

Austin Al-Anon/Alateen Information, Inc.
A Texas Nonprofit Corporation
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**The (Unapproved at this time) MINUTES OF THE December 19, 2005 MEETING OF
THE BOARD OF DIRECTORS**

On December 19, 2005, the annual board meeting was held at the Information Center. The following persons were in attendance:

John T. - Chair	Anderson Mill (non-voting)
Kay C. - Treasurer	Courage To Change (non-voting)
Charlotte T. - Secretary	Courage To Change (non-voting)
Maria Ana G.	Grupo Serenidad (visitor)
Benita M.	Grupo Serenidad (voting)
Pat E.	Northland (voting)
Amy H.	Anderson Mill (voting)
Ann J.	Serenity Trails (voting)
Beverly F.	Freedom to Recover (voting)
Beverly H.	Steps to Freedom (voting)
Renate S.	One Step at a Time (voting)
Heather W.	Sunset Serenity (voting)
Kristin B.	Courage to Change (voting)
Susan P.	Hilltoppers (voting)
Paula S.	Allendale AFG (voting)
Gail M.	Just for Today (voting)
Amy H.	Anderson Mill (voting)

- 1) **Opening.** The meeting was called to order at 6:30 p.m. by John T. 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 (visitor).
- 3) **Readings.**
 - i) The Al-Anon Preamble from *How Al-Anon Works for Families and Friends of Alcoholics* was read by Heather W.
 - 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 Susan P.
- 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 the 2004 December meeting. 13 voting members were in attendance at this meeting.
- 5) **Acceptance of October 17th Minutes.** John T. requested all to review the Minutes submitted by Charlotte T., secretary. Corrections were made, Heather W. moved to approve the minutes, Susan P. seconded the motion, and the minutes were approved with a consensus vote.
- 6) **Chair's Report.**
 - a) **Kitty's Annual Bonus** – John T. requested that the group consider what Kitty G.'s annual bonus should be. Kay C. reported that in the past it has always been one week's pay as a bonus which would be \$283.00 this year. After a discussion about the health of our budget surplus for the year Benita M. moved that this year's amount be larger than one week and the round number of \$500. Amy H. seconded the motion and it was approved with a consensus vote.
 - b) **Nomination and Election of 2006 Officers** – Both John T. and Kay C. (serving as officers this year) reported that they were both eligible to continue to serve since they had fulfilled unexpired terms in their first year of only a portion

of a year. Thus, they both have served a total of 1 year and 8 months and were eligible for nomination. Kay C. nominated herself to serve as chair, and John T. nominated himself as well. Both gave a description of their qualifications and hopes for the Board so that those unfamiliar with them could make informed votes. Pat E. moved that nominations be closed and Gail M. seconded the motion. The motion passed and voting by secret ballot commenced. Kay C. received the majority of votes by secret ballot. Nominations for Treasurer were opened. Heather W. had submitted a self-nomination previously to the Board, so introduced herself and gave some of her qualifications for the office. Pat E. nominated herself for Treasurer, introduced herself and gave some of her qualifications for the office. Gail M. moved that nominations be closed and Betty F. seconded the motion. The vote passed by consensus and voting commenced by secret ballot. Heather W. received the majority of votes by secret ballot. Nominations for Secretary were opened. Charlotte T. had submitted a self-nomination previously so introduced herself and named some of her qualifications. No other nominations were heard. Gail M. moved that nominations be closed and Charlotte T. elected by acclamation. The motion was seconded and the vote was passed by consensus.

2006 Information Center Board Officers – Kay C. – Chair; Heather W. – Treasurer; Charlotte T. – Secretary.

c) **Website Discussion** – Given questions at the last board meeting, John T. reminded the group that we would base our decisions on Traditions 6, 2 and 3. Then he reported that John L. our website manager had cleaned up website and the links from it. John T. provided three copies of the website pages for the Board to peruse, but suggested that we not take any further actions now since the problem had been corrected. If we needed to take action, he recommended that John L. ask the group before making any further changes or additions to the site. The group discussed how the problem previously had been that non AI-Anon approved conferences and links (like A.A., professional services, or tape selling companies) were on our website. The group discussion tended to favor leaning to the conservative side in order to prevent Alateens from following links to improper sites. Amy H. said she had served on the Dallas Information Center's internet/website committee and they had used the national website guidelines for pages and links. John T. passed around what he could find about Forum guidelines for submissions of conferences. Discussion followed and Kristin B. moved that John L. write down the guidelines for submission that he is currently using and submit these for the Board to review at the next Board meeting. Paula S. seconded the motion. The motion passed by consensus vote.

7) Treasurer's Report.

a) **Kay C.'s report** – Kay reported that during October and November the center had \$1,702.16 in contributions, \$6,172.62 in literature sales, and earned \$57 in interest for a total of \$7,931.90 in profit. The center spent \$6,050.70 in expenses so had a net profit of \$1881.20. Kay provided the Board with both the checking and savings account balance. The savings account now has one year of operating expenses in it, which was the Board's goal for this year. Kay C. will write checks to our service arms per the Board's approval at the Oct. meeting. Renate S. submitted expenses for travel to the WSO meeting on behalf of the board for \$413 and these travel expenses will be part of the 2006 budget. (Minutes of this event are in the Secretary notebook for anyone interested.) This year the center had more contributions than usual due to two special circumstances 1) Judy Memorial funds and 2) the Rose conference which was not held and its funds were donated to the center. Kay C. also submitted a proposed 2006 budget with budget history for 2000-2005. She asked Directors to review this and be prepared to vote on it at the Feb. meeting. Kay invited comments on the budget between now and then. Gail M. asked what the lease terms were on the property. Kay doesn't know the exact terms (lease needs to be located). It's probably a 5-7 year lease but we don't know when it will expire. Gail M. also asked what the literature mark-up is. Kay responded that we don't mark up the book sales, but when we buy in bulk we receive a discount per case which is between 25-50%. These funds are used to pay Kitty's salary since they are one of the main sources of income for the center.

b) There was no **finance committee** report at this meeting.

