

Minutes of the June 21, 2010 meeting of the Board of Directors of the Al-Anon Information Service Center, Austin, Texas

On June 21, 2010, a regular board meeting was held at the Information Service Center. The following persons were in attendance:

Kitty Greaney	AISC Paid Employee	(Non-Voting)
Pat English	AISC Chairperson	(Non-Voting)
Margaret Bachicha	Secretary, Path to Serenity AFG	(Non-Voting)
Jenny Aldridge	Treasurer, Unity AFG-	(Non-Voting)
Charlie Afill	Just for Today	(Non-Voting)
Peggy H.	Bridge to Shore	(Voting)
Renate Stinson	Hope for Today, Oakhill	(Voting)
Julie Krusday	Just For Today	(Voting)
Ed. S.	Hilltoppers	(Non-Voting)
Paula Haschke	Anderson Mill AFG	(Voting)
Sherry Horan	Lakeway AFG (Tuesday Noon)	(Voting)
Mary Chandler.	Steps to Freedom	(Voting)
Ellen R.	Hilltoppers	(Voting)
Betty McNillan	Hilltoppers	(Non-Voting)
Kay Colapret	Courage to Change	(Voting)
Stephanie Moll	3C's Lakeway	(Voting)
Christine Aguilar	Westlake	(Voting)
Susan Perry	Hilltoppers	(Non-Voting)
Mireya Rivera	Esperanza	(Voting)
Judy Wallis	Unity AFG	(Voting)
Ruth Phillips	Just For Today, Elgin	(Voting)
Mary Coppinger	Independence	(Voting)
Betsy White	Serenity Trails	(Voting)
Elizabeth Miller	Riverbend	(Voting)

- 1) Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order by Chairperson, Pat English.
- 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, Al-Anon Warranties 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 24 people attending the meeting, 17 were voting members. That meets the quorum. (6 voting persons were present at the December 2009 meeting. By-Laws, page 4. 3 persons constitute a quorum as based on number of voting Directors at the December 2009 meeting.)
- 5) Reading of Minutes from the April meeting. The minutes were approved. The minutes from the Emergency Meeting in May were passed out.

CHAIRPERSON'S REPORT:

**Austin Al-Anon Information Center
Board Meeting
June 21, 2010**

First I would like to thank our Finance Committee who has been working on our internal audit and going over the books. I appreciate very much everyone working together to help put together the information that we need.

Many of us are trying to figure out how this has all happened and where do we go from here. I did prepare and send a certified letter to the previous treasurer on May 25th stating that her letter outlining our meeting at my house on April 29th was read to the Board. I also stated in the letter that her payments to the Information Center should be in the form of certified check or money order and mailed directly to the Information Center starting in June. The previous treasurer replied by email that her first payment would be mailed June 20th after she got paid.

First things first, as far as my report, I have been trying to be supportive of the committee working with the cancelled checks and records to try to come up with a total for the shortage of funds. This will all be reported by the Finance Committee. A special thanks to Charlie for making all of the copies of bank statements and cancelled checks to help this committee out.

We have other matters that we will be working on in the future as far as safeguards so this will not happen again. We have a committee appointed that will be working on suggestions and things that need to be changed. Two signatures on checks is in our By-Laws and we will work out how this can be handled in doing online banking. Also, our bylaw state that petty cash should not exceed \$40.00 and we changed this amount to \$100 about a year ago due to the expense of mailing literature and gas allowance for Kitty going to post office and bank.

I did attend the ETAAA assembly in Victoria on May 19-21. We had our delegate Rosie's report from the World Service Conference. I attended as liaison for the Information Center to the World Service Committee, but my expenses were paid by my group since I was attending as Group Representative.

Thank all of you for being here to support the board and officers.

Love in service,
Pat English
Chairman of Board

TREASURER'S REPORT:

Current Treasurer Jenny reported that our current budget is on track. We closed the savings account and moved all money into savings to omit additional service fees. We have no prudent reserve. We have about \$9,000 in checking. When all the bills are paid, we should have about \$2,500 in the account as working capital. Current treasurer is still catching up and working overtime with the IRS and working the budget. Two quarters have been paid \$746.43. As the IRS works through the quarters, they post what we owe and it is being paid. A discussion about the prudent reserve was held. It is estimated that we should have a prudent reserve of about \$20,000 or money to cover one year operating expenses. Pat, Chairperson, and Charlie A. indicated that we needed that amount because the rent at the current location has not gone up in 7 years. We currently pay \$375 per month on rent which is very low so we need to be prepared.

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 43 day period of 4/19/10 through 6/21/2010.

LITERATURE SALES

LOCAL LITERATURE SALES

Anderson Mill	\$ 64.00
Bee Caves AFG	\$ 161.15
Bridge to Shore AFG	\$ 393.00
Courage to Change AFG	\$ 76.65
Esperanza AFG	\$ 102.45
Faith AFG	\$ 371.00
Help For Today AFG	\$ 400.95
Hilltoppers AFG	\$1,255.55
Hope for Today (Jewish CC)	\$ 26.70
Hope for Today (Oak Hill)	\$ 7.85
Just for Today	\$ 100.20
Lakeway (Tuesd)	\$ 190.90
Living Gratitude	\$ 47.45
Northland AFG	\$ 377.35
Northland Alateen	\$ 39.20
Steps to Freedom AFG	\$ 169.75
Solo Por Hoy	\$ 86.85
Spiritual Awakenings	\$ 57.50
Suburban	\$ 96.60
Serenity & Solutions	\$ 70.90
Three C's	\$ 33.85
2222	\$ 57.50
Unity AFG	\$ 281.25
Westlake AFG	\$ 1072.75
	\$ 5541.60 TOTAL
	(Previous Total of local literature sales \$4818.16)

