

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Tuesday, February 15, 2022**

Opening: Stand-in Chair Danielle O. called meeting to order, followed by a moment of silence and Serenity Prayer.

Introductions and roll call: Introductions of directors, officers, and visitors. 19 were present, with 14 voting members in attendance (as follows), so a quorum was met. (For 2021, a quorum = 8 voting members.)

Attendance Chart:

Note: As of the 11/15/2021 meeting, the Minutes were changed to omit last names and email addresses, to keep everything anonymous on the website.

Present	Voting	Board Member	Position	AFG Group Representing
P	Y	Aletha S.	GR	Allendale
P	N	Anna A.	Dist 6 Rep	Faith AFG
P	Y	Cindy C.		Spiritual Awakenings
P	N	Danielle O.	GR	Northland
P	Y	Dianne P.	GR	San Marcos AFG
P	Y	Don C.	Literature Com	Bee Caves Road AFG Austin Men in Recovery
P	N	Janie H.	Info Center Employee	Bastrop-Elgin AFG
P	Y	Jessica P.	AAIC Liaison , Dist 6 Rep, GR	Anderson Mill
P	Y	Julie J.		Buda Serenity Seekers
P	N	Karen R.	AAIC Secretary	Northland
P	N	Kathy J.	AAIC Treasurer	Hope AFG
P	Y	Lizz S.	Info Center Rep	Aging to Saging, Wimberley AFG
P	Y	Louise D.	GR	Lakeway Noon
P	Y	Lynn P.	GR, Alt Dist 6 Rep	Faith
P	Y	Marilyn C.	Info Ctr Vol Rep, Finance Comm Chair	Spiritual Awakenings
P	Y	Nathalie S.		Bridge to Shore
P	Y	Steve B.	Info Center Rep	Hill Toppers
P	N	Susan L.	Past AAIC Secretary	Bee Caves AFG
P	N	Terry F.	Web Chair, Alt GR	Serenity Seekers, Austin

	Y	Barbara	IC Rep	Unity AFG
	N	Barbara	Visitor	Elgin AFG
	N	Blake		Austin Men in Recovery
	Y	Brenda	Alt GR	Buda Serenity Seekers
	N	Carolyn	GR/Past chair	Courage to Change AFG
	N	Celeste		Faith AFG
		Joan	Alt GR	Bridge to Shore AFG
		Kate	Info Center Rep	Let It Begin with Me AFG
	N	Kelly	Alt GR	Lakeway
		Marianna	Inf ctr Rep	Living Solution, Georgetown
		Mary	Alt GR	Lakeway Tues Noon
		Myra	GR	Central Tx Serenity Seekers
		Pat	Alt GR	Northland AFG
		Paula	AATAC Board member	Anderson Mill AFG
	N	Samantha	AAIC Chair	Northland AFG
	Y	Sharon		Elgin
	Y	Susan	GR	Lake Travis Parents AFG
		Tina	Alt GR	Personal Freedom

Secretary/Minutes: Karen

Minutes from 11/15/2021 were discussed; however, Kathy J. advised that on 12/22/2021, she sent an email reporting that the proposed minutes had an error in the financial section, making it look like AAIC was in the red. Kathy had sent a correction, but we could not find minutes showing the updated info. So, we decided not to approve minutes for Nov 2021, until the most up to date minutes were available.

Steve H. motioned that we not accept the minutes until next Board meeting when the revised version has been completed and available for review and approval.

Don C. 2nd.

Votes: 14 Yes; 0 No; 0 Abstained

Emailing Reports: The Secretary will send the Minutes to The AAIC Chair, the Treasurer, and the AAIC Liaison within 2 weeks after the board meeting, per request made at Nov 2021 meeting. Corrections are made if needed. Meanwhile, other officers and committee chairpersons will send their reports to The AAIC Chair in a timely-asap-manner, keeping in mind that The Chair needs enough time to then email all of the collected reports to officers, chairpersons, other board members and AFG GRs at least two weeks prior to next Board Meeting. Prior to next Board Meeting, Chair will send out Agenda via email.

Sec. Karen was advised to add Jessica P. AAIC Liaison to the email when I send the Minutes.

Danielle O. reported that prior Chair Sam Z. is working on getting reports into a Google drive so everyone can view quicker. More to come later.

Chair's Report: Stand-in Chair Danielle

We have no AAIC Chair at this time and Danielle is standing-in for this meeting.

