

# 1-7-2017 General Services Minutes

## **11 Attending**

Natalie	Mags	Mary	Nikki
Jenn	Justin	Mita	Sherrie
Aarkey	Zee	Stormy	

## **Old Business**

1. **Reading of minutes from June 2016 call.** Motion to accept: Zee, Seconded: Aarkey. Minutes accepted unanimously.
2. **Possibility of creating an ODAT reader for RitL (Zee)**
  - a. Everyone wants to do it but no one is writing for it. Zee will leave up the post in the RitL group about it and encourage people to send in writing for the ODAT.
3. **Using "Square" for donations on the RitL site** In order to possibly add "PayPal" & "Square" buttons to the RitL site. (Aarkey)
  - a. There is nothing on the Square site that shows any breaks for verified 501c3. It would cost more to add them with no financial benefit to RitL. PayPal does offer benefits for verified 501c3. We will stay with PayPal for now and create an RitL account once 501c3 is finished.
4. **Artwork simplification for stamped medallion design** The stamped design is like most brass anniversary medallions you have seen. (Picture attached to agenda email.) (Mita)
5. **Information on the 501c3 non-profit (Mary)**
  - a. 1<sup>st</sup>: The organization has to be created under state law as a non-profit. Will be done in FL. Cost for filing this in FL is \$87.50. Benefits for incorporation have mostly to do with liability which is rare but does happen. Protects organizers and officers.
  - b. 2<sup>nd</sup> Step: Contact the IRS and get an Employee Identification Number (EIN) – you do not have to have employees to have this number. This is the number that the IRS uses to identify a corporation for tax purposes. This is very easy to do (can be done online) and should still be free.
  - c. 3<sup>rd</sup> Step: Once we have the ID# we can then start the application of the 501c3 application. We are eligible to file for the short form of the 501c3. The cost for filing this is: \$400 for the short form. The benefits to this are also liability and RitL will be exempt from taxation on income we take in and also exempt from sales tax if we decided to use that benefit. This will also allow more ability to open bank accounts for keeping RitL monies and make it more easily accessible and not have to have the account in one individual person's name.
  - d. There will need to be tax returns filed yearly for RitL and it is very simple but must be done yearly. We must keep all records on file.
  - e. Total filing cost is: \$487.50 as long as EIN is still free.

- f. There will need to be bylaws, articles of incorporation, corporate officers, in addition to a registered agent who is physically in FL whose whole purpose is to receive documents and sign for them. We can also consider corporations who accept service for other corporations if need be.
- g. Corporate officers will not rotate like regular service positions. It is a legal process to change the officers. Officers can be people outside of the fellowship, they do not need to be members of RitL. Rotating board members is easier than rotating corporate officers as that is not a legal process and can be provided for in the bylaws.
- h. Steering Committee will work on the bylaws and articles of incorporation to prepare for filing for incorporation (Step 1). Natalie will help with guiding of this as she has 20 plus years' experience with filing these. Mary will review these when we are ready to file.
- i. 501c3 must be filed within 27 months after the incorporation in the state of FL.
- j. Aarkey - Motion to earmark \$500 of prudent reserve to file the incorporation in FL and then the 501c3.
- k. Mary - Motion modified to earmark \$87.50 to file for incorporation in FL. Seconded by Aarkey. Motion passed unanimously.
- l. When we have \$400 over prudent reserve we will file the 501c3.
- m. There will be a filing fee to be paid yearly to keep the corporate charter up to date. It's usually around the same cost as the initial filing fee.

## **6. Steering committee set-up**

- a) Volunteering for committee: Mags(2yr), Zee (2yr), Jenn (2yr), Justin (1yr), Natalie (1yr), Sherrie (1yr)
  - b) Clean or recovery time – minimum 2years active recovery in any program
  - c) Term limits: 1yr and 2yr commitments initially staggered so whole committee doesn't rotate all at once. Every election after initial committee will be for 2yr terms.
  - d) Committee members will take a 1year break after being in office before they can be re-elected to the committee.
  - e) Even number of committee members: 6 people.
  - f) Semi-annually meeting for 60-90min steering committee.
  - g) Steering committee goal is to help reduce the complexity of the General Services calls and streamline the process of General Services. They will do the research for items brought to the General Services. They will craft the bylaws and articles of incorporation for incorporation. They will create sub-committees to handle different items.
  - h) Mary - Motion to go forward with committee as set up above. Seconded by Sherrie. Passed unanimously.
- ## **7. Electing a long-term treasurer** (Mags is the interim General Services treasurer.)
- 2yr term limit
  - Clean or recovery time – minimum 2years active recovery in any program
  - Zee volunteered for the treasurer 2yr term

- Aarkey motioned to accept Zee. Stormy seconded. Motion passed unanimously.

## 8. **Writing prompts to help those who want to share their RitL stories.**

(Word document attached to agenda email.)

### **Suggestions for getting members to submit their own stories**

- Writing prompts? (Mita has some from the Leather Archives that we can look at to help.)
- Basic Outline for writing your personal story (Mita)
- Audio recording & transcribe to text. (Mita to check w/ Leather Archives to see what they use.)
- Share their personal story of recovery in the lifestyle as they see it.

### **New Business**

1. Who will be taking Aarkey's place when he steps down this year from service.
  - a) What does Aarkey's position entail?
  - b) Duties include: chairing Gen. Serv. calls, update/maintain website, answer email inquiries & calls.
  - c) Aarkey will continue to update & maintain website. It is currently in HTML but he wants to move it over to a WordPress site.
  - d) Mags will chair the General Services calls.
  - e) Steering Committee will handle the majority of items formerly handled by Aarkey.
2. Steering Committee meetings monthly. (This will be decided by the Steering Committee at their first meeting.)
3. Aarkey motion that we take on no further expenses until we are filed for a 501c3. Stormy seconded. Passed unanimously.

Many thanks to Aarkey for his years of service.

- Motion to close-Aarkey. Seconded-Zee Passed unanimously.

General Services Call: May 6<sup>th</sup> @1pm

Steering Committee Call: Jan. 21st @ 11am