

Austin Al-Anon/Alateen Information, Inc.
A Texas Nonprofit Corporation
1307-G Treadwell
Austin, TX 78704
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**The MINUTES OF THE FEBRUARY 21, 2006 MEETING OF
THE BOARD OF DIRECTORS**

On February 21, 2006, the annual board meeting was held at the Information Center. The following persons were in attendance:

Kay C. - Chair	Courage To Change (non-voting)
Heather W. - Treasurer	Sunset Serenity (voting)
Charlotte T. - Secretary	Courage To Change (non-voting)
Kitty G. - Information Center Employee	Courage To Change (non-voting)
John T.	Anderson Mill (voting)
Mary Margaret B.	Courage to Change (voting)
Beverly F.	Freedom to Recover (voting)
Susan P.	Hilltoppers (voting)
Gail M.	Just for Today (voting)
Pat E.	Northland (voting)
Ann J.	Serenity Trails (voting)
Beverly H.	Steps to Freedom (voting)
John L.	Westlake (voting)

- 1) **Opening.** The meeting was called to order at 6:30 p.m. by Kay C. 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) The Twelve Traditions and Twelve Concepts were read by the group, turn by turn.
- 4) **Announcement of a Quorum.** The quorum is 5 or greater which is 40% of 13, the number of voting board members present at the 2005 December meeting. 9 voting members were in attendance at this meeting.
- 5) **Acceptance of December 19th Minutes.** Kay C. requested all to review the minutes submitted by Charlotte T., secretary. Corrections were made, John T. moved to approve the minutes, Ann J. seconded the motion, and the minutes were approved with a consensus vote.
- 6) **Chair's Report - Kay C.**
 - a) **Order of Business -** The agenda was amended to add a discussion of the website to the section on committee reports. (see 6.c. of Dec. 19th minutes). Also, Kay C. explained that we conduct our business in the meeting by directors making motions, hearing seconds, and then voting on the motion by directors on the board. The officers serve at the pleasure of the board and will try to refrain from expressing their opinions as they present information to the board.
 - b) **Quorum -** At the December meeting it was announced that quorum would be four, but attendance numbers were re-counted and in fact, quorum will be set at five as described above.
 - c) **Literature for East Texas Al-Anon Alateen Assemblies.** As per the announcement in the agenda, each district hosting the assemblies for the spring and fall will supply their own literature. Pat E. as our Area World Service Committee representative reported that the literature discussions were many and that this solution seemed best for everyone.
 - d) **Amendments to By-Laws.** Kay C. reported that after researching the rules for non-profits the By-Laws do not have to be resent to the State. By-laws must be available at all times for inspection on location. Kitty G. keeps a copy of

these in the Information Center. A copy of these By-Laws are also available on-line and in the Secretary's notebook. It was recommended that grammatical errors only be corrected on the Secretary's copy and re-posted to the website, not needing board approval to do this.

e) **Card and Flowers** - The Board of the Information Center does not send out cards and flowers to people because it contradicts Tradition 10, having an opinion on outside issues. This issue came to the director by email.

7) **Treasurer's Report** - Heather W.

a) **Budget Presentation** - Heather distributed a budget for 2006. The only change from 2005 is the addition of a travel budget for the Center to send representatives to district and area meetings. There is no need of a vote from Directors on this, but directors were in agreement that the budget looked in line.

b) **Income and Expense Report for 2006** - The Information Center finished the year up by \$5915.41 although in December alone we were down by \$1,189.92. The Center has a prudent reserve in savings of \$24,062 as of Jan. 31st of 2006. Heather distributed a Jan-Dec. 2005 Profit and Loss statement, as well as Jan 2006 Profit and Loss statements, and Group Contribution lists for the same time period. Clarifications were made about which line items were for anonymous or personal contributions as well. There is one item which still needs to be researched on the January 2006 statement with Bank of America. For 2006, a Printing and Postage line item was divided into two categories. On the Group Contributions list for 2006, John T. suggested removing the Rose Conference since it has been canceled; John L. suggested removing the University AFG since they have disbanded. Kitty G. pointed out that there is only one Bee Caves meeting (Friday at noon). Also, "District" on the same list will be moved to the "literature" line item on the Profit and Loss statement, and Posse will be removed.

