**Sunday Debt-Anon telephone meeting, June 2026 – Business Meeting Summary (Public Version)**

**Attendees (first names only)**

**Sarah (chair), Karen, Helene, Portia, Marsha, Eric, Andrew W., Leah,** and others.

**1. Opening and Prior Minutes**

- Meeting opened with introductions by first name and an explanation of identification for voting.
- There was initial confusion about who took notes at the last business meeting; it was confirmed that **Portia** had been the scribe.
- Portia read the minutes from the prior business meeting:
    - Meeting ran from **1:10 PM to 1:51 PM**, opened and closed with the Serenity Prayer.
    - **Treasurer's balance: $2,029.67**.
    - **Literature:** 125 books total received, 2 reserved for archival purposes.
    - Old business items included:
        - Website fees not due until **2028**.
        - **Trademark / service mark "Debt-Anon"** renewal due in **October**; to be renewed in 5-year increments.
        - Decision: **Do not mute** the line by default; muting is **at moderator's discretion**.
        - Book ownership question: group must be an **entity** before approaching Janine about owning the books.
        - Time extension of the meeting to **:55 after the hour** was approved.
        - A flyer committee was formed to review an advertising flyer.
- Current meeting **approved those minutes** with no corrections.

**2. Treasurer & Literature Updates**

- **Treasurer's report:** Not available for this meeting. Chair will:

    - Set a calendar reminder one week prior to the next business meeting to request the report from the treasurer (Carrie).
- **Literature report (Helene):**
    - Unchanged from last time: **125 books total**, **2 in reserve**, so **123 available for sale**.

**3. Website Time Notation (Andrew W.'s Item)**

- **Issue:** The website currently lists meeting times as, for example, "10:00 AM **PST**" or "EST," which confuses newcomers during daylight saving time, since the group is not always on "standard" time.
- **Suggestion (Andrew W.):**
    - Remove "Standard" from the time labels.
    - Change:
        - "**PST**" → "**PT** (Pacific Time)"
        - "**EST**" → "**ET** (Eastern Time)"
- **Decision:**
    - Motion made and seconded to simplify time references as above.
    - No opposition; motion **passed**.
    - **Action:** Andrew W. will inform **Helene** so she can update the website accordingly.

**4. Trademark Renewal**

- **Background (old business):** Service mark for "Debt-Anon" is due for renewal in **October**.
- **Report (Helene):**
    - Two forms required: **Declaration of Use** and **Application for Renewal**.
    - If filed separately: **$350 each** (total **$700**).
    - If filed together: **$600 total** (discounted).
    - A **six-month grace period** exists after October, but it adds extra fees (estimated $100 per form).

    - Helene has completed these forms in the past and is willing to do it again.
- **Decision:**
    - Motion made and seconded to:
        - Authorize **Helene** to file both forms together by **October 16**.
        - Approve using **$600 from the treasury** for this purpose.
    - No opposition; motion **passed**.
- **Process:**
    - Helene will **pay, then submit an invoice** to the treasurer for reimbursement, as with the website expenses.

**5. Entity Status & Book Ownership**

- **Issue:** To have formal **book ownership**, the group needs to be an official **entity**.
- **Report (Karen):**
    - No new concrete steps yet.
    - Becoming an entity involves substantial work.
    - Planned next step: reach out to another small group that recently became an entity to learn from their process.
- **Status:** Item remains **in progress** as old business.

**6. Advertising Flyer for Saturday & Sunday Meetings**

- **Report (Portia):**
    - Developed a flyer that includes **both the Saturday and Sunday meetings**.
    - Saturday group has **already approved** the flyer.
    - In the WhatsApp review group, everyone except **one person** approved; Portia made edits over two weeks.
    - Portia wants a clear path to group conscience so the flyer can be used broadly (e.g., texting it to people who could benefit).
- **Discussion:**

    - Question: How to bring the flyer to the full group for a decision, especially for those who are not on WhatsApp?
    - Suggestion from chair: also use the **email list**.
    - **Andrew W.** explains:
        - The email list has a **field indicating who wants to receive business meeting notes**.
        - Recommends emailing only those who **opted in to receive business meeting information**.
        - Volunteers to send the email containing the flyer and invite recipients to the next business meeting for a vote.
- **Decision:**
    - Motion (Portia): Have **Andrew W.** email the flyer to individuals who have opted to receive business meeting notes, inviting them to attend the next business meeting to vote on it.
    - Andrew W. confirms willingness to serve.
    - No opposition; motion **passed**.
- **Post-meeting clarification:**
    - Portia confirms she previously emailed the flyer to:
        - Sarah's address (SarahRoseYoga at Yahoo).
        - The general meeting email (...@telephonemeeting.org).
    - Andrew W. confirms he **received the flyer on April 12** (found via email search).
    - Chair acknowledges having missed it previously and apologizes.
    - Continued appreciation expressed for Portia's service on notes and flyer design.

**7. Treasury Funds / Custody Suggestion**

- **Concern (Marsha):**
    - Noted that ~$2,000 is a relatively large amount for the treasury.

    - Suggested considering placing the funds with a **long-term member** temporarily, then starting a smaller working balance with a new treasurer.
- **Outcome:**
    - To keep the meeting within time, Marsha **withdrew** this idea as a formal motion for now.
    - Topic can be revisited as **future new business**, but no decision was taken at this meeting.

**8. Timekeeping & Meeting Length**

- Group conscience: **30 minutes** allotted for the business meeting unless extended by group agreement.
- Chair monitored the time; as the 30 minutes elapsed, open items were:
    - **Website time notation** (resolved just before closing).
    - **Treasury funds placement** (withdrawn for now to save time).

**9. Closing**

- Motion made and passed to **close the business meeting**; no opposition.
- Meeting closed with the **Serenity Prayer**.
- Appreciation expressed:
    - To **Portia** for prior notes and flyer work.
    - To **Andrew W.** for taking the current meeting's notes and for handling flyer/email distribution.
    - To all attendees for their service.

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**Action Items (Using First Names Only)**

1. **Andrew W.**
    - Email the **flyer** to those who have opted in to receive business meeting notes and **invite them to attend the next business meeting** for a group-conscience vote on the flyer.
    - Notify **Helene** of the approved **time-format change**:

        - “PST” → “PT”
        - “EST” → “ET”

2. **Helene**
    - File the two **trademark renewal forms** together by **October 16**.
    - Submit an **invoice** for the $600 cost for treasury records and reimbursement.
3. **Karen**
    - Reach out to another small group that recently became an **entity** to learn steps and requirements, and report back to this group.
4. **Portia**
    - Confirm the correct **email destinations** for business meeting notes and flyer (already partially done during this meeting).
    - Provide the finalized flyer files as needed for distribution.
5. **Chair (Sarah)**
    - Set a **calendar reminder** one week before the next business meeting to contact the treasurer (Carrie) for a treasury report.