

Came To Believe, Inc.
Board of Directors Meeting
Foremans' Home in Winter Park and Skype
Saturday, January 9, 2016 -- 10:00 AM EST

Call to Order 10:35 AM -- after 35 minutes of Skype connection difficulties.

In Attendance: Dee Cunniffe (Skype), Steve Foreman, Sue Foreman, John Metcalf (Skype), BJ Rapp (Skype), Nathan Smith (Skype), Kim Spencer. Jack Rapp was absent, in rehab for his broken femur. Special Guests: Suzanne and Ron Howe. Suzanne managed to wrangle two computers with two each on Skype to get us all connected. (Suzanne and Nathan will research and implement a system with more capacity before the next meeting with goal to have everyone connected before the meeting is scheduled to begin.)

Minutes: Minutes were approved and accepted as distributed. They will be placed on file in Dropbox and posted on the website.

Treasurer's report: BJ Rapp distributed via email two days before the meeting the Statement of Financial Income and Expense - June through December 2015 - showing a remainder of \$1,522.05 with no changes since the November report. She also sent the Treasurer and Finance & Budget Committee Reports June through December, 2016, and the Treasurer and Finance & Budget Committee Reports as of December 31, 2015.

She reported that the IRS for 501(c)3 status was approved with letter dated November 6, 2015. BJ recommended we table options for a bond on the Treasurer and also on Directors and Officers Liability Insurance for six months.

Motion to that effect approved unanimously.

BJ and Nathan authored a Policy Statement on Independent Retreats Donations and distributed it via email. BJ recommended we seek appropriate legal counsel regarding tax exempt implications regarding "B. Donation Distributions." Sue Foreman moved to accept the Policy paper with the exception of that section with the request that a clarification and recommendation be made to the board within 60 days -- before the then scheduled Summit 16. **Seconded and passed unanimously. (Reports Attached.)**

Committee Reports:

CTBR Summit: Sue reported on the Summit Team members areas of management and that the team plans to meet in 8 days, Sunday, January 17 at 1:30 PM Eastern. Discussion followed on the scope of the work of the Summit and response to the invitation letter to date. Kim Spencer reported that the weekend in March is mid Spring Break for many and the response seemed low considering that the deadline was published for January 15. The general consensus was to shift focus the Summit work from what was stated at the last meeting -- to focus on growing the capacity of the CTBR Inc. **Motion passed unanimously to change focus of the summit, pending outcome of next weeks Summit 16 planning meeting.**

The board agreed to not pay the deposit to the Leesburg Center to reserved the venue. In the next week we will explore how to hold the meeting in the most effective and inexpensive manner, using either the Foreman's home or a gratis church facility. To lower expenses for attendees we'll explore hosting guests in other people's homes as much as possible. There was general agreement that the Summit goal will be to refine the Corporation's vision, structure and goals, and to harmonize the current leaders. A focus on external expansion and service to retreats comes after CTBR corporate capacity is expanded.

Sue announced two new leaders on the Summit 16 Team, added since the last CTBR meeting: Suzanne Howe as Technology Systems and April Shaffner as Education and Training. Suzanne is already working with Nathan to design a distance meeting technology and April has been studying and sharing "Lead Like Jesus" by Ken Blanchard. Other members of the Summit team are: Dee Cunniffe as Venture Mgr, Sue Foreman as Project Mgr, Mike Levenskie as Environment Mgr and Kim Spencer as Body of Knowledge Mgr and Nathan Smith as Process Facilitator.

Retreats Team Report: Dee will continue the process of interviewing people interested in becoming part of the Summit 17 Planning Team, even as we proceed with designing the scope, timing and logistics of Summit 16.

Dee announced the good news that Becky Shepperson received a great promotion with her job in Dubai and the bad news that the job now demands so much of Becky that she needs to withdraw from the Retreats Team. Becky has been very helpful in designing the job descriptions (person specifications) and interview process. Documents regarding this process are in the Dropbox under Summit 16.

Also attached to these minutes is a letter from Nathan, Re: Confirmation of Summit Coordinator Plan of Action, January 4, 2016. The design and implementation of CTBR, Inc. continues as we move from a very loose network to an intentional organization of mutual support and learning. This letter refers to the structure of the Retreats Team and it's relationship to the Summit Planning team.

