

**Austin Al-Anon/Alateen Information Center  
Minutes of the December 6, 2010 Board of Directors Meeting**

**Attendees:**

Kitty G	AISC Paid Employee	(non-voting)
Pat E	AISC Chairperson	(non-voting)
Jenny A	Treasurer	(non-voting)
Arlyle B.	Bee Cave AFG (Friday)	(voting)
Paula H	Anderson Mill AFG	(voting)
Ellen R	Hilltoppers AFG	(voting)
Betsy W	Serenity Trails AFG Round Rock	(voting)
Judy W	Unity AFG	(voting)
Julie K	Just For Today AFG downtown	(voting)
Elizabeth M	Bridge to Shore AFG	(voting)
Elaine D	Northland AFG	(voting)
Gail M	Westlake AFG	(voting)
Mary C	Independence AFG	(voting)
Cindy B	Lakeway AFG	(voting)
Heather W	Cedar Park 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*, 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, 12 were voting members. That meets the quorum of 4.
5. **Minutes.** Review of the minutes from the October 16, 2010 meeting. Acting Secretary Linda Booker was not present so the minutes were reviewed by Pat E. The minutes were accepted and approved as amended.
6. **Chair's Report:** (Pat E.)

This is a busy time of the season and I appreciate all of you being here tonight for our Board Meeting and elections.

I feel that through the email system being used for the Board we have been able to be in better communication between meetings. I did file charges with the Austin Police Department on October 26th for the embezzlement by our former treasurer. We have the name of the detective in charge plus the case number. There will be no other action on our part unless we decide to press charges,

which will entail hiring an attorney and any other legal action necessary. I mailed a certified letter to our former treasurer, on November 4, 2010, which stated that charges had been filed. I gave her the name of the detective and the case number in case she wanted to contact them. We do have the signed receipt that the letter was delivered to her address.

I would like to suggest we use the email buddy system for any board member that does not have email. This would assure that all board members are contacted between meetings if information needs to be relayed. This would keep the communication open between all board members. We will discuss this further under New Business.

I am still working with the Texas State Comptrollers office in claiming money that is unclaimed by Al-Anon and Alateen groups in Texas. Groups that have folded and left money in bank accounts. This seems to be a slow process as they need additional information regarding ownership. I will continue to work on this and hopefully collect around \$2,000 in unclaimed property, money.

I have been working on a Procedure Manual for the officers and paid employee. I feel this would be helpful in outlining the duties of the officers and if changes or suggestions are necessary the Bylaws would not have to be amended. I have put this together for the Chairman of the Board and Secretary. I know that Jenny has been very busy so thought she could come up with the treasurer duties for the next board meeting. Also, I would like to suggest that Kitty come up with the duties of her position. This would be very helpful when Kitty decides to retire.

I would like to thank all of you for the opportunity to serve as your Chairman for the past two years. We have had some difficult challenges over the past year and appreciate your support as we work through these situations. The unity and survival of our Austin Al-Anon/Alateen Information Center depends on the Board and all of us working together and communicating with one another.

7. **Secretary's Report:** No report, as the acting secretary Linda B was not present.
8. **Information Center Report:** Kitty G reported on this period's literature sales, which was distributed to the members. (Attached)
9. **Treasurer's Report:** Jenny A. reported on this period's Income and Expense Statement, which was distributed to the board. (Attached) Jenny did not present the Budget for 2011. This will be presented at the February Board Meeting after the audit of the books is complete. Jenny is still working with IRS regarding the filing of our #990 IRS form for the non-profit corporation. This will be handled after the audit of the books has been completed.

#### 10. Old Business:

- a. Pat reported that charges were filed by the Austin Police Department on October 26, 2010, for the embezzlement by the past Treasurer, Lisa Russell-Fife. We have the name of the detective who is handling the case as well as the case number. No further action will be taken at this time unless we decide to press charges. There is a three-to-five year statute of limitations for the filing. A certified letter with a returned receipt request was mailed to Lisa stating that charges have been filed and giving her the detective's name and case number in case she wants to contact

the police department. We have received the signed card back from the post office the letter has been delivered.

- b. The matter of hiring of a part-time bookkeeper was open for discussion. The resume for Heather was presented at the October Board Meeting. Heather was present at the Board Meeting and was able to answer questions from the board members. Heather has been assisting Jenny, current treasurer, with getting the books in order and ready to be put into Quick Books. Members felt the position should be posted before making the final decision. Julie K. suggested that a committee prepare a position description, post an ad on Craigslist, and bring a shortlist of candidates back to the Board for consideration. Elizabeth and Betsy agreed to serve on this committee, with Julie serving as committee chair.

#### 11. **New Business:**

- a. **Office Computer.** The committee outlining the treasurer's position made a suggestion that the Information Center purchase a computer to be used at the office for bookkeeping purposes. This topic was tabled for further discussion at the February 2011 Board Meeting.
- b. **CPA for Audit.** Do we need a CPA to audit the books for the Information Center? This was tabled for further discussion at the February 2011 Board Meeting.
- c. **Procedures Manual.** Pat E. developed a rough outline for a Procedures Manual for Officers put together a start for this manual by listing the duties of the Chairman of the Board and the Secretary. Kitty had written out the duties for the Office Manager. This will be typed and added to the manual Pat started. It will be necessary for the treasurer to put together her duties and add them to the manual.
- d. **Email Buddies.** Pat brought up the idea of using an email buddy system for board members that do not have a computer or email service. This is used by the World Service Office for delegates that do not have a computer. Any board member that does not have email finds a friend with email service and uses the friend's email address. The ebuddy contacts the board member and passes along the information. We have been using email for the Board Members for communication and emailing the minutes of the board meetings. This email system seems to be working very well.

#### 12. **Election of Officers:**

- a. **Chair.** Julie K. presented her name for Board Chair. There were no other nominations. Elizabeth M. made the motion and it was seconded by Betsy W. that Julie K. be elected Chairman by acclamation.
- b. **Treasurer.** Jenny A. presented her name for re-election for another term as Treasurer. There were no further nominations. Gail McD. made the motion and it was seconded by Cindy B. that Jenny A. be elected treasurer by acclamation.

- c. **Secretary.** The office of Secretary was open for nominations. No one present stood for this office. The secretary will be elected at the February 2011 Board Meeting.

No further business, the meeting was adjourned at 8:30 pm.

Respectfully submitted by Pat E., acting temporarily as Secretary