

**Minutes of the December 15th meeting of the Board of Directors of the Al-Anon
Information Center, Austin, Texas**

On December 15th, 2008, a regular board meeting was held at the Information Center.
The following persons were in Attendance:

Kitty G	AIC office employee	(non-voting)
Charlie A	AIC Chairperson	(non-voting)
Lisa R	Treasurer	(non-voting)
Linda B	Secretary	(non-voting)
Gail M	Just For Today AFG	(voting)
Stephanie M	3 C's AFG Lakeway	(voting)
Pat E	Northland AFG	(voting)
Maria	Esperanza AFG	(voting)
Judy W	Unity AFG	(voting)
Julie K	Downtown AFG	(non-voting)
Delores F		(non-voting)

- 1) Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order by Charlie A.
- 2) Introduction. Those attending introduced themselves and stated whether they were voting or non-voting participants.
- 3) Readings. The Al-Anon Preamble from HOW AL-ANON WORKS, FOR FAMILIES & FRIENDS OF ALCOHOLICS, The Twelve Traditions, The Twelve Concepts of Service and a passage from Lois's Story as related in PATHS TO RECOVERY, Lois's story, were read by attendees.
- 4) Announcement of quorum, There were 5 voting members present at this meeting. That meets the quorum. (6 voting persons were present At the December 2007 meeting. By-Laws, page 4. 3 persons constitute a quorum as based on number of voting Directors at the December 2007 meeting.) Based on the amount of voting members present today (5) the quorum for 2009 will be 3 voting members.
- 5) Reading of Minutes from the October 20th, 2008 meeting. A correction to wording in the treasurer's report was made. The sentence "The committee also recommended format changes in the printing of the budget and treasurer reports because of the difficulty in pulling data from Quick Books into Excel." Was corrected to read as "The committee also recommended no format changes in the printing of the budget and treasurer reports because of the difficulty in pulling data from Quick Books into Excel." A motion was made by Pat E. to accept the minutes as corrected. Gail M. seconded the motion. There was no discussion. All were in favor. The motion carried.

CHAIRPERSON'S REPORT: No chairperson's report. Charlie expressed his appreciation for being able to serve during his time as Chairperson of The Board.

TREASURER'S REPORT: Lisa R-F will be making some format changes in the next spreadsheet for Treasurer's report. It will reflect the use of parentheses rather than the minus symbol to signify a negative number. The yearly scheduled donations and contributions were made based on what was sent last year and excess funds were transferred from the checking account to the savings account. Lisa said she had not been able to find any guidelines for amounts of yearly contributions to WSO. She will research through past minutes to find out when the amount was set and for how much.

The subject of a Standing Finance Committee came up but it was decided the new on coming board would have to deal with that.

Rent has been paid on the 31st with the idea that it was due on the first. The landlord communicated with Lisa and it was learned that the rent was due on the 15th and had been paid 2 weeks late every month. Lisa will catch up the 2 weeks and pay the rent by the 15th.

Notice was received that the Hartford Insurance had been cancelled. Apparently payment notices had not been received. Also notices from the IRS seem to have gone astray. Lisa has made phone calls and will follow up on address corrections to make sure the Center is receiving all notices and bills and that the IRS and Hartford Insurance have the correct address. There was discussion that this has been a problem in the past.

Gail M. asked a question about the criteria for how much money to leave in the checking account and how much to transfer to Savings. Lisa answered that she based the transfer on an amount that was about ½ of annual expenses.

INFORMATION CENTER REPORT: Kitty G. reported there was an average of 3 calls per day for the period and an average of 1 walk in a day. She believes the numbers were less than usual because of the holidays. Kitty had prepared a list of literature sales broken down by group purchase, to indicate how much literature was purchased by each group during the 36 day period between October 16th, 2008 and December 15th, 2008 as follows:

Allendale AFG	\$ 62.00
Bee Caves AFG	\$ 246.30
Bridge To Shore AFG	\$ 249.50
Courage To Change AFG	\$ 57.40
Faith AFG	\$ 40.15
Gateway AFG	\$ 119.80
Great Hills AFG	\$ 232.80
Hill Toppers AFG	\$1,376.89
(Lockhart AFG)	\$ 689.85
Joy In Recovery AFG	\$ 15.00
Live and Let Live AFG	\$ 33.50

Living Gratitude AFG	\$ 19.75
Northland AFG	\$ 457.15
Shoal Creek AFG	\$ 158.20
Step Forward AFG	\$ 73.45
Suburban AFG	\$ 190.00
Unity AFG	\$ 195.50
Westlake AFG	\$ 159.95
Wimberly AFG	\$ <u>37.50</u>
TOTAL	\$4,914.69

Out of Town Group Sales

Belton AFG	\$ 46.50
Cedar Park (Came to Believe AFG)	\$ 27.80
Elgin AFG	\$ 58.00
Georgetown AFG	\$ 117.00
Plugerville (Paths to Serenity AFG)	\$ 117.75
Waco (TNT & HOT)	\$ 420.80
Wimberly AFG (St Stephens)	\$ <u>36.30</u>
TOTAL	\$ 824.15

