

**Minutes of the October 19<sup>th</sup>, 2009 meeting of the Board of Directors of the Al-Anon  
Information Service Center, Austin, Texas**

On October 19<sup>th</sup>, 2009, a regular board meeting was held at the Information Service Center. The following persons were in attendance:

Kitty G.	AISC Paid Employee	(non-voting)
Pat E.	AISC Chairperson	(non-voting)
Lisa R-F.	Treasurer	(non-voting)
Linda B.	Secretary	(non-voting)
Sherry H.	Lakeway AFG (Tuesday Noon)	(voting)
Joan G.	Came to Believe AFG (Cedar Park)	(voting)
Anne W.	Steps to Freedom AFG	(voting)
Ruth P.	Just For Today AFG (Elgin)	(voting)
Margaret B.	Paths to Recovery AFG (Flugerville)	(voting)
Denise J.	3-Cs Lakeway AFG	(voting)
Mary C.	Independence AFG	(voting)
Paula H.	Anderson Mill AFG	(voting)
Judy W.	Unity AFG	(voting)
Hope C.	Suburban Friends AFG (Friday Group)	(non voting)
Craig M.	Suburban Friends AFG (Sat. Noon)	(voting)
Rosa A.	Northland AFG	(non 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, was read by attendees.
- 4) Announcement of quorum: There were 15 people attending the meeting, 10 were voting members. 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 August 17<sup>th</sup>, 2009 meeting. The minutes were approved.

**CHAIRPERSON'S REPORT: Austin Information Center  
**Board Meeting**  
**October 19, 2009****

Apparently things have been running smoothly at the Information Center as Kitty does an excellent job keeping the office running and the literature stock in good shape.

You will remember that in our last Board Meeting in August we decided to change the meeting date for December to the first Monday, December 7<sup>th</sup>, due to the holidays and this is also our election Board Meeting.

I attended the Area World Service Committee Meeting in Huntsville, Texas on September 12<sup>th</sup>. Three of us rode together and split the expenses and did not spend the night but returned to Austin rather late. A couple of the things discussed were we have a Thought Force committee looking into purchasing, rental, etc. of a projector to be used by the Delegate or others in making Power Point presentations to the assembly. Their findings will be brought to the November Assembly in Kerrville on October 31<sup>st</sup>. A committee has been working on updating our Area Assembly Guidelines and this has been completed. A committee has formed by the Chairperson, Diane B. for answering Ask It Basket Questions at assembly. I will be serving on this committee along with two other persons.

We have the International AA Convention coming up in 2010 in San Antonio. I will be serving as the Co Chair on the AI-Anon participation and World Service Office will be handling the speakers and workshops.

Love in Service,  
Pat E, Board Chairperson

### **TREASURER'S REPORT:**

Lisa R-F, distributed her spreadsheets. (attached) She reported that she had been trying to collect two returned checks but had not been able to. One was for \$26.80 from back in April and one was for \$9 from July. She has received no response from the makers of these checks and in one case the phone was disconnected. Pat suggested we not spend anymore time on trying to collect these.

A question was asked about the list of groups on Lisa's spreadsheet, and it was pointed out that some of these groups were no longer in existence. Lisa was using the list that was given her by the former treasurer and said she would research the names and remove groups that no long existed.

We had the big expense of repairing the Air Conditioner which showed up on the July & August Account of Expenses. We are still in the black in spite of the big expense. The group took a few minutes to look over the spreadsheets. Ruth had a question about the Petty Cash asking about what the mileage expense was for. Lisa explained that Kitty had to go to the bank and post office on a regular basis. She receives 50 cents a mile, which is standard reimbursement for mileage. There were no more questions or comments and the treasurer's report was accepted.

The Finance Committee will meet in December. Lisa will provide the committee with a budget.

There was some discussion about adding some Spanish language to the yellow pages ad in the phone book. There would be an additional charge of \$30 to add a line in Spanish. Paula asked how this \$30 cost would be funded and if agreed on and added, whose telephone number would be added to assist Spanish speaking callers. Pat commented that the expense would have to come out of the Austin Information Center's budget as part of our ongoing yellow page advertisement. Someone commented that the online information about meetings and contacts was available on the web site in Spanish. It was agreed that since the next Yellow Pages Advertisement renews in December that we should table the subject until December.

