

**Minutes of the February 16<sup>th</sup>, 2009 meeting of the Board of Directors of the Al-Anon  
Information Center, Austin, Texas**

On February 16<sup>th</sup>, 2009, a regular board meeting was held at the Information Center. The following persons were in Attendance:

Kitty G	AIC office employee	(non-voting)
Pat E	AIC Chairperson	(non-voting)
Lisa R	Treasurer	(non-voting)
Linda B	Secretary	(non-voting)
Ann J	Serenity Trails, AFG, Round Rock	(voting)
Paula H	Anderson Mill AFG	(voting)
Denise J	3 C's AFG at Lakeway	(voting)
Elaine D	Northland AFG	(voting)
Judy W	Unity AFG	(voting)
Julie K	Just for Today AFG, Downtown	(voting)
Ellen R	Hilltoppers AFG	(voting)

- 1) Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order by Chairperson, Pat E.
- 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 7 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 2008 meeting.)
- 5) Reading of Minutes from the December 15th, 2008 meeting. Ann J. made a motion to approve the minutes as presented. Julie K. seconded the motion. All were in favor of accepting the minutes as presented.

**CHAIRPERSON'S REPORT:**

Pat E. welcomed the new people. She passed out the Agenda for the meeting and flyers for the East Texas Assembly in Diboll. She also mentioned the meeting schedule for the AIC Board meetings and encouraged the members to contact her either by phone or email with any questions or concerns regarding the Information Center or items to put on the next meeting's agenda.

## **TREASURER'S REPORT:**

Lisa R-F handed out the following reports: The 2009 Budget, A spreadsheet of current financial transactions, a detailed breakdown of Petty Cash spending for 2008, and a breakdown of contributions. She pointed out that the interest rate on our savings had dropped. (report follows) A suggestion was made that the treasurer number the pages or put titles on the pages of the spreadsheets. Lisa agreed to do that.

The Southwestern Bell bill will be paid monthly from now on rather than yearly. That does change the overall amount but is more convenient.

The IRS and The Hartford Ins Company have both had incorrect addresses for the Information Center Office. The insurance is paid and current. Lisa had looked the current coverage we have with The Hartford Ins and reported we now have \$25,500. She thinks we may be over insured and is looking into bids for lower rates on \$10,000 and \$15,000 coverages. We generally have from \$5,000 to \$7,000 worth of literature in the office at anytime.

Pat E explained to the new, incoming board members that the 2009 Budget had been presented to the last board. The finance committee that had worked on this budget had presented it to the board. Now the new incoming board needed to vote to accept it. Judy W. made a motion to approve the 2009 budget. Paula H. seconded the motion. All were in favor of accepting the 2009 budget as presented. All were in favor. The motion carried.

Pat E. read from the By-Laws the statement that required that the AIC Board have a standing Finance Committee. Judy W. and Pat E. volunteered to be on the committee with the Treasurer, Lisa R-F. Lisa would be the Chairman of the Committee.

## **INFORMATION CENTER REPORT:**

Kitty G. reported an average of 5 phone calls per day and 2 walk ins for the period of December 15<sup>th</sup>, 2008 thru February 16<sup>th</sup>, 2009. She presented the following reports of literature sales and contributions:

Literature Purchased for the period: 12/15/08 – 02/16/09

Anderson Mill AFG	\$ 188.25
Bridge to Shore AFG	\$ 129.45
Courage to Change AFG	\$ 213.70
Esperanza AFG	\$ 71.40
Great Hills AFG	\$ 227.60
Hilltoppers AFG	\$1,104.75
Hope for Today AFG	\$ 16.00
Independence AFG	\$ 24.80
Just for Today	\$ 72.60
Lakeway Tuesday AFG	\$ 520.90
Northland AFG	\$ 244.15
One Step At A Time AFG	\$ 29.00
Serenidad AFG	\$ 98.90
Serenity & Solutions AFG	\$ 189.75
Spiritual Awakenings AFG	\$ 92.30
Three C's AFG	\$ 136.00
2222 AFG	\$ 43.30
Unity AFG	\$ 65.75
Westlake (preteen) AFG	\$ 14.00
Westlake AFG	\$ 348.35
OUT OF TOWN	
Belton (Steps & Traditions AFG)	\$ 30.02
Giddings AFG	\$ 56.60
San Marcos (Welcome Home AFG)	\$ 25.00
San Marcos AFG	\$ 325.80
Smithville AFG	\$ 79.00
Temple (Glass House AFG)	\$ 44.80
Temple (New Group)	\$ 214.95
Waco (TeCam)	\$ 67.27
Waco (TNT)	\$ 324.10
Walkins	<u>\$ 635.10</u>