8) **Information Center Report.** - Kitty G.

a) Kitty reported an average of six calls per day and 2 walk-ins per day. Kitty announced that she discovered that our center opened in August of 1986. Thus this year is an anniversary year for the center. She asked what the Board of Directors would like to do (if anything) to celebrate. Two people have worked the telephones since the center began, and one volunteer has been working shifts that long as well. (Working the telephones means checking the answering machine in the evening and returning calls. Volunteering on shifts means coming into the Information Center regularly to be available for walk-ins and to stock the literature shelves.) Kitty suggested maybe having cake and punch to celebrate it and proposed using the remaining \$66 from Judy's fund. Mary Margaret B. asked if there was an information center before this one opened in 1986. Pat E. responded that Austin had an answering service that volunteers would return calls to, but this center was the beginning of a place to be a literature depot with by-laws and non-profit status. (Northland previously had that telephone service in their name and groups made contributions to help run it. Pat volunteered to bring that history to Kitty to hold onto.) There was conversation about the various people who were instrumental in forming this center. July 7th is the official birthday of incorporation according to the By-Laws. Mary Margaret B. spoke in favor of celebrating birthdays. Kitty suggested we do it on a Saturday. John L. suggested we do a "Day in Al-Anon", a day set aside for speakers and usually a fundraiser (charge a little, have a few speakers, celebrate and save business for another day.) Kitty again mentioned celebrating volunteers who have given lots of service to the center. Gail M. suggested those volunteers should be the speakers. Kitty asked if an Open House was appropriate. Kay C. suggested forming a committee called the "20th Anniversary Celebration Committee." Ann J. made this a motion. Beverly H. seconded the motion. It passed by consensus. Mary Margaret had many ideas for the celebration, but could not volunteer to head it. John T. volunteered to chair it and fill the committee. **Please announce to groups that volunteers are needed for this short term committee and to give their name to John T. if interested.** (Kitty G. has his number.)

b) **Literature Sub -Committee** - The next inventory will be in July.

9) **Secretary Report** -

a) **Charlotte T.'s report** - Charlotte T. had nothing to report. Kay C. requested the Board receive a list of directors serving on the board and their phone numbers and emails.

b) **Volunteer and Meeting List Committees** - John L. used this time to discuss his research into guidelines for our website. He searched the web to see if other groups had similar guidelines and he amended a document from a Ventura County, CA group. The group reviewed this document together. The group believes it will help protect the webmaster from blame for posting inappropriate links or information.

1. There is a Control Book with passwords for the website now kept with Kitty G. It also has a backup CD of the website information. It is kept locked in the Center and will be updated every few months.
2. The Center owns two domains: Austin-alanon.org and austinalanon.org
3. The website gets between 30-50 hits per day and about 2 requests per month for email information.

4. The guidelines contain details on the objective of the website, the domain names, the job description for the web site coordinator, the way to web site continuity will be ensured, the general content of the web site, the rules for which links can be posted, and guidelines to protect anonymity.

5. Note: #10 on rules for link postings references OLA-IS which are online Al-Anon meetings which anyone with access to the internet can join. There is a list of online Al-Anon groups which are registered with World Service and therefore able to be linked to.

6. One question that has come up is about whether general (for-profit or otherwise) recovery centers may be linked to. Even though individual meetings may decide to announce their programs (because each group is autonomous in those decisions) these cannot be linked unless approved by World Service. There was discussion about whether new links should be approved by the Board, but consensus was that the coordinator could decide and if there was any controversy about a link the Board would vote as to whether to keep it or not.

7. Ann J. suggested changing the requirement that the Web Site Coordinator be a member of the Board of Directors. Instead, consensus suggested that it say the Coordinator should be a member of Al-Anon and report to the Information Center Board. Susan P. made a motion to approve the guidelines as amended by Pat E. and John T. seconded the motion. The vote passed by consensus. (Attached at the end of these minutes.)

10) **New Business:**

a) Office Holiday Schedule - This will be so that we can publicize when the Center is closed and Kitty does not have to work. (Literature sales would be closed, but phone calls are always answered.) Kitty told the group that only two holidays were necessary - Christmas and Thanksgiving - because holidays are important times when people can't make it in other times. When Kitty takes vacations, she has other volunteers staff the center. Gail M. moved that the Center be closed on Thanksgiving and Christmas. Pat E. seconded the motion. The vote passed by consensus.

b) Setting our meeting time and night. Kay C. asked if anyone wanted to change the Board of Directors meeting time or night and the consensus was that this night and time was fine.

c) Information Center Anniversary (see above under Kitty G.'s report.)

d) Committees to be Changed? Since the By-Laws are easier to change than we thought, Kay C. asked if we wanted to restructure the committees to reflect current need and usage. Previously, Finance Committee developed the budget, executed fundraising campaigns, and double checked the treasurer's work. The Literature Committee are responsible for ordering books and selling literature, but practically only conduct an inventory with Kitty twice a year. The Volunteer Committee recruits working volunteers. The Meeting List committee coordinates between district, the Information Center, and the website. **Note to announce to all groups - anyone can serve on the Committees of the Information Center if they are interested in a particular area. It is not restricted to Board of Directors members.** Gail M. suggested we keep these committees as they are instead of changing them per our needs, and recommended not changing the By-Laws since it is a legal document.

e) Kitty's Raise for 2006. Kay C. pointed out that at our next meeting we would vote on this raise. Kitty G. reported to the group that she wanted to decline a raise for 2006. She feels her salary is sufficient now. Kay C. accepted Kitty's request on the condition that Kitty understands not getting a raise doesn't mean we appreciate her any less.

f) Mary Margaret B. suggested keeping backups of all documents on CD here in the center. Charlotte and Heather will work on this for the next Board meeting.

