

Austin Al-Anon/Alateen Information, Inc.
A Texas Nonprofit Corporation
1307-G Treadwell
Austin, TX 78704
512/441-8591

**The MINUTES OF THE April 17, 2006 MEETING OF
THE BOARD OF DIRECTORS**

On April 17, 2006, the annual board meeting was held at the Information Center. The following persons were in attendance:

Kay C. - Chair	Three C's (non-voting)
Heather W. - Treasurer	Sunset Serenity (non - voting)
Charlotte T. - Secretary	Courage To Change (non-voting)
Kitty G. - Information Center Employee	Unity (non-voting)
John T.	Anderson Mill (voting)
Mary Margaret B.	Courage to Change (voting)
Betty 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 (officer or visitor).
- 3) **Readings.**
 - i) The Al-Anon Preamble from *How Al-Anon Works for Families and Friends of Alcoholics* was read by Kay C.
 - 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 February 21st Minutes.** Kay C. requested all to review the minutes submitted by Charlotte T., secretary. Corrections were made, Pat E. moved to approve the minutes, John T. 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 announcements on upcoming conferences under New Business. 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. She encouraged the board to **be courteous** and to speak one at a time without jumping in before someone else has finished speaking.
 - b) **AC Purchased -** Between our last board meeting and this one, Kay reported to the board via email that the air conditioning unit at the Information Center needed to be replaced. She authorized the expense in advance of Board approval, but informed those who get emails of the decision to spend \$1500 to purchase a new unit. Gail M. moved that the Board ratify the purchase of a new air conditioning unit on April 5th. John L. seconded the motion and it passed unanimously.

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

a) **Income and Expense Report for Jan. - Mar. 2006** - The top line of the income report shows contributions that were received by check or by cash donations at the Information Center (\$378.50 in March). Literature sales for March were \$2802.16. All expenses during this period were standard except March's phone bill paid both Feb. and Mar. bills. As of the end of March, the center has -\$274.00 because contributions are usually down at this point in the year, but the checking account balance is \$10,048.99 which means we have plenty of cash to carry the center until contributions come in as the year progresses. The Air Conditioning unit purchase will be in the April books, but it will not require us to dip into our savings. The prudent reserve in our savings account is currently at \$24,088.93. Mary Margaret B. asked if there was a general rule that groups used when contributing to the Center. Groups give to the center in different ways - some give quarterly, some monthly, some semi-annually, and some rotate between donations to the Information Center, District 6 and Area World Service. All give as they decide in their group conscience meetings. Last year, Kay C. as treasurer did send a letter to the groups requesting that they send their donations monthly to help with cash flow, but she did notice that most groups tend to give quarterly.

b) **Income Tax for 2005** - Heather reported that she completed and filed the 990EZ form with the Internal Revenue Service. She left copies of the 2004 and 2005 forms here at the Information Center with Kitty G.

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

a) Kitty reported an average of **7 calls and 2 walk-ins per day**, although it happened the Monday of the meeting that there were 7 walk-ins! She also commented on the Center's **tax-exempt status**. When we had to pay \$119 in tax on the new air conditioning unit the issue came up again. Kitty researched as to whether the Board had ever gotten tax exempt status (which is a separate procedure from non-profit status with recurring fees). Her research revealed that due to these recurring fees and the small amount of supplies that we purchase in a given year, the procedure had never been considered worth the trouble.

b) **Literature Sub-Committee** - no report at this time.

9) **Secretary Report -**

a) **Charlotte T.'s report** - Charlotte T. had nothing specific to report. She and Kay C. corrected the grammar and spelling mistakes of the By-Laws and that corrected copy is available on-line at the website.

b) **Volunteer and Meeting List Committees** - no report at this time

10) **New Business:**

a) **Upcoming Conferences and Meetings** - April 22nd in San Marcos is a District 6 meeting. Kay C. and Kitty G. will represent us. In May there is May Assembly in San Antonio. Kay C. will represent us at the Area World Service meeting there. If anyone has concerns for Kay C. to mention at these meetings, please let her know.

b) **Document Backup on CD stored at Information Center** - A backup of financial account passwords was brought by Heather W. to Kitty G. tonight for storage. Charlotte T. asked whether she needed to bring minutes and agenda as well as by-law back-ups for storage. John L. (webmaster) said that backups of the website already have those documents in storage at the Center with Kitty G.