Danielle Ortega was later voted in as Chair (see Old Business).

Bank Account Authorization - Treasurer Kathy Jackson is a signer on the AAIC bank account, and she and Danielle will go to bank together to get Danielle on the account for signing as well. Past Chair Samantha Zimny will be removed from the bank account.

Treasurer's Report: Kathy J.

The Treasurer's packet for Dec 2021 was sent out via email before the meeting. The Treasurer's packet consisted of documents to illustrate and confirm assets and liabilities reported by Treasurer. These documents included: Excel spreadsheets showing Income vs. Expenses; Monthly and YTD Profit/Loss reports, Reconciliation Detail reports for both monthly and yearly, Bank Statements for checking, savings and credit card, Deposit Statements, Utility and Internet Bills, Travis County Personal Property Tax bill, Bookkeeper bill, Literature purchases.

During the board meeting, Terry F. presented Treasurer's packet as a screen share while Kathy J. reviewed with the group. Highlights of the year end 2021 Treasurer's Report are:

Total Income = \$27,260.93; budgeted \$43,515; used 63% of what we budgeted for.
(Income from contributions totaled \$17,253.02)

Total Expenses = \$34,245.79; budgeted \$52,849; used 65% of what we budgeted for.
Net Income = \$-6,984.86

Total Assets \$43,431.10 – Total Liabilities (\$609.49) = Total Equity \$42,821.61.
Total Liabilities and Equity = \$43,431.10

Credit card: It was noted that the credit card is paid via checking account transfer. Kathy advised that \$144 was accidentally transferred twice. This has been corrected. Credit card balance has a \$0.79 credit.

Janie, employee at the AAIC, has a credit card, and it is usually used for mailing expenses at the post office. (Janie also keeps Petty Cash of \$40 in the drawer at the AAIC).

Credit card is also used to pay Spectrum internet and ink for printer.

December rent explanation: Rent is paid monthly. Kathy advised that Dec. looks like we are in the red in regards to the Dec rent payment vs budget, but we are not. Rent is \$1000/mo, but the bank debited the Jan 2022 rent on Dec 31st, which is why is it listed twice in the Dec statement.

Payroll taxes are paid quarterly. Dec. 2021 taxes have to be paid by Jan 31, 2022, and have been paid.

Personal Property Tax (PPT) for 2021 is paid annually. Kathy paid \$29.89 in Dec. Kathy explained that we pay PPT for tangible items that we own. This is required if you rent office space. So, while we don't pay Austin's 8.25% sales tax (due to being a 501©3 non-profit), we do pay a small tax % on what we own. Once we report our updated inventory, this amount may go up next time.

It was noted that the Treasurer Report does not need a Motion to approve.

PROPOSED BUDGET

The Treasurer's Proposed Budget for 2022 was sent out via email before the meeting. During the board meeting, Terry F. presented proposed budget as a screen share while Kathy J. reviewed with the group.

Salary – the proposal to raise Janie's AAIC employee salary was questioned, given that we are still in covid operating mode. Kathy shared that Janie is still working very hard despite covid times, inside and outside of the office. She has not received a raise in 2 years and no bonuses. Expenses are going up. The budget would allow for an increase in salary of \$1500. However, it does not mean that we have to increase the monthly pay; the extra money could be given as a bonus or not at all, depending on what the Board decides at the time. We don't have to use it, but would like it in the budget just in case the Board would like to offer it to Janie during 2022. Amount stays as is.

Travel: It was asked where travel expenses are needed, especially since covid has limited many in-person meetings. It was shared that Jessica is the AAIC Liaison. Her position connects AAIC with the two other organizations: District Meetings and Area Assemblies. Jessica shared that District Meetings are still via zoom, so no expenses are incurred there. Area Assemblies, however, are still in person and require expenses such as gas, hotel and the Assembly conference registration fee. AAIC typically pays for her travel expenses so that the Austin Area is represented at these Assemblies. These meetings are held in different parts of Texas, with the next being in May in Corpus Christi.

In 2021, no travel expenses were paid out, partially due to the fact that we did not have a AAIC Liaison until August. The other reason is because Jessica happens to be GR for her AFG group and her group pays her expenses. However, if at some point, she is not GR and her group no longer pays for her travel expenses, then we need to have the money in the budget for it.

\$300 is budgeted for Travel expenses. So, when Jessica goes to Area Assemblies out of town, she has to provide receipts for each item, in order to get paid back. If she spent \$350 (\$50 over-budget), she would initially get paid the approved \$300 cap, and then, the \$50 would need to be voted on by the AAIC Board.