## **INFORMATION CENTER REPORT:**

Kitty, the information center's paid employee thanked the volunteers who helped out while she was on vacation. She presented her report for the 40 day period of August 16<sup>th</sup> through October 16<sup>th</sup> as follows:

### **LITERATURE SALES**

#### **LOCAL LITERATURE SALES**

Alateen	\$ 107.80
Bee Caves AFG	\$ 170.25
Bridge to Shore AFG	\$ 183.85
Courage to Change AFG	\$ 15.00
Esperanza AFG	\$ 29.35
Faith AFG	\$ 229.45
Great Hills AFG	\$ 236.00
Help For Today AFG	\$ 142.00
Hilltoppers AFG	\$1,045.90
Lakeway Tuesday AFG	\$ 42.00
Lambda AFG	\$ 285.20
Learning & Recovery AFG	\$ 19.65
New Beginnings AFG	\$ 166.00
Northland AFG	\$ 722.95
Public Outreach	\$ 53.60
River to Hope AFG	\$ 57.70
Serenidad AFG	\$ 139.95
Serenity & Solutions AFG	\$ 93.85
Serenity Seekers AFG	\$ 14.00
Step Forward AFG	\$ 21.85
Steps to Freedom AFG	\$ 145.50
Unity AFG	\$ 780.75
Westlake AFG	\$ <u>780.85</u>
	<b>\$ 4,702.60 TOTAL</b>

(Previous Total of local literature sales \$4,743.60)

#### **OUT OF TOWN LITERATURE SALES**

Bastrop AFG	\$ 193.75
Georgetown AFG	\$ 28.00
Georgetown Alateen	\$ 8.00
Georgetown Crestview AFG	\$ 127.68
Giddings AFG	\$ 96.90
Just For Today AFG (Elgin)	\$ 43.30
Lockhart Prison AFG	\$ 406.30
Round Rock AFG	\$ 100.00
Round Rock New Beginnings AFG	\$ 166.00
San Marcos AFG	\$ 295.10
Smithville AFG	\$ 36.60
Waco TeCam AFG	\$ 28.00
Wimberly AFG	\$ <u>67.70</u>
	<b>\$2,001.23 TOTAL</b>

(Previous Total of Out of Town Sales \$2,517.85)

#### **WALK IN LITERATURE SALES**

**\$ 684.90 TOTAL**

(Previous Total of Walkin Sales \$901.00)

## **DONATIONS**

Allendale AFG	\$ 296.73
Courage to Change AFG	\$ 112.00
Freedom to Recover AFG (K.R.)	\$ 6.00
GLBT AFG (San Marcos)	\$ 5.00
Hope For Today AFG(Oak Hill)	\$ 137.63
Independence AFG	\$ 25.00
Lakeway Tuesday AFG	\$ 50.00
Learning & Recovery AFG	\$ 20.36
Live and Let Live AFG	\$ 100.00
Northland AFG	\$ 460.00
Private	\$ 100.00
Spiritual Awakenings AFG	\$ 73.00
Suburban AFG	\$ 50.00
Unity AFG	\$ 150.00
Three C's AFG	\$ 46.00
Westlake AFG	\$ 170.00
Wimberly AFG	<u>\$ 60.00</u>
	<b>\$1,861.71 TOTAL</b>
	(Previous Total Donations \$2,153.23)

### **RECAP**

Literature Sales	\$4,702.60
Out of Town Sales	\$2,001.23
Walk In Sales	\$ 684.90
Donations	\$1,861.71

- 6) **SECRETARY'S REPORT:** Secretary, Linda B. reported that she had been late in getting the August minutes prepared and had not yet sent them to John L. to put on the web. She handed out printed copies and asked the members present to look them over and comment on any corrects that might need to made. There were none and the Board voted to accept the August minutes as presented. Linda said she would send John the approved August minutes to post on the web. Completed August minutes signed by the secretary would also be delivered to Kitty for the AISC's official files. Linda apologized for the delay and committed to a speedier presentation of the October minutes to the board members she has a contact for and to John L. to post on the web.

7) **BUSINESS:**

**OLD BUSINESS:**

Pat E. talked about her efforts to get more alternate GR's involved in the AISC Board Meetings and thanked those who helped make contact and encourage participation.