Communications: There is a page for the Summit on the website. Stephanie McCullough and Sue continue to manage the updates and appreciate all input and suggestions on the site.

Chairman's Report:

Goals and Objectives: Nathan submitted his one page 2016 Goals and Objectives for review and input from the board members. He asked that each member read it carefully and send their suggestions directly to him.

Old Business:

(From November minutes) "BJ moved that CTBR create a training module on Director Development. Kim seconded. Unanimous approval. Nathan will start a document on the topic in Google Docs. Topics suggested included: "How We Treat Each Other" for CTBR, email protocols about response time, and etc."

John Metcalf asked about progress on this work. He emphasized the need to address the perception that the CTBR organization is hierarchical and aimed and 'taking over' something. Kim Spencer asked about the video from the Summit because she had agreed to produce a newsletter to reduce the mystery and explain the vision and structure more clearly to others. The discussion revealed the need for more 'push' of information that is posted on the website, like the YouTube videos and other documents, and perhaps an email newsletter to anyone interested in the progress.

New Business:

Adjourn: The meeting was adjourned at 11:35 AM

Next Board Meeting: Full Board Meeting on Thursday, March 17, 12:00 PM in Winter Park, probably at Foreman's house, the Thursday before the scheduled Summit 16 as currently planned. The meeting will be open to any CTBR, Inc. Leaders or team members who wish to attend and observe. Discussion within bounds TBD.

First draft of minutes submitted by Sue Foreman, Secretary.

Financial Matters

TREASURER AND FINANCE & BUDGET COMMITTEE REPORTS

Treasurer - Historical Matters:			
I. State of Florida:			
	Initial incorporation as a nonprofit:	June 1, 2015	completed
	corporation document #:	N15000006152	
II. Federal Agencies:			
A	Exemption from federal income tax-effective date:	June 1, 2015	completed
B	Employer Identification # (EIN):	47-4382037	completed
C	Employers Quarterly Federal Tax Return (Fm 941)	Quarter 2, 2015	submitted July 13, 2015
D	Employers Quarterly Federal Tax Return (Fm 941)	Quarter 3, 2015	submitted Oct. 7, 2015
Treasurer - Pending Matters:			
I. State of Florida:			
	Renew annual report	ext. cost \$61.25	before May 1, 2016
II. Federal Agencies:			
A	Employers Quarterly Federal Tax Return (Fm 941)	Quarter 4, 2015	due by January 31, 2016
B	Review of tax return before submission to the IRS	Board or Finance & Budget Com.	reviews & approves?
C	File federal corporate tax return	for 2015	due by May 15, 2016
	(state tax return is not required for 2015)		
III. Internal Financial Matters:			
A	Financial reports for 2015	to be approved by board	Required before preparation of tax return
B	Indemnification of Officers	reviewing sources	pending

Finance & Budget Committee Matters			
A	Establish a Finance & Budget Committee		NEEDS ACTION
B	Oversee bonding of Treasurer		pending
C	Prepare an annual budget & submit to Board for approval	past due	pending

2015 financial reports included:
 Statement of Financial Position
 Statement of Financial Income & Expenses

Reports submitted by B. J. Rapp, Treasurer

5:05 PM
01/07/16
Cash Basis

Came To Belive Recovery, Inc.
Statement of Financial Position
As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
SunTrust 9522	<u>1,522.05</u>
Total Checking/Savings	<u>1,522.05</u>
Total Current Assets	<u>1,522.05</u>
TOTAL ASSETS	<u><u>1,522.05</u></u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>1,522.05</u>
Total Equity	<u>1,522.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,522.05</u></u>

4:59 PM
01/07/16
Cash Basis

Came To Belive Recovery, Inc.
Statement of Financial Income & Expenses
June through December 2015