Website: someone asked what the website expenses are for? This is due to hiring someone to create the new website, and to maintain it. The budget for 2021 was amended to \$1500 to allow for that expense. \$1700 is proposed for 2022 because it is important for us to have a properly functioning and updated website. It was suggested to **lower this cost to \$1000**, since Terry F. can edit the web site now, and we may not need Mabel's professional services as much. This was accepted and change will be made in the final budget.

Literature: some felt the proposed budget for the literature purchases was too high in the black, in comparison to years past. Some seem to think it should end in the "red" while others suggested having a very minimal budget for literature and review the need for purchases every 3 months. It was explained that if a specified expenditure is not listed in the annual budget, then, when the need to purchase comes, AAIC cannot. Can't pay for literature orders if we do not have the money already budgeted for it; then the groups and their members suffer. Most organizations do not make their proposed budgets to put them in the "red."

There was much discussion on how to get the debits and credits more even, and it was finally agreed on that Kathy would **adjust the proposed budget to list Literature Purchases at \$12,690, Sale of Inventory at \$25,380, and Contributions to \$22,120.**

These changes will show a balanced budget with net income/loss of 0.00.

New budget shows a total expected income of \$47,515.00 and total expenses of \$47,515.00.

With those changes, Motion made to accept budget by Dianne P. 2nd by Don C. 10 voted yes. 0 opposed; 0 abstained. (Some of the 14 voters left early).

Information Center Report: Janie H.

Janie is in the AAIC office MWF 10-2pm. She also handles phone calls throughout the week. The office is currently closed to foot traffic due to Covid Stage 5 status. However, people and groups can still order literature and come by to pick up via curbside, or literature can be mailed (groups only). Janie will mail literature to groups, but not individuals. Check or cash only is accepted from individuals and may be placed in a drop slot when picking up orders. Janie mentioned that sales have been very good lately.

Janie also reported the new flooring was put in and is very nice.

Jessica P. asked about the lease. Janie said the lease is up end of Aug, and the place is still for sale. We should be good to stay there at least throughout lease. Janie, however, said that The Chair is the one in charge of working with the landlord on this topic.

Information Center Liaison Report: Jessica P.

Jessica attended the Area Assembly meeting in-person on 01/29/2022. Highlights from that meeting include:

- The Beacon is coming out spring of 2022.
- The WSO Service Manual should be out via online this spring, with a hard copy to come later.
- Jessica is Chair of the Cloud Based Storage Task Force, which will establish a secure online place to store all of documents for the Austin area.
- A financial audit of the Area Assembly will be done each year.
- The Area Assembly Group coordinator position has been filled.
- Electronic meetings/groups were also discussed: Electronic groups don't have to join the Area 53 Assembly, which is in-person. Electronic groups have their own Area that they report to. However, if an electronic group would like to be a part of the in-person Area Assembly, then, they will be allow to join provided that 1. The group must have a current mailing address within the Area 53 area and 2. A GR from that electronic group must attend Area Assemblies, which are only in-person.

An Electronic Task Force will create a Service Manual which should be done in about a year.

Jessica also shared that she attended the District 6 meeting last month:

- District 6 meetings are via Zoom and the next one will be in April 2022.
- Still need a District Alateen coordinator.
- Alateen Amias: There is a virtual certification course to become an Alateen Amias (Al-Anon Member Involved in Alateen Service). Jessica mentioned that Anna A. really could use some help in this because pre-covid, we had 40+ Alateen meetings; now we only have 19.

ATAAC Representative Announcement

The new ATAAC rep is Cat Amador.

Committee Reports.

Literature (Don C., Chair) –Inventory Summary as of 12/17/2021 was emailed in December 2021. Don shared that AAIC currently has \$6925.36 worth literature (our cost). If we were to sell it all, the total retail value would be \$9266.45.

Finance (Marilyn C., Chair) - Marilyn shared that there is not much to add to Kathy and Terry's presentation. Marilyn said her job is to check bank statements and advised that all looks good.

Volunteers (Marilyn C., Chair) – Marilyn offered praise to Janie H. for the great work she put into training the new AAIC volunteers. She put together training packets for the volunteers, and on Jan 3rd the volunteers came to the AAIC to start. However, Covid Stage 5 hit and the office had to close. Once open again, Janie will re-train all the volunteers.

