

Austin Al-Anon/Alateen Information, Inc.
A Texas Nonprofit Corporation
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**The (Unapproved at this time) MINUTES OF THE August 15, 2005 MEETING OF
THE BOARD OF DIRECTORS**

On June 20, 2005, a regular board meeting was held at the Information Center. The following persons were in attendance:

Kay C. - Treasurer	Courage To Change AFG (non-voting)
Charlotte T. - Secretary	Courage To Change AFG (non-voting)
Kitty G. – Info Center Employee	Courage To Change AFG (non-voting)
Heather W.	Sunset Serenity (voting)
Linda M.	3 C's of Lakeway (voting)
Kristin B.	Courage to Change AFG (voting)
Ann J.	Serenity Trails AFG (voting)
Betty F.	Freedom to Recover (voting)
Beverly H.	Steps to Freedom (voting)
Renate S.	One Step at a Time (voting)
Christina N.	Serenidad (voting)

- 1) **Opening.** The meeting was called to order at 6:30 p.m. by Kay C., Treasurer, (who chaired the meeting in John T.'s absence, with a moment of silence followed by The Serenity Prayer.
- 2) **Introductions.** Those attending the meeting introduced themselves and stated whether they were a voting or non-voting participant (or visitor).
- 3) **Readings.**
 - i) The Al-Anon Preamble from *How Al-Anon Works for Families and Friends of Alcoholics* was read by Betty F.
 - ii) "Members Share Experience, Strength and Hope – Our Leg Work Is Participation" from *Paths to Recovery: Al-Anon's Steps, Traditions and Concepts*, first paragraph, page 273 was read by Beverly H.
- 4) **Announcement of a Quorum.** John T. formerly set the quorum at a number greater than 2.4 which is 40% of six, the number of voting board members present at this December meeting. 8 voting members were in attendance at this meeting.
- 5) **Acceptance of April 18th Minutes.** Kay C., acting chair, requested all to review the Minutes submitted by Charlotte T., secretary. Renata S. made a motion that the minutes be accepted. Beverly H. seconded the motion. The motion passed.
- 6) **Treasurer's Report.** Kay C. handed out the **Group Contributions, Profit & Loss** for the Center through July 31, 2005. For that period, the total income of the Center was \$8575.26 and expenses were \$8546.39. These were all regularly occurring expenses, and we **broke even** which is good! The total profit for the year is \$6,240.58. Kay C. reported that she moved another \$2,000 to our savings account so that we now have about one year of operating expenses in savings (if we spend or gain nothing on literature sales.) Kay closed the report saying that we are ahead of budget for now. Linda M. (later in the meeting) suggested reporting balances from both checking and saving on the monthly spreadsheet report.
- 7) **Information Center Report.** Kitty G. **thanked** everyone for the raise from the June meeting. She tried to email everyone to say this personally. Since the last meeting they have had an average of 7 phone calls a day and 2.66 walkins per day which is 2/3 higher than normal. The Information Center bought \$2,727.00 in literature and sold \$4,069.10 in the same period. The Center received \$778.00 in donations. Kitty also announced a **Forum Humor Stories** request that she received and will send out. The Forum is offering complimentary subscriptions to the top 12 stories chosen. Kitty will make copies of this announcement for everyone.

- 8) **Secretary Report** - Charlotte T. noted that she had **verified email addresses** of those on the Board, especially those who requested to get their minutes by email instead of mail. She hopes to add a meeting reminder to that email send out next month. She circulated a list of who had served on the Board of Directors from each group to verify whether the services offered were valid. Many members pointed out that they had only come for one meeting in a year so that should not be counted as serving in that year. Kay C. pointed out that three meetings in a row was an official member of the Board. The group survey postcard that was sent out has now received sixteen responses, with a few new Al-Anon groups sending representatives to the Board meetings. **Nominations for officers** (which will be voted on at the next meeting) were distributed to groups. We have received one nomination for treasurer already (Heather W.). The website links to minutes and announcements seems to be working well. Charlotte will try to meet with John M. to verify District 6's group addresses.

-Group meeting schedule changes are on the web as best we can verify.

-Charlotte explained that John T. had done research and on all official minutes, Board members' **last names** must be written out, but in newsletters reporting the meeting, last initials are preferred to maintain anonymity.