c) **Information Center Anniversary - (A.K.A. Birthday Celebration)** John T. and Kitty G. have worked on plans to celebrate the Center's 20th Birthday. The celebration will take place on **July 9th from 4-6 pm** here at the Information Center. The Board will host the event in the two rooms (Room 1 and Room 3) that the Stress Clinic next door is donating for the evening. Both of those rooms are larger than the Information Center office by about 4 feet, and are empty of furniture except chairs around the sides of the room. It is estimated that each of these rooms can hold about 50 people comfortably. Room 1 has a concrete floor which will be easier to clean after cake and refreshments. We will still need to find enough chairs for people to listen to the speakers. John T. will count how many chairs the Stress Clinic will share with us and consider price rentals if needed. Kitty G. has been collecting historical information about the Center and the Call Service that operated before there was an Information Center. Thus far, two to three former chairs of the board have agreed to speak (Tony A., Virginia M., and Charlie A.) Kitty G. also shared part of a letter she received from Bill H. that applauded the center and its officers for acting as servants of the board and keeping the stress of politics that dismantle so many other Information Centers to a minimum. The schedule of activities follows: 4:00-4:25 - enjoy refreshments and snacks in Room 1, 4:30 - 5:15 - past chairs of the Board speak about their experience as the Center's trusted servants in Room 3, 5:15 - members of the crowd who have been involved with the Center's history will be invited to share, 5:30 - return to Room 1 to eat birthday cake together. The Information Center has \$68.60 from another donation to pay for this event, but **donations will be thankfully accepted**. Kay C. discussed the flyers that will be distributed to advertise this event to groups. She will distribute it at the District 6 meeting and directors of the Board will pass them along to their home groups. Charlotte T. will mail it in early June to all of the groups on the Meeting List. Volunteers have been enlisted to help with the celebration: Allison A. will spearhead the refreshments (Mary Margaret B. would like to help her make cookies for the event), Kay C. will publish the bookmark

and historical brochure/pamphlet (still looking for someone to write this), and Kitty G. will make a display board about this history of the Center and supply a celebration bookmark idea. **Service opportunities still open: Set Up of tables and chairs and decorations, Author for the historical pamphlet (facts and historical information already gathered), Clean Up after the celebration. Please notify Kitty G. in the Information Center if you (or anyone in your groups) can help with one of these opportunities.**

11) Group Reports - Susan P. of **Hilltoppers** reports that their Alateen group is about to begin. They have 2 certified adult sponsors and substitutes are being recruited and trained. She expects them to begin in the next few months.

Pat E. of **Northland** reported that their clubhouse is non-smoking now. She believes the District 6 newsletter will also announce this. Smokers are welcome to smoke outside the meeting as always.

John T. of **Anderson Mill** reported that they had distributed Al-Anon and Alateen literature (How Al-Anon Works, a copy of the Forum, and a daily reader) to all junior and high school libraries in a five mile radius of their meeting. They served 9 schools altogether. The librarians were eager to receive these books and reported that they thought the materials would be needed by their students. Anderson Mill is contemplating widening the radius they served to ten miles with support (perhaps matching funds?) from the District 6 Public Outreach Coordinator.

Gail M. of **Just for Today** reported that their door issues were calming down and their elaborate sign and knock system seems to be working so everyone who comes for the meeting can enter. The Tuesday meeting is completing a 36 week study of the 12 Concepts, Traditions and Steps. Their Thursday meeting focuses on literature of Adult Children.

Betty F. of **Freedom to Recover** and Ann J. of **Serenity Trails** (Round Rock) reported that they have been reading the minutes of the Information Center at their group conscience meeting and finds that this has led to more active interest in the Center and its work.

Beverly H. of **Steps to Freedom** reported they study a step or tradition for the whole month, but that they were founded in July so they start with Step 1 each July which puts them out of sync with other meetings around town. But this approach works well for them, even if it startles visitors at first.

Mary Margaret B. of **Courage to Change** reported that they have a unique monthly schedule. The first Monday of the month is about a Step or Tradition (correlated to which month it is in the year), the second and fourth Monday is a discussion with a topic chosen by the chairperson, the third Monday is a birthday celebration, and the fifth Monday (when applicable) is a speaker meeting. They recently have added the reading of the concept, tradition and step of the month at the beginning of each meeting.

John L. of **Westlake** had no new news to report.

Heather W. of **Sunset Serenity** reported that they meeting on Thursday at 6 pm near Lakeline Mall. They are advertised as a babysitting meeting but they have not had enough regularly attending parents who use the service to continue with this. They are currently looking for a teenager in the area (Cedar Park) who might be willing to do this job (\$13/hour with the kids, \$5 if no children show to pay for gas). [Northland and Anderson Mill representatives mentioned that they offer childcare at select meetings each week. Please refer to the Meeting List for specifics.]

Kay C. of **The Three C's at Lakeway** reported that they meet on Wednesdays at 8 pm. They have been going for 1 ½ years and have 8-15 people regularly. They study a Step and celebrate birthdays on the first Wed. of the month, and study a Tradition on the fourth Wed. of the month.

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 –June 19, 2006– 6:30 pm at the Information Center.

Respectfully submitted:

Charlotte T.
Information Center Board Secretary