

Came To Believe, Inc.
Board of Directors Meeting
WebEx from various sites hosted by Suzanne Howe
Saturday, January 9, 2016 -- 10:00 AM EST

Call to Order 10:00 AM

In Attendance: Dee Cunniffe (UK), Steve Foreman, Sue Foreman, Nathan Smith (NC), John Metcalf (MN), BJ Rapp (Tangerine, FL), Kim Spencer (with Suzanne Howe in Casselberry, FL). Jack Rapp was absent - attending the Florida Addiction Health Conference at Disney. Suzanne Howe managed to connect everyone through WebEx but bandwidth problems required that we turn off video.

Minutes of January 2016 meeting: Steve moved and BJ seconded to approve Minutes as distributed. **Passed.** They will be placed on file and in Dropbox.

Treasurer's report: BJ Rapp distributed Treasurer's Statement of Financial Position and a Statement of Financial Income and Expenses. January 1, 2016 through June 1, 2016 = \$2,076.37 on hand. Board **accepted** both and reports will be filed.

BJ submitted the Treasurer and Finance & Budget Committee Reports (January through June 1), and the Treasurer and Finance & Budget Committee Reports up to June 1, 2016. The reports are attached.

BJ submitted for approval the Donations Policy for *Independent Retreat Leaders* wanting to use the CTBR non-profit status to accept donations, and also the letter to be used by Retreat Leaders to give to potential donors. After discussion BJ moved and Steve seconded that the documents be accepted. **Passed.**

Chairman's Report: Nathan announced his commitment to develop expanded Goals and Objectives as part of the overall strategy to balance CTBR's Corporate Capacity, Fundraising Strategies and Program Growth and Value. He'll have a report back to members before the next board meeting.

Committee Reports:

Retreats Team Report: Dee Cunniffe summarized the results of the *Survey Monkey Questionnaire*. She had used the free version of the application which did not include analysis of data. She sent to 61 (some duplicated) emails, had 26 opened (42%) and 21 respondents -- one third returns. Purpose of survey was to identify retreat practices - not to evaluate, recommend or judge them. The survey let her collect 'behaviors' or activities at retreats to get initial ideas only. This initial survey also let her test this means of engagement and to make the next survey even more inclusive and useful. Respondents ranged from new to 32 years engaged in retreat leadership and comments were defining. Full report will be sent to all who were on the list. No stop date on the survey is set so more people could respond, but Dee can't send it again because it was a free version.

Based on the value of this first survey, Dee and Nathan are developing the *next survey*. They will use the paid (approx \$300/year) version to allow analysis and to gather more of the opinions and reflections of the retreat leaders and attendees. Several suggestions for how to encourage more people to respond.

Documents on How Retreats Work. Dee clarified that the Guidelines on Retreat Practices, checklists, and Rules & Responsibilities that Gene Morfitt wrote would be one of several such pieces that experienced retreat leaders might create and have available to people interested in ideas that they might or might not apply. CTBR, Inc, as a body would not judge or endorse these activities or methods that are specific to areas -- the different ways that retreats apply and practice the basic values of CTBR, Inc. Dee agreed to edit the opening paragraph of the document now on Google Docs to make it clear that this is the description from one successful method, with others to be produced by other successful retreat leaders. These will then be available under 'Leader Resources' on the website. Kim Spencer will post Leesburg documents that might also prove helpful to new leaders.

Communications: **John Metcalf and Nathan** reported on their budding *video* endeavors. Using YouTube, Facebook and Vlog techniques and services, they have researched and practiced creating video's to tell the CTB stories. John reported that at first glance it seemed easy but has turned out harder than it looked. Nathan set up a YouTube Channel and all videos posted there are linked to the cametobelieve.org website. He's still working on editing video and hoping to find an easy system.

After this initial practice John will take on the documentation of starting a retreat using the upcoming new Atlanta retreat as the subject. Dee suggested we add a Twitter account and agreed to set it up herself. Nathan seeks expert assistance in learning the social media skills.

Sue reported that almost all of the *retreat flyers* now include the Came To Believe Retreats logo. Layouts vary according to the preferences and skill of the different leaders. Some flyers are still set up and revised by us as a service to the retreats. Some leaders, thankfully, can update and post their own flyers on the web page with good quality and little effort.

Newsletter: Need for an editorial calendar to plan newsletter topics for at least a year ahead. This summer's newsletter should emphasize the **50th Anniversary** and the successes. Dee said she would like to receive it in time to print and have on hand for her retreat at the end of summer. John mentioned the 50th materials (t-shirts, mugs, etc.) that his Utah retreat has already developed and agreed to send info to others to use if they wish. Sue and Nathan will publish something in the next month.

