

Hello Everyone!

We held a General Service Board meeting this evening (minutes below). The General Service Board of Eating Disorders Anonymous is a 501(C)(3) organization set up to help EDA carry the message of recovery to those in need.

Attendees:

- Angie, San Diego, CA
- Annette H, Phoenix, AZ
- Colleen V, Erie, PA
- Julie E, Longwood, FL
- Rachel F, Phoenix, AZ
- Vanessa B, Boca Raton, FL
- Vanessa S, Longwood, FL

Topics:

- We reviewed the GSB charter and roles. All positions are volunteer, unpaid positions.
- **We sincerely thank the following volunteers for stepping up to fill previously vacant and much-needed roles!**
 - Vanessa S: Webmaster
 - Julie E: Email Response Coordinator
 - Rachel F: Meeting Support Services / New Literature Development Coordinator
- **The GSB Charter, Bylaws and Roles are located on www.4eda.org at the top of the General Service Board page.**
 - **GSB Charter:** To support the Fellowship of EDA and its primary purpose, to recover from our eating disorders and to carry this message of recovery to others with eating disorders.
 - We recognize that final responsibility and ultimate authority for EDA world services resides in the collective conscience of our whole Fellowship.
 - We agree to uphold the traditions of the Fellowship of EDA, which include the ideas that:
 - We, the trustees, are but trusted servants; we do not govern
 - The only requirement for EDA membership is a desire to recover from an eating disorder. There are no dues or fees for EDA membership.
 - EDA is self-supporting through its own contributions.
 - EDA is not allied with any sect, denomination, politics, organization or institution
 - EDA has no opinion on outside issues, hence the EDA name ought never be drawn into public controversy
 - We accept responsibility – and authority - to perform our role(s) within the Board to the best of our ability in an ethical, legal, professional and cooperative manner.
 - **GSB Roles: We still have many unstaffed positions! Please work with your groups to see if we can fill open roles noted below.**
 - **Chair: (Acting Chair is Annette H)**
 - Supervises all operations of the General Service Board
 - Coordinates effort among members and committees
 - Presides at GSB meetings and fills in for vacant roles
 - **Chair-Elect: OPEN**
 - Serves as Chair when Chair cannot serve
 - Oversees publication of EDA materials online and in print
 - Fills in other roles as needed
 - **Secretary: OPEN**
 - Maintains GSB corporate minutes book
 - Records minutes at all meetings

- Disseminates minutes to the EDA Membership and Board email lists
- Files all requisite legal and/or tax documents in a timely manner
- **Treasurer: OPEN** (requires professional credentials even though a volunteer position)
 - Signs for EDA's checking account
 - Collects and deposits all EDA monies
 - Reimburses expenses (with Board authorization)
 - Prepares and issues quarterly financial statements.
 - Works with the Secretary and others to insure requisite legal and financial documents are filed with the appropriate agencies in a timely manner.
- **Members At Large: PLEASE JOIN US!**
 - Bring experience, strength and conscience to bear on issues before the General Service Board
 - Fill in where needed
 - Attend General Service Board Meetings
- **Membership Services Coordinator: OPEN**
 - Fills publication orders, keeping records of incoming orders and outgoing shipments
- **Meeting Support Services Coordinator: Now filled by Rachel F!**
 - Works with the Webmaster to update online information about EDA meetings
 - Establishes and maintains contact with each group's General Service Representative
 - Follows up and provides support to Meeting Starter Kit recipients
- **Public Information Coordinator/Professional Contact Coordinator: OPEN**
 - Develops set(s) of informational materials on EDA for distribution online, in person and via regular mail
 - Contacts professional journals and web organizations with information about EDA
 - Involves people in writing articles about EDA for publication in newspapers, magazines, professional journals
 - Disseminates information about EDA and EDA meetings to professionals, treatment centers, educational institutions and correctional facilities
 - Phones and follows up with hospitals, eating disorder treatment facilities, therapists, nutritionists and other professionals
 - Works with the webmaster to set up an email lists of professionals and institutions interested in receiving EDA information
 - Registers EDA web sites with internet search engines
 - Helps EDA members post EDA meetings information in local newspapers
 - Maintains a contact list: who was contacted, when, and the final disposition of the contact
- **Email Response Coordinator: Now filled by Julie E!**
 - Makes sure email is answered within about 24 hours
 - Works toward monthly rotation of GSB email response duties.
 - Trains GSB email respondents in the handling of typical email.
 - Monitors GSB email responses to insure proper routing of requests for meeting startup packets to the Meetings Coordinator, requests for information by professionals to the appropriate Professional Contact Coordinator, etc
 - Works with the Webmaster to make sure the changes to email respondent get tested
- **Webmaster: Now filled by Vanessa S!**
 - Maintains existing EDA web site (i.e. post new literature and meetings).
 - Administers web email accounts
 - Maintains the links page and brings requests for new links to the GSB's attention for assessment of fit
 - Coordinates web site development efforts, ensuring new features/updates are tested before release to production website