8) Information Center Report.

a) **Kitty G.** submitted a written report which Kay C. read in her absence. In November, the center sold \$2,493.00 in literature. We bought \$2557.48 in literature, so the net was -\$64.48. Donations to the center totaled \$475. We averaged 2 walk-ins and 5 calls per day. (Thanks Kitty G. for providing the board cookies and hot cider!) Kay C. reported that Kitty didn't want the new microwave, or coffee maker which the Board had offered to buy the office. She does use the new fax machine that Heather W. donated.

b) **Literature Sub-Committee** – John T. reported that since Randy M had moved off this committee, we needed someone to fill that spot. Renate S. replied that she volunteered for this job last meeting and the Board welcomed her service.

9) Secretary Report –

a) **Charlotte T.'s report** – Charlotte T. reminded Directors of how to sign in with their initials for an official record of their attendance and informed the group about how she sends out communications. After each Board meeting, minutes are posted to the AustinAIAnon.org website and then Directors and other interested parties who have

requested to receive the minutes receive an email with a link to this posting. Other announcements are placed for download on the same site. For those who prefer, Charlotte mails hard copies by post of the minutes and announcements.

b) Volunteer and Meeting List Committees – Both had no report to give at this time.

10) **New Business:**

a) Quorum Set – With 13 voting members present at this the annual meeting, the quorum for 2006 (40% of present members) was set at 5.2 or five people. This decision was moved by Kristin B. and seconded by Paula S. It passed with consensus vote.

b) Supplying Literature to the Spring and Fall Assemblies – Renate S. reported that when she attended the WSO meeting this fall, she had been approached about our Information Center supplying literature for the Spring Assembly (May 5-7th in San Antonio) and the Fall Assembly (Nov. 3-4th in Rockport). Kitty G. told Renate that she was willing to do this if the Board approved it. Renate S. said she was willing to work the tables. Kay C. suggested that the conferences supply volunteers to sell the literature. We would need someone willing to drive down and someone willing to be our representative there to sell it. Renate S. and Heather W. both sounded willing to help with either of these jobs. Pat E. added that the conferences should be approached about paying for a room for the literature sales representatives. Benita M. reported that her groups were interested in providing some of the literature in order to establish funds for a Spanish information center in San Antonio. She will research this and get back to the Board with information on it. John T. listed our requests as the following 1) the conference be willing to pay for the hotel costs for someone to work the literature table 2) the conference supply volunteers to work the table and 3) the conference provide travel costs/mileage for those driving the literature. Kristin B. added that it would be helpful to know from Kitty G. how much profit was typical for an event like this before the Board decide if it's a sound business decision. The group decided to have Kay C. call the organizers of the Spring Assembly and present these requests. She'll then submit the information to the Board via email for a vote before the next Board meeting since the Assembly will need to have this organized before Feb. The Board agreed to wait and make a decision on Rockport after the San Antonio conference was held.

c) Representative at the January Area World Service Committee Meeting – Pat E. asked the group if we were interested in having her represent our Information Center (with a report by Kitty G.) at the January meeting. There are two Area World Service meetings held at Assemblies during the year, and two which are held outside this time at people's homes. Information centers from different cities send representatives to these meetings. Benita M. made a motion to have Pat E. represent us, and Gail M. seconded the motion. The motion passed with consensus vote.

d) Advertising for Home Groups – Benita M. brought a question from her group about whether they could advertise their Spanish-speaking Al-Anon group in a local Spanish newspaper for free as a non-profit. The Board consensus was that this was fine. They also suggested using the Information Center phone number as a reference so that personal numbers didn't have to go in the paper. Kitty G. is capable of speaking Spanish for Al-Anon resources, so everyone thought this was a good idea. Another suggestion was to direct people to the AustinAlAnon.org website.

11) **Read the By-Laws** – Read 7.07- 9.03 – One highlight of our reading tonight was learning that any Al-Anon can serve on Information Center committees. All interested can contact the Information Center about what committees are available for volunteers from local groups. Also, we realized that committees can change without changing the By-Laws, and By-Laws can change if presented in writing for review by the Board.

12) **Group Reports.** Hilltoppers reported that they are starting a new Alateen group to meet 10:30 am on Saturday at St. Theresa's church, the same time as an adult group meets. If interested in being an Alateen sponsor, please contact Susan P. Hope AFG in Cedar Park announced that they have a Wednesday, 7 pm meeting for Adult Children of Alcoholics for those interested. Grupo Serenidad announced that they are trying to increase participation in Al-Anon and attend an A.A. assembly later this year. Their membership has declined to six regular members, so they are trying to increase awareness of their Spanish-speaking group and increase their service to the larger Al-Anon community. Pat E. encouraged Grupo Serenidad to attend district events and meetings. Serenity Trails reported that they are starting an Alatos group (6-12 year olds) in Georgetown and are looking for more certified sponsors. One Step at a Time reported that they are hoping for a new location, but for now are still located at the Manchaca library on Tuesdays at noon for discussion and step meeting.

11) **Adjournment.** John T. thanked the Board for their service this year, and for the opportunity to serve as the Board's chair. He will be serving as the Alternate Group Representative for Anderson Mill so expects to see many of the Directors in other service capacities. A motion was heard and seconded to close the meeting. The vote was unanimous. All closed in saying:

Board of Directors Meeting
April 18, 2005
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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 –February 20, 2006– 6:30 pm at the Information Center.

Respectfully submitted:

Charlotte T.
Information Center Board Secretary