.R.T.S. copyrighted material, including permission from A. A. for A.R.T.S.' use of the Steps and Traditions. A list of A.R.T.S. copyrighted material is being created for this purpose.
- A.A. just issued again their permission to A.R.T.S. for use of the Steps and Traditions, with the requirement that theirs be printed along with any place where we publish ours. The A.R.T.S. Meeting Basics pamphlet and the Twelve Steps and Twelve Traditions in PDF form on the website were updated to comply with this. They were already included in The Basic Pamphlet.
- The pro bono recommended statements to post on website pages claiming A.R.T.S. copyright of the website material and trademarks. These are now on the website

**Other:**

- We are having trouble with the office PC. A.R.T.S. has owned it for about 5 years and it was used at the time we got it. Right now, we are pretty functional after working out how to do more online, but it's still crashing almost every day and it's worth keeping an eye on it.
- Office staff has taken two days off recently for family reasons.