There was discussion of the upcoming election of officers for the board. Lisa R-F asked how someone interested in standing for election to one of the positions should present themselves. Pat. E said they just need to show up at the December Meeting and express their willingness to serve. Pat read the qualifications for officers and mentioned that each of the three offices; President, Secretary and Treasurer were one year terms, but a person could serve a second term if they were willing and if they were elected. Treasurer Lisa R-F and Secretary, Linda B., are both coming to the end of their 2<sup>nd</sup> terms and are not eligible to serve again. Pat E. stated that she was willing to serve a second term if no one else stepped up wanting the job. She talked a little about her qualifications and service history. Duties of Secretary and Treasurer were discussed. Secretary should keep a rooster of representatives and notify members of upcoming meetings. The Secretary would also take minutes of the meetings and send them to be posted on the Web as well as furnish the Information Center Office with Official signed and dated minutes of each meeting.

Lisa told a little about what was involved in being Treasurer. She said mostly it is a matter of paying attention, Pay the bills, Balance the check book. The job would probably take about 2 hours a month plus another 2 hours in preparation for the bi-monthly board meetings. The treasurer would be on the finance committee and would also set up tax stuff (which is all on line), prepare the payroll taxes and once a year prepares the budget and yearly report. Pat E. reminded the group that the qualifications for officers of the information center were in the by-laws. Copies of the by-laws are available at the Information Center Office. Pat encouraged everyone to keep asking for people to step up for these service opportunities.

Holiday Bonus for Kitty had been discussed some at the last meeting. Pat mentioned that Kitty had been 9 years as paid employee at the center. For the last five years the Board has given her a holiday bonus as appreciation for her service.

**NEW BUSINESS:** No new business.

**ITEMS FROM THE FLOOR:**

Lisa brought up the closing of the office during the holidays. The 2008 Board had already come up with a schedule for closing dates during the year at various holidays. It was decided to discuss the dates for holiday closings for 2010 at the December Meeting. The Office will be closed December 24<sup>th</sup> and 25<sup>th</sup>.

Greg had an idea about the AISC phone and suggested putting the message in both English and Spanish. Pat said that was already in place. Greg also suggested having Spanish as well as English available on the Web.

Lisa suggested a stamp in Spanish to use on Spanish Literature.

Greg said there was a web site that lists all Al-Anon Information Service Centers and that on this particular website the Austin Al-Anon Information Service Center has the mailing address rather than the physical address, which made it hard for him to locate the office for the meeting. We will check the web site to make sure they have our correct address.

After Group Announcements the meeting was adjourned with the Al-Anon Declaration.