11) **Adjournment.** Kay C. adjourned the meeting and the group read the Al-Anon Declaration in closing.

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 –April 17, 2006– 6:30 pm at the Information Center.

Respectfully submitted:

Charlotte T.
Information Center Board Secretary

Guidelines for the Austin Al-Anon & Alateen Information Center Web Site

Objective

The primary objective of the Austin Al-Anon & Alateen Information Center of web site, austinalanon.org, is to provide members of Al-Anon and Alateen Family Groups who live in the Central Texas area with:

1. A current directory of regular Al-Anon and Alateen meetings in Central Texas.
2. A current calendar of Local, District, and Area service meetings and events.
3. Information on other area Al-Anon and Alateen special events such as speaker meetings, A Day in Al-Anon, conventions and round-ups.
4. Other Al-Anon and Alateen related information that might be useful.

A secondary objective is in line with our primary Purpose as stated in Step 12 and Tradition 5 to provide hope, help, and comfort for families and friends of alcoholics.

Domain Name

The Austin Al-Anon & Alateen Information Center owns the domain name austinalanon.org and is the final authority on its use and content. The Web site files are located on server space and are paid for by the Austin Al-Anon & Alateen Information Center. (Tradition 7)

Problems associated with austinalanon.org, shall be resolved by the Web Site Coordinator, a majority vote of the Information Center Board of Directors or an Ad Hoc Web Site Committee (which can be formed at any time at the request of the Information Center Board).

Web Site Coordinator

The Web Site Coordinator is a member of Al-Anon and reports to the Austin Al-Anon and Alateen Information Center Board.

The Web Site coordinator is responsible for the following:

1. Maintain the web site, updating and incorporating meeting changes, special events, the calendar, and the newsletter. (See additional guidelines below)
2. Regular reports to the Information Center regarding Web Site activity.
3. Responds to emails addressed to alanon@austinalanon.org.
4. Acts as a liaison between web host and the Information Center Board.
5. Makes sure the web site hosting fees and annual domain name registration is current. Communicates with the Treasurer for payment for those services.
6. Reports any criticisms and resolution of the criticism at the next Board meeting.
7. Acts as chairperson for any regular Web Site Committee that is formed.

Web Site Continuity

The Web Site Coordinator shall provide the Service Board with the addresses and passwords required for access to the austinalanon.org server files and the domain redirection service, if any.

General Content

As well as following the contents listed in the Objectives above, there will be no advertisements or commercial affiliations on the web site. The slogan "Keep it Simple" is suggested as a general guideline.

Links

1. All links from the Austin Al-Anon Information Center web site will contain a message that the user is leaving the Austin Al-Anon Information Center web site with a disclaimer, if technically possible.
2. Links to Al-Anon and Alateen World Service Office web site may exist.
3. Links to other Texas Al-Anon Information Centers, Area or District web sites may exist.
4. Links to Texas area conventions that include Al-Anon or Alateen participation may exist.
5. Links listed in the Forum Magazine calendar, Texas State Al-Anon Web Site or District 6 Newsletter maybe listed.
6. Links to area AA conventions may exist if Al-Anon and/or Alateen participation is stipulated. This qualification is made under the auspices of cooperation and Tradition 6.
7. A link to the AA General Service Office may be maintained under the auspices of cooperation and Tradition 6.

8. A link to the Hill Country AA Intergroup may exist under the auspices of cooperation and Tradition 6.
9. Links may not be made to individual or non Al-Anon, non-Alateen or non-AA service structure web sites.
10. Links to Al-Anon (OLA-IS) may be made without qualification even though this site has not been official approved by Al-Anon but does list registered meetings.

The Web Site Coordinator is authorized to exercise their judgment in providing links to other web sites in accordance with these guidelines. This judgment may be over-ridden and links may be added or deleted by a simple majority vote at an Information Center Board meeting.

Anonymity

1. Last names of members will not be used on the web site.
2. Non-personal E-mail addresses will be the primary means of directing communication (for instance, to obtain information about a special event, a person may email the web site coordinator who has permission to give more information).
3. The personal telephone number or e-mail addresses of a member may be shown only with the explicit documented (written or e-mail) permission of the member.
4. Any page that includes such personal information must include a conspicuous disclaimer: "Contact information is confidential and to be used for Al-Anon related purposes only." When requesting such permission, the web site coordinator should advise the member that risks are involved: they should only consent if they are prepared to handle the impact of "spam" and viruses.
5. The Information Center newsletter, District newsletter, meeting schedules and flyers for events will be edited to remove last names and phone numbers of members, except where such permission is given.