

Minutes of the October 18th, 2010 meeting of the Board of Directors of the Al-Anon Information Service Center, Austin, Texas

On October 18th, 2010, 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)
Jenny A.	Treasurer	(non-voting)
Linda B.	Courage to Change AFG	(voting)
Arlyle B.	Bee Cave AFG (Friday)	(voting)
Paula H.	Anderson Mill AFG	(voting)
Betty M.	Hilltoppers AFG	(non-voting)
Pat W.	Northland AFG Thur. 10 AM	(non-voting)
Ellen R.	Hilltoppers	(voting)
Betsy W.	Serenity Trails AFG Round Rock	(voting)
Peggy D.	Unity AFG	(voting)
Julie K.	Just For Today AFG downtown	(voting)
Elizabeth M	Bridge to Shore 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, was read by attendees.
- 4) Announcement of quorum: There were 13 people attending the meeting, 7 were voting members. That meets the quorum of 4.
- 5) Reading of Minutes from the August 23rd, 2010 meeting. Secretary Margaret was not present but had given Pat a copy. The minutes were not complete due to a failure of the recording of the August meeting. The minutes were approved as presented.

CHAIRPERSON'S REPORT

Austin Information Center
Board Meeting
October 16, 2010

First I would like to apologize for your just now receiving the minutes for the August Board Meeting. Margaret was late getting them to me and when I looked at them, I discovered that she had not put in the figures from Kitty's report. I tried to fill these in but it was rather time consuming but all of you who attended the Board Meeting got copies. I asked John to post the minutes on the website but to omit Kitty's report since the figures were not filled in and it would be less confusing for those reading the minutes from the website.

Margaret sent me an email that she has to resign from the Board as secretary. She is working on a second master's degree and her classes are on Monday nights until May 2011. Linda B., our past secretary has consented to take the minutes for this October Board Meeting and until we are able to find a new secretary. December is elections and hopefully we can fill this position at this time.

At our last Board Meeting we discussed hiring a part time bonded bookkeeper to help the treasurer with the books. I have received one resume from Heather Wilson, who is a past treasurer and who has been helping Jenny get the books into Quick Books. Julie advised that she had someone interested, but I have not received the resume. I think we need to get this handled as soon as possible so we can get on with the books being in Quick Books and posting can be made up to date. Heather said that there was 8 to 10 hours of clean up work that will need to be done to make sure the books are corrected and up to date. Heather felt the new bookkeeper should do this to get familiar with the books. I would like to hear from Jenny as to the progress and if she feels comfortable with the outcome of Heather transferring all of the information into Quick Books.

I mentioned at our last Board Meeting that I had been working with a fellow from Houston who has information on unclaimed funds from banks and that we might be able to collect the Al-Anon and Alateen accounts. I have filled out all of the paper work and submitted it to the Texas Comptrollers Office in Austin. There were seven different accounts and we filed for all of them for a total of \$2,000. They advised that it would take about 3 months before we would hear from them. I did get one letter last week that we were not eligible to claim one due to the lack of information on the address in Lancaster, Texas. I talked with John in Houston and he told me what to write in a letter to them to try to collect the funds. I'll do that this week. That is the only one that we have heard from in about 4 to 5 weeks and John said that this was a good indication that we might be alright in what we submitted on the others. I'll keep you posted on progress at the next board meeting.

I feel that several of you might have more information from your group conscious regarding the embezzlement. I have talked with an Al-Anon member who works at the District Attorney's office and she suggested that we file with the police department regarding the embezzlement and they will handle from there. I wanted to get some feedback before I file with Austin PD. I think it will be a matter of giving those dates, the amount of money and various other information. I would be making a statement that she came to my house and in the presence of Charlie A. confessed all of the details. I feel we should not drag this along any further and show the groups that we are concerned and need to follow through on our part.

This is all of the notes I had from our last board meeting and hope that this will be helpful in showing that I am trying to get all the information together on the embezzlement as well as the unclaimed properties.

Love in Service, Pat E, Chairman of Board, Austin Information Center

Pat passed around a copy of a resume with references submitted by Heather W. Questions regarding the hiring of a bonded bookkeeper were submitted to Pat after she read her report. Pat agreed to interview Heather and any other applying bookkeepers to discover the answers to questions about what they charge and how many hours would be required for the position. Also in answer to a question about future financial practices, Pat explained how the board had already implemented some of the recommendations suggested by the task group for Checks and Balances.

Julie K. answered some of the questions about the recommendations about hiring the bookkeeper, what the bookkeeper would be doing and how the bookkeeper would work with the treasurer. She also explained the importance of the bookkeeper being bonded. Pat agreed to ask Heather if she was bonded and if not to ask her see about doing so.

The Board will vote at the December meeting about hiring Heather as bookkeeper.

There was a little discussion about the purchase of a computer for the center and getting connected to internet. It was agreed this was something that we should wait and discuss later. Right now the Board does not feel like the expense is justified.

INFORMATION CENTER REPORT:

Kitty made her report regarding the Information Center for the 43 days covering August 16th through October 18th.