	<u>Jun - Dec 15</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Gifts in Kind - Goods	<u>136.34</u>
Total Direct Public Support	136.34
General Contributions	2,401.00
Program Income	
Mission Support	<u>100.00</u>
Total Program Income	<u>100.00</u>
Total Income	2,637.34
Expense	
.Missions Support	100.00
Business Expenses	
Business Registration Fees	<u>928.75</u>
Total Business Expenses	928.75
Operations	
Banking Exps	12.00
Postage, Mailing Service	57.59
Printing and Copying	<u>16.95</u>
Total Operations	<u>86.54</u>
Total Expense	<u>1,115.29</u>
Net Ordinary Income	<u>1,522.05</u>
Net Income	<u><u>1,522.05</u></u>

Date: January 7, 2016
Subject: Independent Retreats Donation Policy
Authors: Nathan Smith, President and B. J. Rapp, Treasurer

Came To Believe Recovery Inc. is a 501(C)(3) nonprofit organization established under the governance of the state of Florida. Also, the Internal Revenue Service has granted an EXEMPT FROM TAXATION status to this organization (within parameters that must be met). One of the benefits of this exemption is the ability to accept tax deductible donations that contribute to the growth of the vision and mission as defined in the articles of incorporation and nonprofit status application.

Maintaining the exemption status is of the utmost importance to the welfare of the organization; therefore, procedures and rigid standards by which we accept donations and disperse funds are outlined below.

A. DONATION CONSIDERATIONS:

1. Prior to any retreat leadership team accepting a monetary donation they must:
 - a. Inform the treasurer (or designated person) of the desire to accept donations.
 - b. Agree to all of the terms and conditions set forth in this policy.
 - c. Provide a written financial plan that details:
 - (1) amount of the donation,
 - (2) name, address and phone number of the donor,
 - (3) goals for usage of the funds,
 - (4) how the funds need to be distributed,
 - (5) any other information that might be needed to meet state & federal requirements.
2. The information will be reviewed and approved or a request for more information will be sent to the applying leadership team.
3. Upon approval of the financial plan, monetary donations are to be made out to Came To Believe Recovery Inc. and will be mailed to PO Box 73, Tangerine, Florida 32777 (or the current business address).
4. We will not accept funds on behalf of any retreat that has not submitted an appropriate plan for usage of funds.
5. It is the responsibility of the retreat leadership team to inform all potential donors that CTBR Inc. retains 10% of retreat related donations to cover administrative costs. This must be provided in writing to the donor with a copy being forwarded to CTBR Inc.

B. DONATION DISTRIBUTIONS:

1. Distribution of funds will be made directly to vendors upon receipt of the vendor's bill.
2. What are the benevolence issues for our nonprofit? How can we give scholarships?

C. THE ORGANIZATION'S RESPONSIBILITIES:

1. CTBR Inc. will retain 10% of retreat related donations to cover the financial costs of operating a 501(C)(3) nonprofit organization.
2. CTBR Inc. will distribute donation acknowledgements to individuals/businesses that have made donations to the organization during the fiscal year. The communication will be in compliance with governing regulations.
3. CTBR Inc. reserves the right to make special dispensation regarding this policy at any time, to include both denial and unusual disbursement so long as the action complies with federal nonprofit regulations and best business practices.

Any questions regarding the donations policy can be sent to:
Nathan Smith @ challengefaith2012@gmail.com or
BJ Rapp @ bjrtaxes@hotmail.com

Came To Believe Recovery Inc. 2016 Goals and Objectives

1. 12-15 new One Day Step Experiences.
2. CTBR small group workshops. 12-15
3. Develop training modules for One Day Step Experience facilitator and Small Group Workshop Facilitator.
4. Develop best practice Legacy Guides for going through the Small Group Workshop as well as the One Day Step Experience. This merely involves creating the interactive piece to accompany the existing Legacy Guide.
5. Populate the R&E and Outreach teams as part of the organizational growth plan.
6. Develop and implement a sustainable funding vehicle that can contribute to the exposure of CTBR. Ride 4 Recovery and Restoration.
7. Develop Training modules that include written and video components that can be utilized as open access materials online for all best practice components. Identify what the best practice components are.
8. Explore the feasibility of developing a Business as Mission model to provide funding for ongoing growth i.e. Recovery consulting with Churches, families and communities?
9. Focus on organizational development outside of the retreats in an effort to create a strong supporting structure for future growth.
10. Form strategic plan for growth that includes:
 - A. A defined organizational structure.
 - B. A clear and comprehensive description of the external opportunities and challenges.
 - C. A realistic and comprehensive assessment of our strengths and limitations.
 - D. Defined goals in the areas of Retreats, R&E, Outreach, fund raising, and leadership development.
 - E. A system for identifying key markets for growth.
 - F. Board development plan that includes needs assessment, recruitment, orientation and team building components.
 - G. Develop benchmarks for assessing our success or failure.