OUT OF TOWN LITERATURE SALES

Elgin (Just for Today)	\$ 182.90
Georgetown	\$ 486.60
Hope (Cedar Park)	\$ 251.75
Marble Falls	\$ 250.55
Path to Serenity (Pflugerville)	\$ 91.55

Round Rock AFG	\$ 63.70
Round Rock Serenity Trails	\$ 18.20
San Marcos AFG	\$ 145.00
San Marcos Welcome Home	\$ 150.75
Temple New group	\$ 60.30
Smithville AFG	\$ 36.60
Waco A.I.S.	\$ 56.60
Waco-Belmead	\$ 343.30
Waco-H.O.T.	\$ 109.60
Waco-T.N.T	\$ 182.00
Wimberly AFG	<u>\$ 113.00</u>
\$2578.45 TOTAL	
(Previous Total of Out of Town Sales \$1984.65)	

WALK IN LITERATURE SALES

\$ 684.90 TOTAL
(Previous Total of Walk-in Sales \$901.00)

DONATIONS

Bee Caves	\$ 300.00
Courage to Change AFG	\$ 125.00
Hilltoppers	\$2455.37
Living Gratitude	\$ 161.48
Freedom to Recover AFG (K.R.)	\$ 6.00
Northland AFG	\$ 647.65
Path to Serenity	\$ 25.00
Private	\$ 120.00
Round Rock AFG	\$ 15.00
Serenity Trails	\$ 20.00
Step Forward	\$ 50.00
Spiritual Awakenings AFG	\$ 35.00
Suburban AFG	\$ 100.00
Unity AFG	<u>\$ 150.00</u>
4204.50 TOTAL	
(Previous Total Donations \$2013.39)	

RECAP

Literature Sales	\$5541.60
Out of Town Sales	\$2578.45
Walk In Sales	\$ 798.80
Donations	\$4204.50

Total: \$13,123.35
Previous total: \$9,480.35

Total Income: \$13,123.35
Literature Sales: -\$5,757.93

\$7,365.42

- 6) **SECRETARY'S REPORT:** Secretary, Margaret B. read the minutes to the April Board Meeting as copies of the May emergency meeting were brought instead. The April Notes were approved as read. The email contact was given to the secretary and all meeting minutes have been posted on the Information Center Website.

7) BUSINESS:

OLD BUSINESS: Pat, Chairperson, called on the special committee to report on their findings. A special thanks to Charlie for copying the checks and bank statements. Charlie agreed to report on the special finance committee's findings. The special finance committee reported that two members of the committee had completed their complete review of the record and they both are within a few hundred dollars of each other's findings. The figure they are comfortable with a figure for the embezzled money being roughly \$42,500 plus banking service charges and investigating fees. The committee stated they could not get it down to the penny because of the difficulty in determining what was paid from the account versus the previous treasurers' private account. Pat, chairperson read an email she received from the previous treasurer indicating that she intended to repay the funds from the insurance policy left behind by her mother, but it is still in legal turmoil. This amounts to about \$24,000. The email stated that the previous treasurer intends to make a \$2,000 a month payment and intends to make good on her debt incurred through embezzlement of the funds. Chairperson Pat did talk to an attorney and a promissory note would not be able to take place because it would look like the Information Center gave the previous treasurer a loan, which is not the case. The group members then shared their thoughts gathered from their own groups. Suggestions and comments included:

- Can the previous treasurer afford \$2000.00 per month?
- We need some type of binding agreement with legal consequences of prosecution before the statute of limitations run out.
- The board is really responsible for all of this because we didn't have the safeguards in effect and needs to take accountability for this mess.
- The Information Center should raise money instead of ask for donations or funds from different groups.
- We need to bring in a professional to look at the books instead of volunteers.
- Some GRs have dropped out of the board meeting because they cannot be associated with anything controversial that may be brought into the public light due to their employment.
- The theft can be report to the proper authorities and they can do with it what they may.
- The group conscious should be trusted to make the best decision for Al-Anon.
- If there is no prosecution, then she should pay the IRS fees as well.
- Allowing her to repay the embezzled funds is a step 9 following the warranties.
- Prosecuting would not stop her from making a step 9.
- Going Public would mean working with the World Service Office because of the public controversy it would bring.
- Some groups have decided to give some literature to newcomers to add to the literature sales and that is how they are helping.
- A Letter of intent with the offer to pay back is the Al-anon way through forgiveness with no resentments.
- Boundary issues need to be examined as we think through this crisis.
- There is one case known where the case was prosecuted with all names kept out of the public. More information is needed.
- Safeguards to prevent future mishaps have been put in place at the Information Center and other groups have taken a good look at how they safeguard their money.
- We don't have to take any action now, let's see if she actually starts repaying the money owed.
- There has been one check written of the previous treasurer that bounced. No checks will be allowed. They have to be certified or money orders.
- Principles above personalities need to be observed. This was Alanon money and it is not punitive of us if we prosecute. It is what it is no matter how we sugar coat it.

- The group needs to do some soul searching as decision are made because when the dust settles, it has to be clear what actions to take.
- This board may become a collection agency if payment is being made to it which places a great responsibility on future members who serve on the board.

A motion was made for Pat to inform the previous treasurer of the amount owed which is \$42,500 plus fees and in writing note that it has been taken illegally from the information center. Also indicate that the Information Center is continuing to discuss their options. The motion was passed.

ITEMS FROM THE FLOOR:

Paula noted that District 6 is hosting the Texas East Assembly in 2011 and there are positions of service available.

Respectfully Submitted by Margaret B., Secretary,