Literature Sales

Bee Caves AFG	\$ 142.10
Bridge To Shore AFG	\$ 166.85
Esperanza AFG	\$ 27.80
Faith AFG	\$ 602.80
Great Hills AFG	\$ 158.80
Help For Today AFG	\$ 160.95
Hilltoppers AFG	\$1,484.10
Independence AFG	\$ 187.25
Just for Today AFG	\$ 208.80
Live and Let Live AFG	\$ 87.80
Northland AFG	\$ 532.00
Three C's AFG	\$ 54.10
Shoal Creek AFG	\$ 114.95
Step Forward AFG	\$ 127.40
Unidad AFG	\$ 77.60
Unity AFG	\$ 56.80
Westlake AFG	<u>\$1,387.30</u>
TOTAL	<u>\$5,577.40</u>

(PREVIOUS TOTAL \$4,506.85)

Out of Town Sales

Bastrop Freedom Finders AFG	\$ 54.60
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Belton Steps and Traditions AFG	\$ 49.95
Cedar Park Came to Believe AFG	\$ 39.30
Georgetown Alateen	\$ 40.10
Lockhart Prison	\$ 100.00
Lockhart Town & Country AFG	\$ 37.40
Round Rock AFG	\$ 82.40
San Marcos AFG	\$ 7.50
Temple AFG (New Group)	\$ 84.60
Waco A.I.S.	\$ 142.60
Waco New Beginnings AFG	\$ 135.60
Waco Te Cam	<u>\$ 2.10</u>

TOTAL \$ 899.15

(PREVIOUS TOTAL \$2,701.81)

Donations

Came to Believe AFG	\$ 61.00
Courage to Change AFG	\$ 120.00
Hilltoppers AFG	\$2,136.50
Just For Today AFG	\$ 127.00
Lakeway Tuesday AFG	\$ 50.00
Live and Let Live AFG	\$ 80.00
Northland AFG	\$ 695.03
Oak Hill Hope For Today AFG	\$ 103.62
Path to Serenity AFG	\$ 50.00
Private Donation AFG	\$ 40.00
Serenity Seekers AFG	\$ 60.00
Spiritual Awakenings AFG	\$ 10.00
Suburban AFG	\$ 150.00
Three C's AFG	\$ 20.00
Unity AFG	<u>\$ 125.00</u>

TOTAL \$3,828.15

(PREVIOUS TOTAL \$3077.88)

TOTAL WALK IN SALES \$ 446.00

(PREVIOUS TOTAL \$503.05)

RECAP

INCOME:	LITERATURE SALES	\$ 5,577.40
	OUT OF TOWN	\$ 899.15
	DONATIONS	\$ 3,828.15
	WALK INS	\$ 446.00
	INTEREST INCOME	<u>\$ 621.25</u> US TREASURY
	TOTAL	\$11,421.95

(PREVIOUS TOTAL \$10,789.59)

TOTAL LITERATURE PURCHASES \$ 4,017.63

SECRETARY'S REPORT:

No Secretary's report. Margaret A. resigned

TREASURER'S REPORT:

Jennie handed out spreadsheets with the details of the treasurer's report (attached). She went over items on her spreadsheets to explain some of irregular items mostly regarding IRS refunds and payments. She also had copies of the bank statements for review. She answered questions that came up regarding her report. There was discussion about the amounts already paid back by the past treasurer. Also Pat and Jenny did a short recap of the process of the audit of the books after the discovery of the theft. To date a total of \$15,793.08 has been repaid by the former treasurer.

BUSINESS:

OLD BUSINESS:

Regarding the filing of charges with police about the embezzlement of the Information Center Funds, Julie K made a motion that Pat E., chairperson, file the complaint with the police department by October 29th and suggested maybe Jeannie or Charlie be with her for support when she makes the complaint. Ellen seconded the motion. The motion passed.

There were a few reports from some of the group conscience meetings about the theft. Some directors reported that positive changes in their groups had been made because of what happened regarding the embezzlement. It was suggested that donations may increase once the board had filed the complaint with the Police Department.

Pat reported that she had emailed a copy of the recommendations put forth by the special finance committee to the directors. Some of the recommendations have already been implemented. The board president is now on the online banking and an email alert is sent to the board chairman when an electronic action has happened. Also the board chairman will review statements and initial all on line payments and all checks written have to have 2 signatures

NEW BUSINESS

Margaret sent me an email that she has to resign from the Board as secretary. She is working on a second master's degree and her classes are on Monday nights until May 2011. Linda B., our past secretary has consented to take the minutes for this October Board Meeting and until we are able to find a new secretary. December is elections and hopefully we can fill this position at this time.

Pat E. went over the qualifications in the AIS By-Laws regarding election and qualifications for officers. There were some questions from directors which Pat answered referring to the By Laws

Pat encouraged the directors to go back to their groups and ask for people to step up to fill one of the offices being vacated by current officers whose terms will be expiring Dec 31st, 2010.

ITEMS FROM THE FLOOR:

Linda B. made a motion that the board pay the office employee \$500 as a holiday bonus. The motion was seconded and the passed.

There was discussion about changing the date of the December meeting. Because of busy holiday schedules it was decided to change the meeting date to the 1st Monday of December (December 6th) rather than the usual third Monday.

Pat has begun writing out a procedure manual spelling out the duties and what all is involved with being chairman of the board. She encouraged all the officers to do the same.

Respectfully Submitted by Linda B. Acting Temporarily as Secretary,