Respectfully Submitted by Linda B Secretary,

**PETTY CASH YTD 2009**

<b>DATE</b>	<b>Item</b>	<b>Amount</b>	<b>Postage</b>	<b>Copies</b>	<b>Other</b>	<b>Mileage</b>
01/12/09	Postage	\$ 19.01	\$ 19.01			
01/26/09	Postage	\$ 15.66	\$ 15.66			
01/05/09	Mileage	\$ 2.50				\$ 2.50
01/12/09	Mileage	\$ 2.50				\$ 2.50
01/28/09	Mileage	\$ 2.50				\$ 2.50
<b>JANUARY</b>			<b>\$ 34.67</b>	<b>\$ -</b>		<b>\$ 7.50</b>
02/04/09	Mileage	\$ 2.50				\$ 2.50
02/04/09	Postage	\$ 13.21				\$ 13.21
02/10/09	Postage	\$ 3.98	\$ 3.98			
02/10/09	Mileage	\$ 2.50				\$ 2.50
02/12/08	Postage	\$ 2.93	\$ 2.93			
02/12/09	Mileage	\$ 2.50				\$ 2.50
02/16/09	Copies	\$ 3.51		\$ 3.51		
02/17/09	Postage	\$ 6.21	\$ 6.21			
02/17/09	Mileage	\$ 2.50				\$ 2.50
02/18/09	Postage	\$ 2.93	\$ 2.93			
02/18/09	Mileage	\$ 2.50				\$ 2.50
02/20/09	Copies	\$ 8.10		\$ 8.10		
02/23/09	Postage	\$ 3.63	\$ 3.63			
02/23/09	Mileage	\$ 2.50				\$ 2.50
<b>FEBRUARY</b>		<b>\$ 59.50</b>	<b>\$ 19.68</b>	<b>\$ 11.61</b>		<b>\$ 28.21</b>
03/02/09	Postage	\$ 3.98	\$ 3.98			
03/06/09	Postage	\$ 4.33	\$ 4.33			
03/23/09	Postage	\$ 10.89	\$ 10.89			
03/23/09	Mileage	\$ 2.50				\$ 2.50
03/30/09	Postage	\$ 4.43	\$ 4.43			
03/30/09	Mileage	\$ 2.50				\$ 2.50
<b>MARCH</b>		<b>\$ 28.63</b>	<b>\$ 23.63</b>	<b>\$ -</b>		<b>\$ 5.00</b>
04/16/09	Copies	\$ 4.05		\$ 4.05		
04/17/09	Postage	\$ 5.70	\$ 5.70			
04/17/09	Mileage	\$ 2.50				\$ 2.50
04/21/09	Postage	\$ 2.58	\$ 2.58			
04/21/09	Mileage	\$ 2.50				\$ 2.50
04/23/09	Postage	\$ 3.98	\$ 3.98			
04/23/09	Mileage	\$ 2.50				\$ 2.50
<b>APRIL</b>		<b>\$ 23.81</b>	<b>\$ 12.26</b>	<b>\$ 4.05</b>	<b>\$ -</b>	<b>\$ 7.50</b>
05/01/09	Postage	\$ 7.96	\$ 7.96			
05/01/09	Mileage	\$ 2.50				\$ 2.50
05/07/09	Postage	\$ 4.33	\$ 4.33			
05/13/09	Postage	\$ 4.33	\$ 4.33			
05/13/09	Mileage	\$ 2.50				\$ 2.50
05/27/09	Copies	\$ 5.40		\$ 5.40		
<b>MAY</b>		<b>\$ 27.02</b>	<b>\$ 16.62</b>	<b>\$ 5.40</b>	<b>\$ -</b>	<b>\$ 5.00</b>
06/04/09	Postage	\$ 2.92	\$ 2.92			
06/04/09	Mileage	\$ 2.50				\$ 2.50
06/08/09	Postage	\$ 6.85	\$ 6.85			
06/08/09	Postage	\$ 2.10	\$ 2.10			
06/08/09	Mileage	\$ 2.50				\$ 2.50
<b>JUNE</b>		<b>\$ 16.87</b>	<b>\$ 11.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5.00</b>





**AUSTIN AL-ANON ALATEEN INFORMATION CENTER YTD PROFIT AND LOSS REPORT**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2009 YTD	2009 Budget	\$ Over/under 12 month Bud.
<b>INCOME</b>															
Contributions	743.23	1134.35	950.00	1200.21	998.44	2073.09	1963.24	510.05	444.91	1027.23			11044.75	13750.00	-2705.25
Interest Income	4.24	4.28	4.54	4.41	4.30	3.94	3.26	3.57	3.26				35.80	240.00	-204.20
Literature Sales	4290.78	3049.47	6099.09	4215.45	3393.26	4741.34	3577.97	3592.18	4683.54	3275.45			40918.53	57000.00	-16081.47
Deposit Correction													0.00		
<b>Total</b>	<b>5038.25</b>	<b>4188.10</b>	<b>7053.63</b>	<b>5420.07</b>	<b>4396.00</b>	<b>6818.37</b>	<b>5544.47</b>	<b>4105.80</b>	<b>5131.71</b>	<b>4302.68</b>			<b>51999.08</b>	<b>70990.00</b>	<b>-18990.92</b>
<b>EXPENSE</b>															
Advertising Swbyp's	152.00	152.00	152.00	152.00	152.00	152.00	152.00	152.00	152.00	152.00			1520.00	1824.00	-304.00
Bank Charges					26.80			9.00					35.80	0.00	35.80
Business Insurance				500.00									500.00	565.00	-65.00
Donation WSO, Area, Dist.					300.00		6.00		6.00				312.00	600.00	-288.00
Literature Purchased	2588.01	2467.70	5472.02	4224.04	5159.11	5986.43	2531.67	2471.67	3669.64	2055.79			36626.08	44229.60	-7603.52
Maintenance						40.00	1450.00	100.00					1590.00	300.00	1290.00
Mileage Reimbursement	7.50	28.21	9.50	7.50	5.00	5.00	7.50	15.00	7.50				0.00	60.00	-60.00
Miscellaneous													821.99	750.00	71.99
Office Supplies	50.08	50.08	157.73	26.72	177.27	66.00	77.96	48.21	19.99	147.95			1995.78	2041.84	-46.06
Payroll Taxes	556.32			479.82			479.82			479.82			443.36	375.00	68.36
Postage	34.67	66.89	65.63	34.12	41.07	32.54	53.32	84.84	30.28	375.00			3750.00	4500.00	-750.00
Rent	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00			9931.11	12544.56	-2613.45
Salary	1045.38	1045.38	1045.38	1045.38	1045.38	1045.38	1045.38	1045.38	1045.38	522.69			0.00	550.00	-850.00
Bonus													636.74	775.00	-138.26
Telephone	69.46	69.51	76.48	67.31	76.30	70.33	69.88	81.73		55.74			998.80	875.00	123.80
Utilities Electric	82.19	128.90	79.36	120.56	109.11	94.08	94.56	98.47	94.56	97.01			43.19	100.00	-56.81
Printing		11.61		4.05	5.40	6.10	8.15	7.88					44.35	400.00	-355.65
Travel for AIS Representative						44.35							0.00	500.00	-500.00
Capital Move Fund													0.00	0.00	0.00
Deposit Correction													59249.20	70990.00	-11740.80
<b>Total</b>	<b>4960.61</b>	<b>4395.28</b>	<b>7433.10</b>	<b>7063.30</b>	<b>7445.64</b>	<b>7917.21</b>	<b>6360.24</b>	<b>4480.18</b>	<b>5400.35</b>	<b>3886.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59249.20</b>	<b>70990.00</b>	<b>-11740.80</b>
<b>Net</b>	<b>77.64</b>	<b>-207.18</b>	<b>-379.47</b>	<b>-1643.23</b>	<b>-3049.64</b>	<b>-1098.84</b>	<b>-815.77</b>	<b>-374.38</b>	<b>-268.64</b>	<b>416.68</b>	<b>0.00</b>	<b>0.00</b>	<b>59249.20</b>	<b>70990.00</b>	<b>-11740.80</b>