- 9) Unfinished Business:

- a) Kay C. contacted Bank of America and they have a tax service that would do **payroll** for Kitty, W-2 forms and 1099 forms plus payroll taxes. Bill pay can be done through our account and since it's only ~10 checks a month, it's not hard. Price would be \$42/every 2 week pay period which seems high. This includes overnighting Kitty's check to her. If her check is direct deposited, it would probably cost less. A.D. P. (Automatic Data Processing) does it for Bank of America, and they are willing to waive the set up fee. Kitty is in favor of direct deposit, so Kay will look into the exact reduction in costs that might be. Kay talked with Charlie Aufferl to see if he was interested in doing it as a service. He didn't want to do that, but would be willing to review our payroll documents. Kay also estimated that the only bills we can't pay online is the literature service but could do bill pay for utilities and phone automatically. If the Bank of America costs are ~16/mos the group thought that reasonable. One question is whether we should start in Q1 2006 or Q4 2005. Linda made a motion for Kay to pursue and execute agreement with ADP for payroll services not to exceed \$20/pay period. Renate S. seconded the motion. The vote was six in favor.
- b) Charlotte T. asked if we were going to do anything about the **meeting list and address list** discrepancy (since we only mail to folks in District 6). Since we are a literature distribution center, unlike Waco's information center which has phones and tells about meeting times locally, we should still keep them on our meeting list. At the minimum, we should send mailouts from the Information Center to all of District 6, and any extras are ok.
- c) **The Forum** is paid for by the Center now; they receive a subscription.

- 10) New Business –

- a) We **donate as a center** to other service arms of Al-Anon (World Service Organization –WSO- District 6, and Area 53) twice a year, usually in March and November. There are currently no guidelines for the Treasurer as to how to do this in the By-Laws. Kay would like to know if we prefer to give a % of the Center's profit or keep it at \$75/each as we do now. Other groups give after prudent reserves are filled, as a % of their profit. The group consensus indicated that this should be a budget line item and presented with the budget proposal in December for a Feb. vote.
- b) Kay C. asked how much should our **prudent reserve** be? It's generally accepted that it should be a one year reserve (as if we had to pay bills (utility, rent, phone) and Kitty's salary without any literature sales which would come close to \$23,656.50 a year. Rounding that Kristin B. suggested \$25,000 to be set as our prudent reserve and the group consensus agreed. In October, Kay C. will bring a proposal to suggest how much is enough to save.
- c) The **Memorial Fund** given in Judy D.'s honor still has funds remaining for office improvement. Kay suggested a new microwave and fax machine. Heather W. has a fax machine to donate. The group suggested a better answering machine, but Kitty G. seems happy with the one we have. She will go to Office Depot to see if there are others that might be more efficient. Kitty also did not seem excited about a new microwave, but Board members pointed out it might save electricity to get a more efficient one. Kay will go to Office Depot to price one. Heather W. suggested TOPS for good used products. Kristin B. made a motion to buy a new microwave and to check prices on a fax and answering machine. Betty F. seconded the motion and the group consensus was in favor.
- d) Literature Committee – Kitty G. reported that **inventory** of the Center's literature would be done soon.
- e) The agenda reports that there is a debate about whether the **plague** above the new map should have Judy's picture and name on it (or if there should be a plague at all.) The group agreed that there should not be a plague for every donation, or that this sets a standard. This merely was to show that Judy's work at the center was a special case because of the amount of time she gave to the center. Consensus of the group was that this plague was not an issue.
- f) October 17th will be the **election of new officers**. Please come and bring people to run for the offices needed (chair, secretary, and treasurer).

- 11) Read the By-Laws – 7.04-7.07
Renate has our insurance policy as a center in safe keeping. We want to be sure there is a “surety bond” on our new insurance policy of about \$40,000.
- 12) **Group Reports.** Time did not allow for group reports at this meeting.
- 11) **Adjournment.** Renate S. voted to close the meeting and Kristin B. seconded the motion. All closed in saying:
LET IT BEGIN WITH ME
When anyone, anywhere reaches out for help,
Let the hand of Al-Anon and Alateen always be there,
And let it begin with me.

Next Meeting –October 17, 2005– 6:30 pm at the Information Center.

Respectfully submitted:

Charlotte T.
Information Center Board Secretary