Organization Development and Policies: Steve Foreman brought up the question of any advantage of having the title 'Executive Director' for Nathan on business cards, etc. as he makes connections to make best impression. The organization needs to find someone who knows digital communications and *database management*. They would welcome help in researching best way to add this expertise -- through adding a board member or hiring someone. He also said they would make specific recommendations to implement the *rotating terms* of board members as terms come to end in 2017. The task force will also define terms, titles and "membership" as it fits our organization. Steve and BJ will initiate this discussion and report back to the board before the next board meeting.

Fund Raising: Nathan shared *Bike Ride for Recovery* Plans. The Ride will raise awareness and engagement in the idea of recovery through retreats and the 12 Steps. It will also set up our first campaign to raise money for Came To Believe, Inc. Projects. The ride is to begin in Atlanta approximately September 12, and end in Orlando Friday, Sept. 16, 2016. The plans call for a Local Ride and Celebration in Orlando, Sept 17, Saturday, the day after the riders arrival in Orlando. Dee and her cohort, *Cindy Ellingham*, plan to come from England to participate in the support team and ride a segment. Cindy has already drafted a letter to use in the appeal for money for a 'seed fund' to use in starting new retreats - the first one to be in Atlanta.

Nathan also described "BAM" - *Business as Mission*. Using For-Profit activities as a means to raise money for the mission.

Old Business:

John Metcalf asked again about the Old Business from previous meetings. For lack of time this was tabled again. **(From November 2015 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."*

He also emphasized the need to address the perception that the CTBR organization is hierarchical and aimed and 'taking over' something.

New Business: Our next Retreat Leadership Conference will be scheduled in the next 18 months. Probably to be held in Atlanta if the place and cost work for most.

Adjourn: The meeting was adjourned at 11:35 AM

Next Board Meeting: Taking advantage Board members participating in the Ride for Recovery, we plan the next full Board meeting on **Sunday, September 18, 2016**

Minutes submitted by Sue Foreman, CTBR, Inc. Secretary.

Accepted _____

Financial Matters, 47-4382037

TREASURER AND FINANCE & BUDGET COMMITTEE REPORTS

Treasurer - Historical Matters:			
I. State of Florida:			
A	Division of Corporations - Renew annual report	April 23, 2016	completed/renew annually
	corporation document #:	N15000006152	
B	Division of Consumer Services - Solicitation of Contributions	March 4, 2016	completed/renew annually
	registration number:	CH47398	
	Note: a state tax return is not required for 2015		
II. Federal Agencies:			
A	IRS-Employers Quarterly Federal Tax Return (Fm 941)	Quarter 4, 2015	submitted Jan. 26, 2016
B	IRS-Employers Quarterly Federal Tax Return (Fm 941)	Quarter 1, 2016	submitted April 16, 2016
C	IRS-Employment Tax Submitted to the IRS	Quarter 1, 2016	submitted April 16, 2016
D	IRS-File federal corporate tax return Fm-990EZ	for 2015	April 26, 2016
	Note: copy submitted to secretary for public viewing		week of 4/26/16
Treasurer - Pending Matters:			
I. State of Florida:			
	none		
II. Federal Agencies:			
A	IRS - Employers Quarterly Federal Tax Return (Fm 941)	Quarter 2, 2016	due by July 31, 2016
B	IRS - Submit Employment Tax withheld	Quarter 2, 2016	due by July 15, 2016
III. Internal Financial Matters:			
A	Financial reports for Jan. 1 - June 1, 2016	to be accepted by board	
B	Indemnification of Officers		postpone action

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

2016 financial reports included:
 Statement of Financial Position
 Statement of Financial Income & Expenses

Reports submitted by B. J. Rapp, Treasurer

Came To Belive Recovery, Inc.
Statement of Financial Position
As of June 1, 2016

	<u>Jun 1, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
SunTrust 9522	<u>2,076.37</u>
Total Checking/Savings	<u>2,076.37</u>
Total Current Assets	<u>2,076.37</u>
TOTAL ASSETS	<u><u>2,076.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>145.20</u>
Total Accounts Payable	145.20
Other Current Liabilities	
Payroll Liabilities	<u>497.00</u>
Total Other Current Liabilities	<u>497.00</u>
Total Current Liabilities	<u>642.20</u>
Total Liabilities	642.20
Equity	
Unrestricted Net Assets	1,522.05
Net Income	<u>-87.88</u>
Total Equity	<u>1,434.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,076.37</u></u>