Walk Ins	\$ 503.25
Last District Meeting	\$ 586.15

Kitty's report stated the total of literature purchased for this period was \$3,910.35

Donations as follows:

Courage To Change AFG	\$ 81.00
Georgetown AFG	\$ 15.00
Just For Today AFG (Elgin)	\$ 20.38
Hill Toppers AFG	\$ 480.80
Lakeway AFG	\$ 50.00
Northland AFG	\$ 200.00
Path To Serenity AFG (Pflugerville)	\$ 25.00
San Marcus AFG	\$ 150.00
Spiritual Awakenings	\$ 72.00
Suburban AFG	\$ 50.00
Wimberly AFG	\$ 60.00
Faith AFG	\$ 16.50
AIC Collection Can	\$ <u>50.00</u>
TOTAL	\$1,275.68

6) **SECRETARY'S REPORT:** Linda B., Secretary had no report.

7) **BUSINESS:**

OLD BUSINESS: Owners of the building where AIC is located have asked the city rezone the property. If that happens it is probable that the Center will need to start looking for a new place to office.

NEW BUSINESS:

Election of Officers for 2009

The current secretary & the current treasurer are both eligible to serve another year.

Linda B stated she is willing to serve another year as secretary for the AIC Board of Directors. No one else stepped up as willing to serve. Gail M. made a motion to elect Linda B as secretary for 2009. Pat E. seconded the motion. All were in favor. The motion carried. Linda B. will be Secretary of the Board of Directors for the Al Anon Information Center Board of Directs for the 2009 year.

Lisa R-F stated she was willing to serve another year as treasurer for the AIC Board of Directors. No one else stepped up as willing to serve. Pat E. made a motion to elect Lisa R-F as Treasurer for 2009. Stephanie M. seconded the motion. All were in favor. The motion carried. Lisa R-F will be Treasurer of the Board of Directors for the Al Anon Information Center Board of Directors for the 2009 year.

Pat E is willing to serve as Chairperson of the Board of Directors. No one else stepped up as willing to serve. Gail M. made a motion to elect Pat E. as Chairperson for 2009. Delores F. seconded the motion. All were in favor. Pat E will be the Chairperson of the Al-Anon Information Center Board of Directors for the 2009 year.

ITEMS FROM THE FLOOR:

No Items from the floor.

Pat E made announcements about the upcoming All Texas Al Anon/Alateen Conference in Houston Feb. 23 thru 25 and the upcoming East Texas Assembly, May 29 thru 31 in Diabold.

She reported on the past Assembly in Tyler about the elections for officers for the East Texas Assembly.

Meeting closed with the Al-Anon Declaration.

