

Minutes
ARTS Anonymous Board of Trustees Meeting
May 16, 2026

The meeting was called to order at approximately 1:06 pm ET.

Present: Allegra B., Chris M., Dasha B., Harvey D. (joined late), Jay M., Pat Q. Vickie D.

Read: The Serenity Prayer, Tradition 5 and Concept 5

Check-In: Members checked in.

Minutes: Minutes of the April 2026 meeting approved by consent agenda. Allegra 1st, Jay 2nd, unanimous approval.

REPORTS:

Treasurer's Report (Attached at the end of the minutes.)

MOTION: To accept the April Treasurer's Report. Allegra 1st, Vickie 2nd, 5 yes, 1 abstention. Passed.

Sharathon Report (Verbal report by Jay.)

The last Sharathon was on February 28. Attendance was down a little. The next will be held on May 30.

MOTION: to accept the Sharathon report. Vickie 1st, Allegra 2nd. Unanimous.

Executive Committee Report

(Attached at the end of the minutes.)

MOTION: To accept the Executive Committee report as amended. Jay 1st, Dasha 2nd. Unanimous.

ANNOUNCEMENT: Communications by members of the Fellowship will be responded to by the Board Secretary. All communications will be cc'd to the entire board, but only the secretary will respond on their behalf.

MOTION: To start Board meetings at 1 pm Eastern time until the time changes in the fall. Allegra 1st, Jay 2nd. Unanimous.

Literature Committee (Attached at the end of the minutes: Literature Committee Editorial Policies, Literature Committee Editor Job Description, Copy for job posting for Editor.)

MOTION: To accept the editorial policies as presented by the Literature Committee, as amended. Jay 1st, Dasha 2nd. Unanimous.

MOTION: To accept the Editor Job Description as amended. Jay 1st, Chris 2nd.

MOTION: To accept the copy of the Editor Job Description for posting and sending to the Fellowship. Vickie 1st, Jay 2nd. Unanimous.

The meeting was adjourned at 3:30 pm ET.

Respectfully submitted,
Vickie D.
Secr

TREASURER'S REPORT – April 2026 – A.R.T.S. Anonymous		
BANK BALANCE – April 2026:	Beginning of Month April 1, 2026	End of Month April 30, 2026
Checking Account:	\$3,520.62	\$4,246.01
Savings Account:	\$6,053.22	\$6,053.27
Total Bank Balance:	\$9,573.84	\$10,299.28
April 2025 Bank Balances:	Beginning of Month April 1, 2025	End of Month April 30, 2025
	\$8,362.38	\$7,975.50
APRIL INCOME:	This Month – April 2026	Last Year – April 2025
Literature:	\$5.97	\$59.33
Donations from Individuals:	\$1,795.16	\$907.39
Group/Meeting Donations:	\$0	\$109.76
Events:	\$0	\$220.00
Other:	\$75.00 (desk sharing)	\$75.00 (desk sharing)
Total Income:	\$1,840.13	\$1,368.70
APRIL EXPENSES:	This Month - April 2026	Last Year - April 2025
Literature:	\$3.87	\$73.60
Donation:	\$46.99	\$55.33
Events:	\$0	\$31.39
Website:	\$105.00	\$437.14
Other Operations:	\$958.88	\$1,158.17
Total Expenses:	\$1,114.74	\$1,755.63
Income/Expense Difference:	This Month - April 2026	Last Year - April 2025
	\$725.39	(\$386.93)

Executive Committee Report to the Board - February 2026 – Amended and passed on May 16, 2026

Since July 2025, The Executive Committee discussed and took actions as follows:

1. The Executive Committee reviewed and approved a follow-up letter from the pro-bono attorney to the attorney of a member who sought clarity about what is owned by A.R.T.S. Ownership of the Traits, Talents, Tools, Steps, Traditions were specified. So were the recently acquired name and trademark registrations, and material donated to A.R.T.S. Anonymous from other members. A request was also made to hand over all A.R.T.S.-owned records, archives, and documents.
2. The Executive Team recommends that the Board select one member of the Board to be its spokesperson when communications are sent to the Board from groups or members. That Board member would work with the Board members to develop an appropriate response, and where and how to disseminate it.
3. Thanks to Galina and Dasha, the proposed policy for translating and licensing of ARTS Conference-Approved Literature is close to being finalized. The next step will be for the Board to review it.
4. The Executive Team held the Special One-Day Conference in August 2025, for the purpose of electing Conference officers.
5. \$125 was authorized to have Jay G address the intermittent issues with the website loading

Editorial Policies for Developing Conference-Approved Literature **Approved by the Board of Trustees on May 16, 2026**

PREAMBLE:

The first primary purpose of editing is for clarity. Most people know exactly what they want to say when they write something. Many people don't realize that what they write can also mean things that they didn't intend to say. A good editor helps writers say what they want to say without also saying something that they didn't mean to say. Good editors help writers to clarify what they are writing.