**Total Literature Sales                    \$5,673.34**

**Total Literature Purchased for the Period: \$4,314.48**

Donations for the period:	
Anderson Mill AFG	\$ 34.61
Anonymous	\$ 20.00
Courage to Change AFG	\$ 167.00
Esperanza AFG	\$ 29.00
Great Hills AFG (for Lockhart)	\$ 200.00
Hope for Today AFG	\$ 169.40
Independence AFG	\$ 50.00
Lakeway Tuesday	\$ 50.00
Living Gratitude AFG	\$ 236.23
One Step at a Time AFG	\$ 192.95
Path to Serenity AFG (Pflugerville)	\$ 25.00
Serenity Seekers AFG	\$ 25.00
Northland AFG	\$ 100.00
Private Donations	\$ 58.00
Suburban AFG	\$ 150.00
Unity AFG	\$ 125.00
Westlake AFG	\$ 222.40
Wimberly AFG	\$ 60.00
<b>Total</b>	<b>\$2,014.59</b>

- 6) **SECRETARY'S REPORT:** Linda B., Secretary, welcomed the new board members. She encouraged members of the Board to stay in touch between meetings and invited new members to come join in for dinner an hour or so before the meeting. There was no secretary's report.

7) **BUSINESS:**

**OLD BUSINESS: Approval of the 2009 budget was done at the end of the treasurer's report.**

**NEW BUSINESS:**

The only new business was the following report from Pat E. as Area World Service liaison.

AWSC Meeting  
February 7, 2009  
San Antonio, Texas

The Area World Service Committee meeting was held in San Antonio February 7<sup>th</sup>. I drove over to San Antonio with three other Al-Anon members from District 6<sup>th</sup>. We did not spend the night but returned to Austin after having dinner with the group. I did not have any expenses for the trip as I drove with our Area Website Coordinator and she turned in the expenses to come out of her budget.

This was our first meeting of the new committee so we had time to fellowship during our lunch which was furnished by District 12 Al-Anon members.

This was mostly reports and getting started in their new positions. I am a past delegate and well as the liaison for the Austin Information Center. We broke up in workshops at the end of the meeting and I chaired the workshop for Information Centers. We discussed the importance of a good communicative relationship between the Information Center and Districts. We can work together in fundraisers, sales of literature at District Meetings and other functions as well as share in Public Outreach in the District and major cities.

The proposed budget for 2009 will be presented at the May Assembly in Diboll on May 30/31, 2009. Our Fall assembly will be in Kerrville at the Inn of the Hills, October 30-31<sup>st</sup>.

Thanks for the opportunity to serve as liaison for the Information Center and to be a link of communication between the two fellowships.

Love in Service,  
Pat English  
Austin Al-Anon Alateen Information Center, Liaison AWS

### **ITEMS FROM THE FLOOR:**

There were no items from the floor but there was some discussion about what kind of topics would come up at this time. Pat E., Chairperson, gave various incidences that might be brought up. Basically questions, situations or announcements concerning or coming from their specific AFG.

Meeting closed with the Al-Anon Declaration.