Respectfully Submitted,
Linda B, Secretary

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2008 YTD	2008 Budget	\$ Over/under 12 month Bud.
INCOME																
	Contributions	\$ 1,577.70	\$ 929.83	\$ 596.70	\$ 1,240.63	\$ 1,420.00	\$ 916.02	\$ 2,607.86	\$ 1,112.20	\$ 397.00	\$ 2,387.73	\$ 395.38	\$ 160.00	\$ 13,741.05	\$ 13,818.32	\$ (77.27)
	Interest Income	\$ 20.85	\$ 19.52	\$ 20.88	\$ 18.88	\$ 18.82	\$ 18.23	\$ 18.85	\$ 18.87	\$ 18.27	\$ 18.89	\$ 15.76		\$ 207.82	\$ 240.00	\$ (32.18)
	Literature Sales	\$ 3,979.82	\$ 4,173.21	\$ 5,038.75	\$ 4,712.18	\$ 5,639.65	\$ 1,729.75	\$ 6,770.66	\$ 6,577.53	\$ 6,058.24	\$ 5,346.33	\$ 1,382.53	\$ 2,457.28	\$ 53,865.93	\$ 57,000.00	\$ (3,134.07)
	Deposit Correction	\$ 315.00									\$ 10.00			\$ 325.00		
	Total	\$ 5,893.37	\$ 5,122.56	\$ 5,656.33	\$ 5,971.69	\$ 7,078.47	\$ 2,664.00	\$ 9,397.37	\$ 7,708.60	\$ 6,473.51	\$ 7,762.95	\$ 1,793.67	\$ 2,617.28	\$ 68,139.80	\$ 71,058.32	\$ -2,918.52
EXPENSE																
	Advertising: Swbyp's													\$ -	\$ 1,824.00	\$ (1,824.00)
	Bank Charges													\$ -	\$ 0.00	\$ -
	Business Insurance												165.00	\$ 165.00	\$ 650.00	\$ (485.00)
	Donations: WSO, area, dist.											100.00	500.00	\$ 600.00	\$ 600.00	\$ -
	Literature Purchased	822.90	3,097.87	3,078.61	3,001.97	5,928.11	3,024.74	2,987.55	10,599.38	2,816.09	4,343.16	2,382.53		\$ 42,082.91	\$ 45,000.00	\$ (2,917.09)
	Maintenance								35.00	264.20				\$ 299.20	\$ 300.00	\$ (0.80)
	Miscellaneous													\$ -	\$ 60.00	\$ 60.00
	Office Supplies	8.44			222.36		151.27	25.33	170.49	56.11	16.89	35.34	1.00	\$ 687.23	\$ 750.00	\$ (62.77)
	Payroll Taxes		602.38								602.38			\$ 1,204.76	\$ 1,204.76	\$ -
	Postage						42.00		30.00	50.00	142.00	96.00		\$ 360.00	\$ 375.00	\$ (15.00)
	Rent	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	\$ 4,500.00	\$ 4,500.00	\$ -
	Salary	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	1,045.38	\$ 12,021.87	\$ 12,544.56	\$ (522.69)
	Bonus												500.00	\$ 500.00	\$ 550.00	\$ (50.00)
	Telephone	58.09	59.85	60.90	64.97	60.91	61.57	62.83	71.33	65.58	69.75	65.49	69.68	\$ 770.95	\$ 750.00	\$ 20.95
	Utilities:Electric	69.22	70.00	75.86	66.20	65.17	76.00	73.29	17.75	88.82	77.92	67.67	71.34	\$ 819.24	\$ 950.00	\$ (130.76)
	Printing											\$ 10.17		\$ 10.17	\$ 100.00	\$ 110.17
	Travel for AIS Representative						48.30						\$ 93.54	\$ 141.84	\$ 400.00	\$ (258.16)
	Capital Move Fund													\$ -	\$ 500.00	\$ (500.00)
	Deposit Correction	315									\$ 10.00			\$ 325.00	\$ 0.00	\$ 325.00
	Total	\$ 2,379.03	\$ 5,250.48	\$ 4,635.75	\$ 4,775.88	\$ 7,474.57	\$ 4,824.26	\$ 4,569.38	\$ 12,344.33	\$ 4,761.18	\$ 6,682.48	\$ 4,177.58	\$ 2,298.25	\$ 64,488.17	\$ 71,058.32	\$ -6,570.15
	Net	\$ 3,514.34	\$ -127.92	\$ 1,020.58	\$ 1,195.81	\$ -396.10	\$ -2,160.26	\$ 4,827.99	\$ -4,635.73	\$ 1,712.33	\$ 1,080.47	\$ -2,383.91	\$ 319.03	\$ 3,966.63	\$ 4,418.92	\$ 3,651.63

Checking Account Balance 12/14/08 12,483.12

Savings Account Balance 12/14/08 31,819.12

Estimated One year of operating expen 28,500.00

Just expenses, not income and lit. sales or contributions

Petty Cash on Hand 58.00

Name	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
Anderson Mill				28.25				35.40				
Allendale	415.24				195.00					293.97		
Bastrop-Friday												
Bee Caves	600.00			300.00		300.00				600.00		
Bridge to Shore			250.00				180.00					
Collection can												
Courage to Change		49.83			55.00			90.00		81.00		
Day in Al-Anon												
Dripping Springs												
Elgin												
Faith AFG	16.96			15.88		15.88	17.88			16.56		
Freedom Finders												
Freedom to Recover		25.00		25.00			25.00			25.00		
Georgetown AFG							100.00			15.00		
Georgetown West												
Great Hills	100.00							120.00				
Hilltoppers							1,576.47			759.42		
Hope For Today				150.00		100.00						
Hyde Park ACA												
Independence			1.70						50.00			
Joy in Recovery										56.00		
Just for Today						120.13				68.78	20.38	
Keep it Simple												
Lakeway											50.00	
Learning Recovery AFG	50.00											
Living Gratitude	143.50					68.01						
New Attitudes												
New Beginnings												
New Hope												
Northland AFG	100.00	100.00	100.00	290.00	100.00	101.50	179.01	360.00	100.00	100.00	100.00	100.00
One Step at a Time				55.00								
Path to Serenity	25.00			25.00			25.00				25.00	
PVT				19.00	1,000.00	40.50		75.00		125.00		
San Marcos			125.00								150.00	
Seekers of Serenity				25.00		50.00				50.00		
Serenity Trails			20.00		20.00	20.00				20.00		
Shoal Creek AFG							100.00					
Spicewood												
Spiritual Awakenings	24.00						94.00			77.00		
Step Forward							55.50					
Steps to Freedom							125.00					
Suburban	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	100.00	50.00	
Sunset Serenity						50.00						
Taylor												
Temple									62.00			
Three C's			50.00	82.50			80.00	70.00				
Thursday Step (disc)												
Town Sq												
Unity		150.00		100.00					100.00			
Welcome Home	53.00								35.00			
Westlake		480.00						251.40				
Wimberly		75.00		75.00				60.00				60.00
	1,577.70	929.83	596.70	1,240.63	1,420.00	916.02	2,607.86	1,111.80	397.00	2,387.73	395.38	160.00