Checking Account Balance 10/17/09 **6829.92**  
 Savings Account Balance 10/17/09 **25322.61**  
 Estimated One year of operating expen **26500.00** Just expenses, not income and lit. sales or contributions  
 \*Bank Charges are for returned checks - not yet collected.  
 Petty Cash on Hand \$50.00

**AUSTIN AL-ANON ALATEEN INFORMATION CENTER DONATIONS REPORT**

Name	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09
Anderson Mill												
Allendale							28.78					
Bastrop-Friday				262.37								
Bee Caves										296.73		
Bridge to Shore		300.00			300.00		300.00					
Collection can												
Courage to Change		167.00										
Day in Al-Anon					135.00			112.50				
Dripping Springs		80.00										
Elgin												
Esperanza AFG					25.00							
Faith AFG				23.00								
Freedom Finders								20.00				
Freedom to Recover												
Georgetown AFG									6.00			
Georgetown West												
Great Hills												
Hilltoppers												
Hope For Today						1,076.29	1,000.00					
Hyde Park ACA		169.40	50.00			100.00		37.85				
Independence				50.00								
Joy in Recovery										25.00		
Just for Today												
Keep it Simple	81.30			89.84			110.10					
Lakeway												
Learning Recovery AFG		50.00			50.00		50.00		50.00			
Living Gratitude					24.00				20.36			
New Attitudes	236.23											
New Beginnings							108.40					
New Hope												
Northland AFG	240.00	100.00	200.00	127.00	100.00	240.00	197.26	100.00	100.00	360.00		
One Step at a Time	50.00	192.95										
Path to Serenity	25.00											
PVT	0.70			25.00				25.00				
San Marcos			500.00		100.00		25.00		12.70	2.55	100.00	
Seekers of Serenity			150.00			150.00						
Serenity Trails				27.00			95.10					
Shoal Creek AFG				20.00				20.00				
Spicewood					100.00			100.00				
Spiritual Awakenings												
Step Forward				126.00	54.44		47.00	32.00			45.50	
Steps to Freedom												
Suburban	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00		
Sunset Serenity												
Taylor												
Temple												
Three O's												
Thursday Step (disc)									46.00			
Town Sq												
Unity												
Welcome Home		25.00				150.40				150.00		
Westlake												
Wimberly	60.00			400.00		198.00			170.00			
TOTALS:	743.23	1,134.35	950.00	1,200.21	998.44	2,073.09	1,963.24	510.05	444.91	1,027.23	0.00	0.00