Respectfully Submitted,  
Linda Booker, Secretary



	Jan	Feb	March	April	2009 YTD	2009 Budget	\$ Over/under 12 month Bud.	2008 Year End	2008 Budget
<b>INCOME</b>									
Contributions	743.23	437.35			1180.58	13750.00	-12569.42	13741.05	13818.32
Interest Income	4.24				4.24	240.00	-235.76	222.13	240.00
Literature Sales	4290.78	1579.81			5870.59	57000.00	-51129.41	56611.90	57000.00
Deposit Correction					0.00			325.00	
<b>Total</b>	<b>5038.25</b>	<b>2017.16</b>			<b>7055.41</b>	<b>70990.00</b>	<b>-63934.59</b>	<b>70900.08</b>	<b>71058.32</b>
<b>EXPENSE</b>									
Advertising: Swbyp's	152.00	152.00			304.00	1824.00	-1520.00	152.00	1824.00
Bank Charges							0.00		
Business Insurance					0.00	565.00	-565.00	565.00	650.00
Donations: WSO, area, dist.					0.00	600.00	-600.00	600.00	600.00
Literature Purchased	2588.01				2588.01	44229.60	-41641.59	48319.38	45000.00
Maintenance					0.00	300.00	-300.00	299.20	300.00
Mileage Reimbursement	7.50								
Miscellaneous					0.00	60.00	60.00		60.00
Office Supplies	50.08				50.08	750.00	-699.92	736.31	750.00
Payroll Taxes	556.32				556.32	2041.84	-1485.52	2041.84	1204.76
Postage	34.67				34.67	375.00	-340.33	360.00	375.00
Rent	375.00	375.00			750.00	4500.00	-3750.00	4500.00	4500.00
Salary	1045.38	522.69			1568.07	12544.56	-10976.49	12021.27	12544.56
Bonus					0.00	550.00	-550.00	500.00	550.00
Telephone	69.46				69.46	775.00	-705.54	770.95	750.00
Utilities:Electric	82.19				82.19	875.00	-792.81	873.24	950.00
Printing					0.00	100.00	100.00	10.17	100.00
Travel for AIS Representative					0.00	400.00	-400.00	141.84	400.00
Capital Move Fund					0.00	500.00	-500.00		500.00
Deposit Correction					0.00	0.00	0.00	325.00	0.00
<b>Total</b>	<b>4960.61</b>	<b>1049.69</b>			<b>6002.80</b>	<b>70990.00</b>	<b>-64987.20</b>	<b>72216.20</b>	<b>71058.32</b>
<b>Net</b>	<b>77.64</b>	<b>967.47</b>	<b>0.00</b>	<b>0.00</b>	<b>1045.11</b>	<b>2012.58</b>	<b>1052.61</b>	<b>-1316.12</b>	<b>0.00</b>

**Checking Account Balance 2/15/09**      **15353.16**  
**Savings Account Balance 2/15/09**      **28500.00**  
**Estimated One year of operating expen**      **28500.00**

Just expenses, not income and lit. sales or contributions

**Petty Cash on Hand**      **50.00**



DATE	Item	Amount	Postage	Copies	Other	Mileage
12/06/07	Postage	\$ 31.72	\$ 31.72			
12/31/07	Postage	\$ 9.02	\$ 9.02			
01/07/08	Copies	\$ 4.50		\$ 4.50		
01/07/08	Postage	\$ 3.49	\$ 3.49			
01/11/08	Postage	\$ 15.86	\$ 15.86			
01/14/08	Postage	\$ 5.26	\$ 5.26			
01/25/08	Postage	\$ 5.62	\$ 5.62			
01/28/08	Copies	\$ 1.44		\$ 1.44		
01/30/08	Postage	\$ 2.47	\$ 2.47			
			<b>\$ 73.44</b>	<b>\$ 5.94</b>	<b>\$ -</b>	<b>\$ -</b>
02/11/08	Postage	\$ 15.77	\$ 15.77			
02/21/08	Postage	\$ 20.57	\$ 20.57			
02/25/08	Postage	\$ 10.47	\$ 10.47			
02/27/08	Postage	\$ 4.94	\$ 4.94			
			<b>\$ 51.75</b>			
03/03/08	Copies	\$ 3.50		\$ 3.50		
03/18/08	Postage	\$ 7.57	\$ 7.57			
03/19/08	Copies	\$ 3.60		\$ 3.60		
03/24/08	Postage	\$ 9.04	\$ 9.04			
			<b>\$ 16.61</b>	<b>\$ 7.10</b>		
04/04/08	Postage	\$ 2.47	\$ 2.47			
04/07/08	Postage	\$ 3.49	\$ 3.49			
04/22/08	Postage	\$ 15.45	\$ 15.45			
04/30/08	Postage	\$ 4.17	\$ 4.17			
			<b>\$ 25.58</b>			
05/04/08	Copies	\$ 7.02				
05/22/08	Postage	\$ 16.71	\$ 16.71			
05/27/08	Copies	\$ 4.00		\$ 4.00		
05/28/08	Memorium Card	\$ 2.44			\$ 2.44	
			<b>\$ 16.71</b>	<b>\$ 4.00</b>	<b>\$ 2.44</b>	
06/02/08	Mileage	\$ 5.00				\$ 5.00
06/02/08	Postage	\$ 42.00	\$ 42.00			
06/02/08	Postage	\$ 2.58	\$ 2.58			
06/04/08	Copies	\$ 4.00		\$ 4.00		
06/16/08	Copies	\$ 2.34		\$ 2.34		
06/16/08	Copies	\$ 2.34		\$ 2.34		
06/16/08	Postage	\$ 26.06	\$ 26.06			
06/16/08	Postage	\$ 12.86	\$ 12.86			
06/21/08	Postage	\$ 2.58	\$ 2.58			
			<b>\$ 86.08</b>	<b>\$ 8.68</b>		<b>\$ 5.00</b>
07/07/08	Mileage	\$ 2.00				\$ 2.00
07/09/08	Mileage	\$ 2.50				\$ 2.50
07/09/08	Postage	\$ 5.03	\$ 5.03			
07/09/08	Postage	\$ 5.03	\$ 5.03			
07/11/08	Mileage	\$ 2.50				\$ 2.50
07/16/08	Mileage	\$ 5.86				\$ 5.86
07/21/08	Postage	\$ 4.33	\$ 4.33			
0730/08	Mileage	\$ 11.46				\$ 11.46
			<b>\$ 14.39</b>			<b>\$ 24.32</b>
08/08/08	Log Book	\$ 2.00			\$ 2.00	
08/08/08	Mileage	\$ 2.50				\$ 2.50
08/11/08	Mileage	\$ 2.50				\$ 2.50
08/11/08	Postage	\$ 13.03	\$ 13.03			
08/14/08	Postage	\$ 7.61	\$ 7.61			