The second primary purpose of editing is space. Many people are not used to writing their thoughts and feelings. They use a voice when they write that is different from the voice they use when they are speaking. As a result, they use a lot more words and take a lot more space than is needed to make their point. An example of this can be to eliminate repetition that may "lose" a reader. A good editor helps writers say what they want to say. As a result, more people get a chance to share the space that is available on a printed page.

EDITORIAL POLICIES:

1. Content adheres to the Steps, Traditions and Concepts of Service

2. The work is identifiably A.R.T.S. Anonymous in content and tone

3. Adheres to the "Guidelines for Reviewing A.R.T.S. Literature" in the CALDAP (Conference approved Literature Development/Approval Process)

4. In the case of disagreement in editing and proofing, *The New York Times Manual of Style and Usage* be used to resolve such questions or issues

5. Respecting Authorship and Copyright

- Content needs to reflect the "collective conscience" of A.R.T.S. Anonymous but can include a member's personal philosophy or point of view
- Respects the concepts and intentions of the original author or group (CALDAP)

6. Reflects Experience, Strength and Hope (ESH)

- Recovery stories or essays by members use the model of what it was like, how the program helped and what it is like now, including any aspect of a "spiritual awakening"

7. Consistency in Tone

- Use clear language. When a topic or idea is complex, provide examples using plain language.
- Use active voice when possible.
- Within the appropriate context, use the third person (except for personal ESH), and avoid second person language.

8. Use of A. I. (Artificial Intelligence): As of this writing, any use of A.I. in editing A.R.T.S. material is expressly prohibited.

9. Editorial Qualifications

Project Description: The Literature Committee provides a description of the specific project to be edited. This description seeks approval from the board. When it is completed, it is distributed to the fellowship through the WSO.

- 12 Step Guide: someone with experience in ARTS and the 12-steps is perhaps the first thing we look at before their technical expertise as an editor
- Editing can be organizing and combining points of view into a harmonious package that looks like a book that is ARTS in content and feeling
- Editing of personal experience, strength and hope submissions to retain the original voice of the author

Job Requirements

- All editors are required to have at least 3 years in A.R.T.S. and a total of at least 5 years in any 12 Step Program
- Willingness to carry out the Editorial Policies
- Agreement to follow the Literature Developmental Approval Process for Conference Approved Literature
- Commitment to work with Literature Committee, the Board and the World Service Conference
- Preference for having editorial experience in a general publication but not required.
- Demonstrate the ability to convert writing into plain language

Hiring Process

- Preference for an experienced editor, but open to a first-time hire of someone who has the education, background and willingness to learn on the job
- Ask in application and during interview: how would they do the job?
- Edit a sample submission to demonstrate editing ability

Compensation

- Compensation depends on mutual agreement with the Board of Trustees
- Terms or details of the agreement may depend on the size and complexity of the project, and the experience of the editor

Board Review on 05-16-2026 - **Editor Job Description - Steps Guide** - PASSED!!!!

The successful applicant will carry out the following:

- 1) Review relevant material, including the submitted manuscript and its organization, the Conference-Approved Literature Development/Approval Process (CALDAP), and A.R.T.S. Editorial Policies. As the text of the Step Study guide was written by committee, there is no requirement to retain the original voice of the author.
- 2) Submit to the Literature Committee an outline - an organized sense of the completed work. The outline will include the identification of areas where text:
 - Is missing (holes/gaps), and recommendations for material to fill these areas
 - Needs a heavier degree, medium degree, or lighter degree of editing
 - Any other areas of the text the editor identifies and brings to the Committee
- 3) Work in cooperation with the Literature Committee to agree on a timeline for drafts and the final product. This includes the following:
 - Making recommendations for ways to add, revise or subtract material
 - Suggesting assignments for writing new material or revising existing material, such as by the editor, Literature Committee members, or other members in service to A.R.T.S. Anonymous
 - Compiling material according to the outline, feedback, and timeline to make drafts ready for review
 - Revisions and further editing as needed
- 4) Work in cooperation with the Literature Committee's feedback from the Board of Trustees and the World Service Conference to gain final approval

Announcement - Editor Job for Steps Guide
Approved by the Board of Trustees on May 16, 2026

The Literature Committee and the Board of Trustees of A.R.T.S. Anonymous are pleased to announce that they are currently seeking an Editor for the A.R.T.S. Steps Guide. It is our deepest hope that members of A.R.T.S. with relevant experience will consider applying for this paid position.

The job of Editor for the Steps Guide is open to members of the A.R.T.S. Anonymous fellowship. Please encourage capable members to apply. Editors are required to have at least 3 years in A.R.T.S. and a total of at least 5 years in any 12-Step Program. Terms will be negotiated with the Board of Trustees.

A description of the Editor position for the Steps Guide can be found here ([link](#)). The A.R.T.S. Editorial Policies are here ([link](#)).

Please email chair@artsanonymous.org or officemanager@artsanonymous.org to express your willingness to apply, with supporting documents, including a summary of related experience and/or education.