Came To Belive Recovery, Inc.
Statement of Financial Income and Expense
January 1 through June 1, 2016

	<u>Mgt & Admin</u>	<u>Program</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Direct Public Support			
Gifts in Kind - Goods	113.44	0.00	113.44
Total Direct Public Support	113.44	0.00	113.44
General Contributions	45.00	4,000.00	4,045.00
Program Income			
Mission Support	0.00	4,920.00	4,920.00
Total Program Income	0.00	4,920.00	4,920.00
Total Income	158.44	8,920.00	9,078.44
Expense			
.Missions Support	0.00	200.00	200.00
Business Expenses			
Business Registration F...	71.25	0.00	71.25
Total Business Expenses	71.25	0.00	71.25
Contract Services			
Accounting Fees	52.19	0.00	52.19
Total Contract Services	52.19	0.00	52.19
Operations			
Banking Exps	30.00	0.00	30.00
Officer Exps	691.00	3,459.20	4,150.20
Total Operations	721.00	3,459.20	4,180.20
Payroll Expenses	0.00	4,662.68	4,662.68
Total Expense	844.44	8,321.88	9,166.32
Net Ordinary Income	-686.00	598.12	-87.88
Net Income	-686.00	598.12	-87.88



Came to Believe Survey 1 March 2016 Report

Questions

How long have you been involved in CTB Leadership?

Are you the main leader at the retreat?

What part of the retreat do you think is most effective and why?

How important do you think the welcome is at the check in and why?

What are the biggest challenges that your team deals with and why?

Do you find choosing a speaker difficult and why?

How do you attract people to your retreat?

What percentage are returnees?

Do you offer workshops to the returnees during the 12 Step experience on Saturday? What are they?

Do you have a system for ongoing follow up after the retreat with the attendees?

The survey was not designed to identify best practice or to make any judgments on what works well and what does not. Therefore, the information reflects some behaviors which more than one retreat does, some idea of whether a retreat does an activity or not and some retreat activities or responses which lie outside what others who responded to the survey carry out.

The survey was sent to 61 subscribers who were collated from various CTB community lists available. Not all subscribers are definitely retreat leaders or part of a leadership team. 26 people opened the survey (42% of those it was sent to) there were a couple of people who reported that they had received the same survey to different emails belonging to them.

13 surveys were completed - 21% of the total amount emailed. 50% of those who opened the survey filled it in.

Some top line observations are:

Experience as a leader – 32 years to about start first retreat. 3 leaders had been involved with leading retreats for more than 30 years. 5 had led a retreat for less than 5 years.

Main Leader at retreat – 8 people.

Most effective part of retreat – the most used words to describe this. 12 Steps. The steps. Steps. Steps Class.

The importance of check in – most used words. Very important x 4, first impression x 2, very x 8, comfortable/ comfort x 4, welcome x 3

Biggest challenge – Some statements were, regarding conflict of old and new ways and conflict.

‘Balancing innovation and respect for old ways’ & ‘People learning to get along and work together without petty jealousies or conflicts.’

‘Need for old regime to step back and birth new talent’.

‘Outside agendas. I believe it is caused by pre-determined personal goals’.

‘Unity- everybody wants to be the boss.’

Regarding Christianity

‘The Bible being taught correctly - remaining faithful to Christ. We can make it about Clarence Snyder and the 12 s’

Step process being the way to salvation not a living relationship with Christ.’

‘Some retreat members and some new retreats where the newcomer is told very clearly on the Friday night that if you don’t believe in Jesus you will not recover’.

Choosing a speaker – Not choose speaker x 3, no problem 6.

Attracting newcomers – through AA meetings, flyers, word of mouth, Internet, social media. Sharing about retreats with others.

Percentages returnees – can’t answer x 3, 30 to 65%.

Workshops whilst 12 step workshop taking place – Selection of workshops:

Love and Relationships x 2, Kings Kids x 3, Fathers Embrace x 3, spiritual gifting x1, Amour of God x 1, Meditation x 1, Steps, 10/11/12 x 4, Step 5 x 3, Road to the wound x 1, taking it to the next level x 1.

One person reports no workshops run at all.

No as have small groups.

‘Yes but same workshops as 7 years ago.’

System for ongoing follow-up with attendees –

‘Free for all’.

No x 4

Follow-up groups x 2

Follow-up messages and calls x 4

Plan to start x 2