Meeting List (Karen R.) – This position was discarded because the local website does not maintain the local meeting list. The meeting list tab on the web directs meeting-seekers to the WSO meeting list. This is because groups had trouble updating us at the local level and also the WSO level; therefore, they now have only one place to send updates to: the WSO.

Liz S. said she was looking for local meetings, esp. in-person vs. online meetings. She asked if there is a way to find local info on the local website? The answer was no; all meeting info is now shared through the WSO. However, if you are on the local website, it has a link to find a meeting. Clicking on that link, however, will send you to the WSO meeting list. It was mentioned that the WSO list was difficult to navigate, and is still directing people back to their local information centers for meeting info. Terry said that although meeting info is supposed to be updated on the WSO site, checking with their local info center is still a good idea, just to make sure. It was reported that the info is getting updated quicker now that everyone has only one place to report meeting info and hopefully, it will get easier to find a meeting.

Webmaster and Website Committee Chair (Terry F., Chair) – Terry has experience with web management and can now edit and make updates to the new website. Therefore, Terry will manage the website and update info in a timely manner. If anything major arises, then she can ask Mabel, the website designer.

- Volunteer Sign-Up - There is a new feature on the web for volunteers to sign-up to be of service. Once the short form is submitted, the request is sent to Marilyn and Janie, who can then contact the volunteer. It is under the Resources Tab on the web: <https://austinalanon.org/members>
- Order Literature - There is now a way to order literature online with an order form link. Once submitted, the order is sent to Janie who will fill the order. Janie will mail literature to groups, but not individuals. Check or cash only is accepted from individuals and may be placed in a drop slot when picking up orders. It is under the Resources Tab on the web: <https://austinalanon.org/members>
- Newsletter - Website was updated with the most recent newsletter.

Old Business.

- Webmaster and Website Committee Chair position - Filled! Terry F. is our new official webmaster!
- Website, are updates being made? - Terry now has access to edit website and can make any changes needed in a timely manner.
- Lease - We have 1 year lease with the information center, the owner is still trying to sell the place. Even if he sells, we should still be able to stay there until the end of our lease 08/31/2022.
- Elections - Need a Chairperson. Danielle was just chairing this meeting to help out. Duties of the Chairperson were discussed with some highlights being that it is a one-year position. You can be re-elected but cannot serve for more than three years. The Chair must be attending AFG meetings for a least 2 years, may not be a double-winner (AA/AI-anon), and must have attended at least two of these AAIC board meetings. The Chair organizes the Board meetings and maintains the group email list. The Chair also negotiates the lease for the AAIC office and is also a signer on the bank account. For more info, the Bylaws are on the website and lists what the job description is.

Those in attendance were asked to consider a nominee or volunteer for the position. After an extended moment of silence, Danielle Ortega volunteered. Nathalie S. nominated Danielle to be the Chairperson and and Dianne P. 2nd the motion. Votes: 12 Yes; 0 opposed; 0 abstains.

CONGRATULATIONS DANIELLE!

Action needed: Treasurer Kathy Jackson and the new Chair Danielle Ortega will go to the AAIC bank together and add Danielle as a signer on the account. Prior Chair Samantha Zimny will be removed.

Action needed: Janie said there is a black file cabinet at the AAIC office with drawers specified for The Chair. Part of the Chair's job is to place hard copies of filed taxes and other items in the drawers. This has not been done in a while and needs to be gone through. Danielle will review papers in cabinet and tend to what is needed.

New Business.

- Opening of the information center (Janie) – We are still in Covid Stage 5, so still on stand-by as far as foot traffic. As mentioned earlier, Janie is still actively running AAIC. So far the process of opening or closing the office has been Janie reaches out to the Board via email and asks. Then they vote. They don't have to wait until the next zoom Board meeting to vote.
 - Jessica asked if we could allow Janie to open/close the office simply based on the Covid Stage Number, instead of going through the Board and email etc.... However, Janie said she prefers to keep it like it is.
 - Leave as New Business for next meeting.
- Order forms for literature (Mabel, Terry), partially old business – discussed already by Terry F.
- Minutes getting 2021 minutes on the website – Terry said this has already been done.

The next Board meeting is May 16, 2022, at 6:30pm by Zoom.

Meeting Adjourned at 8:25pm. Closed meeting with AI-Anon Declaration (All)

Minutes Respectfully submitted,
Karen Reed, Secretary