DATE	Item	Amount	Postage	Copies	Other	Mileage
08/15/08	Copies	\$ 4.32		\$ 4.32		
08/28/08	Memoriam Card	\$ 2.44			\$ 2.44	
08/28/08	Postage	\$ 11.80	\$ 11.80			
			<b>\$ 32.44</b>	<b>\$ 4.32</b>	<b>\$ 4.44</b>	<b>\$ 5.00</b>
09/02/08	Postage	\$ 4.33	\$ 4.33			
09/08/08	Postage	\$ 25.59	\$ 25.59			
09/12/08	Postage	\$ 2.93	\$ 2.93			
09/16/08	Postage	\$ 10.63	\$ 10.63			
09/22/08	Postage	\$ 8.66	\$ 8.66			
09/26/08	Postage	\$ 16.36	\$ 16.36			
09/25/08	Mileage	\$ 2.50				\$ 2.50
09/08/08	Mileage	\$ 2.50				\$ 2.50
09/12/08	Mileage	\$ 17.72				\$ 17.72
09/16/09	Mileage	\$ 27.77				\$ 27.77
09/22/09	Mileage	\$ 2.50				\$ 2.50
09/25/08	Mileage	\$ 2.50				\$ 2.50
			<b>\$ 68.50</b>			<b>\$ 55.49</b>
10/01/08	Postage	\$ 22.44	\$ 22.44			
10/03/08	Postage	\$ 18.92	\$ 18.92			
10/01/09	Mileage	\$ 2.50				\$ 2.50
10/02/08	Mileage	\$ 2.50				\$ 2.50
10/17/09	Copies	\$ 2.07		\$ 2.07		
10/27/08	Postage	\$ 3.98	\$ 3.98			
			<b>\$ 45.34</b>	<b>\$ 2.07</b>		<b>\$ 5.00</b>
11/20/08	Mileage	\$ 7.50				\$ 7.50
11/24/09	Mileage	\$ 2.50				\$ 2.50
11/24/09	Copies	\$ 8.10		\$ 8.10		
11/20/08	Postage	\$ 14.93	\$ 14.93			
11/24/08	Postage	\$ 4.33	\$ 4.33			
11/17/08	Postage	\$ 7.58	\$ 7.58			
			<b>\$ 26.84</b>	<b>\$ 8.10</b>		<b>\$ 10.00</b>
12/10/09	Mileage	\$ 2.50				\$ 2.50
12/12/08	Copies	\$ 8.10		\$ 8.10		
12/11/08	Postage	\$ 4.33	\$ 4.33			
			<b>\$ 4.33</b>	<b>\$ 8.10</b>		<b>\$ 2.50</b>
	Total	\$ 631.53	\$ 462.01	\$ 48.31	\$ 6.88	\$ 107.31