Levels of CTBR engagement:

Small Group Workshop- 2-4 hours

One Day Step Experience- 1 day

Traditional Retreats- 3 days

We have witnessed this last year some major personality challenges and conflicts which have acted as an impediment to developing a successful and sustainable organization. During the next year we need to put these to rest.

To: Came to Believe Recovery, Inc. Board of Directors
From: Nathan Smith
Re: Confirmation of Summit Coordinator plan of action
Date: January 4, 2016

This letter is to reiterate and confirm the plan for the Summit Coordinator position as it has been defined by Dee, the Retreats Team and those on the Board that have chosen to participate. An email went out on Dec. 17th that gave the basic outline of the plan and asked for comments within the grace period defined by the board. The general outline of the plan that will be introduced as part of the Chairman's report at the January 9th board meeting is as follows:

1. After the 2016 Summit, which is to be held in Florida, future Summits will be hosted in the areas aligned with the location of the coordinator for that year.
2. There has been a list of people submitted for the coordinator position and a process implemented that is represented in Appendix 1 and 2. This process will be utilized in the future to create an environment of consistency around leadership development.
3. The methodology for developing process and implementing content for all future summits will be the purview of the Retreats Team with support from the board. Final decisions will be made on the Retreats Team level and submitted for approval at the next board meeting.
4. The candidate or candidates for future Summit Coordinator positions will shadow the 2016 team in an effort to stay aligned with the original task of passing the mantle to the next generation and developing a new team of people across the world to lead Came to Believe in the future.
5. The summits are our most exciting opportunity to invest in the future leadership of our organization. As such, leadership development must be the driving objective for gathering.

While this may require individual relinquishing of duties, let us not forget that the 2015 Summit was about passing the mantle to the next generation. We have witnessed great success where this has been done. There is a whole group of people that have valuable skills to contribute to our movement and the energy to accomplish great growth in new directions while developing sustainability on the Retreats level. Lets work together to empower and equip them in the future.

Thank You
Nathan Smith

Appendix 1

Came to Believe Retreats Team November 2015

Came to Believe Summit Coordinator: Example person specification

Requirement	Essential	Desirable
Education, training and qualifications	IT skills e.g. word processing, IT literate/	Business administration qualification/Project management qualification
Skills and knowledge	Knowledge and understanding of servant leadership	Knowledge of event management/project management
Experience	Has been through 12 Steps at a Came to Believe Retreat.	One year's experience in a similar position Has attended a CTB Summit.
Personal attributes	<ul style="list-style-type: none"> • Good sense of humour and well-presented team player • Good telephone manner 	Humility and Openness
Skills and abilities	Clear communicator Able to receive feedback Robust	
Other special requirements	Knowledge of original AA program	Be able and willing to work unsociable hours when needed Some financial means to travel and meet with other partners

Appendix 2

Came to Believe Retreats Team

2017 Summit Coordinator Job Description Requirements

Requirements:

1. Not on the Board
2. Live in an area that is either near to the summit or have experience of managing logistics effectively.
3. Demonstrable organizational skills.
4. Ability to communicate effectively with multiple parties around central topic.
5. Proven task management and completion ability.

Description:

1. Coordinate **logistics** surrounding the venue organization, registration, refreshments, speaker arrangement, IT system, room set up, time lines.
2. Will assemble the team to support the above activities.
3. Make sure that the program content schedule is reflected in the event and that printed support information is provided for the participants.
4. Send out invitations to the invitees along with follow up prior to the summit.
5. Oversee the registration and room assign.
6. Coordinate summit meeting records and notes, and circulate to participants.
7. Create and implement an evaluation process for the event.
8. Engage in a leadership development relationship with the current leadership at the USA Summit 2016 or following years, shadowing the various leaders.