- **New Literature Development Coordinator: Now filled by Rachel F!**

- Works with other roles to identify gaps in EDA publications (A current gap is our EDA Recovery Stories)
- Supports EDA members in assembling EDA Recovery Stories about recovery from an eating disorder (what it was like, what happened, what it is like now) for publication as (an) article(s) and eventual book.
- Creates committee(s) or works with the community to develop and submit EDA literature for review and endorsement by the Board or by a general service conference of EDA representatives
- Creates and maintains a recommended reading list of non-EDA publications
- Ensures the current set of EDA publications are listed and available online through the EDA web site
- **Fundraising Coordinator: OPEN**
 - Board expressed reservations about role given 7th Tradition of EDA, "EDA groups are self-supporting through their own contributions."
 - Reviews AA guidelines on fundraising
 - Thinks up, proposes and coordinates effort on novel ways to fund General Service Board activities, remembering that EDA is self-supporting through its own contributions without accepting outside donations
- **Hotline Coordinator: OPEN**
 - Board expressed reservations about hotline service given history of hotline experiences. We are not professional counselors and hotline people are not there to provide phone support; they are to direct people to meetings, help people get connected with the meeting coordinator if they want to start a meeting, to a public information coordinator if they want literature, etc.
 - Role establishes national and local EDA hotlines and insures rotation of hotline duties among EDA members, making sure EDA members with hotline responsibility know how to handle typical calls

Action Items:

- Annette - acting Chair - will:
 - Update the website on 1/16 with backlogged meeting changes/additions and deletions.
 - Send Vanessa S an email with information about how to log into and maintain the website
 - Send Julie E an email with information about how to get started responding to EDA email
 - Add Rachel F, Julie E and Vanessa S to the forwarding email forwarding for the info@ and wm@ (Vanessa only) EDA email addresses
 - Will remove the email auto-responders that state we have no one answering email once provided with Julie's email address
- Vanessa S - our new Webmaster! - will:
 - Start maintaining meeting information on the website once ready
 - Look into setting up an email list for the GSB (you are all on it!)
 - As time allows, Vanessa will look into reposting the EDA recovery stories
- Julie E - our new Email Response Coordinator! will:
 - Start responding to EDA email once added to the distribution list. (Annette currently lacks an email address for Julie)
 - As time allows, will look into methods for rotating responsibility for coordinating EDA email responses
- Rachel - our new Meeting Support Services Coordinator! - will
 - Contact meeting representatives, especially new meeting reps and ask for volunteers to contribute new recovery stories
 - As time allows, review and correct typos in EDA publications
 - Send new materials to the and corrected materials to Vanessa for posting to the website

Meeting adjourned at 8:01

Thanks to all who attended!
Best regards,
Annette H (aka Michelle)