

**Austin Al-Anon/Alateen Information Center
Minutes of the April 18, 2011
Board of Directors Meeting**

Attendees:

Kitty G.	Office Employee	(non-voting)
Heather W.	Bookkeeper (Employee)	(non-voting)
Julie K.	Chair	(non-voting)
Jenny A.	Treasurer	(non-voting)
Paula H.	Anderson Mill AFG	(voting)
Cathy K.	Steps to Freedom	(voting)
Karl D.	Path to Serenity	(voting)
Peggie F.	Allandale HH	(voting)
Kate H.	Elgin	(voting)
Kay C.	Three C's	(voting)
Elizabeth M.	Bridge to Shore	(voting)
Diane K.	Central Austin AFG	(voting)
Tim C.	Hilltoppers AFG	(voting)
Larry B.	Serenity Seekers	(non-voting)
Peggy D.	Just For Today AFG	(non-voting)
Judy W.	Unity AFG	(voting)
Hendrik S.	Independence	(non-voting)
Letitia L.	Hyde Park AFG	(voting)
Arlyle B.	Bee Caves Rd	(voting)
Heather W.	Came to Believe	(voting)
John	Westlake	(non-voting)

Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order at 6:30pm by Chair, Julie K. Twelve Traditions and Twelve Concepts of Service/Warranties were read by all in attendance.

Introduction. Those attending introduced themselves and stated whether they were voting or non-voting participants.

Announcement of Quorum. There were 20 people in attendance, and 13 are voting members. That meets the quorum of 5 for the 2011 meetings.

Minutes. The minutes from the February 21, 2011 Emergency Board of Directors Meeting and the March 8, 2011 Emergency Board of Directors Meeting were reviewed. It was noted that on the March 8, 2011 minutes, Mary C. name was duplicated under attendees. This resulted in a revision of the numbers in the Announcement of Quorum to 21 people attending of which 15 are voting members. Kay made a motion that the February 21, 2011 minutes be approved and the March 8, 2011 minutes be approved as amended. Cathy seconded the motion which passed.

Chair's Report. Julie reported that she had a conversation with Rick Buchanan, Executive

Director of the WSO regarding the embezzlement by a previous Treasurer. Rick is also an attorney. He made suggestions for actions that had already been done (*See* Appendix A to 03/08/11 Minutes). This conversation was informative and supportive. We have also been working with Joe Jack, CPA who was very encouraging. As a result of Jenny's letter, the penalties owed to the IRS by the Information Center for delinquent 990s forms were dismissed. The CPA will review the 990s to see if any action remains to be done. Peggie F. volunteered to help with the review of the 990s.

Secretary's Report. No report.

Staff Report. Kitty reviewed literature sales for the last period. Total sales \$ 11,046.43 less literature purchased \$ 6,583.04 resulting in \$4,463.39 income. Extra literature, including the new book "Many Voices - One Journey" was purchased for the East Texas Al-Anon/Alateen Area Spring Assembly May 20-22, 2011 to be held at the Wingate Hotel in Round Rock, Texas.

Treasurer's Report. The report was distributed and reviewed. Jenny reported on the following activities:

- IRS past due notices and penalties Re: 990s from previous years have been waived. The CPA clarified and verified that the IRS notification of no payment due is official.
- Peggie F. has volunteered to fill-out the current 990 Forms by the May 15, 2011 deadline.
- Donations to the Information Center are on-track.
- Balance Sheet report was presented; currently reconciling current years.
- Every Bank transaction automatically sends e-mail notification to the chair, treasurer, bookkeeper, which was implemented as a check and balance procedure.
- Proposed budget was presented making changes to reflect the addition of a bookkeeper.
- Using Bank of America payroll feature to automatically direct deposit Information Center employees paychecks. Also the proposed budget reflects an additional line item to reimburse Kitty for mileage to attend District, Assembly Al-Anon meetings, etc.
- Currently no donations are being made to WSO, until the prudent reserve has been replenished.
- It was suggested that a refund be requested from the IRS for penalties on payroll taxes paid on the 1099s.
- It was agreed that the Board will wait to approve the 2011 budget until it is completed and all accounts reconciled. Table to future meeting.

Old Business.

Election of Secretary:

- Due to health issues, the previously elected Secretary has resigned (*See* Appendix B to 03/08/11 Minutes). Peggy D. volunteered; meets all the requirements to run for Secretary and was elected to serve out the remainder of the term for 2011. This issue was presented out-of-order so that the Secretary could resume position immediately.

Updated on Charges Against Past Treasurer for Embezzlement:

- Arlyle volunteered to represent the Information Center Board to file a report with APD regarding embezzlement by previous treasurer. After completing this task, it was determined that the amount embezzled resulted in moving the event to the "white collar"

financial division. This necessitated using District Attorney Forms and filling out a new Affidavit. The full name of the Information Center must be used in the forms and will be of public record; didn't anticipate notoriety. If the person accused of embezzlement pleads guilty, the case will never go to trial. The statute of limitations, 3 years, begins running from the last transaction date in January 2010. The case must be processed within the 3 year limitations period.

- Peggie F. volunteered to file the case on behalf of the Information Center with the APD as she has a bond in place should the individual accused of embezzlement decide to sue individually.
- Judy W. requested that a report regarding the facts and process of the embezzlement by previous treasurer be prepared so that the GRs would all be presenting the same information to all the groups. Julie K. prepared and e-mailed to all representatives listed on the current e-mail list "Austin Al-Anon/Alateen Information Center Update on Recent Events dated April 20, 2011. It is attached to the April 18, 2011 Board Minutes.

Report from Attorney Search Committee:

- The attorney search committee was formed to determine if an attorney should be hired and if there is any legal liability on behalf of the Information Center as a result of the embezzlement. John and Hendrik volunteered to be the committee to talk to an attorney and present the information. Hendrik reported on behalf of the committee that after presenting and reviewing the information to Jeff Peek on March 16, 2011, an attorney, he indicated it was not necessary to engage an attorney. The District Attorney's Office will determine if there is enough evidence to file a case and, if so, will prosecute the case. The report prepared by the committee is attached to the April 18, 2011 Board Minutes.

New Business:

Computer/printer/internet for the Information Center:

- A computer at the Information Center would offer a central location for all relevant information, Quick Books accounting records, By-Laws, etc.
- At some point could be used for literature inventory and records. Currently Kitty keeps a written record of literature purchases, sales, etc.
- Peggie F. offered to look into obtaining a computer at a discounted rate.

Purchase of Spanish Literature from Houston Al-Anon Group:

- An email had been sent to a member requesting the Austin Al-Anon Information Center to purchase Spanish Literature from Houston Al-Anon groups.
- Paula H. made a motion that this item be tabled until more information was available to be able to make an informed decision. Karl D. 2nd the motion which passed.

Annual Insurance Policy Update:

- Julie announced that the annual insurance policy on the Information Center had been renewed.

Business from the Floor:

- Kay said that a Liaison from the Information Center is allowed a vote at the Area World Service Committee to be held May 20, 2011. Judy W. volunteered to be the Liaison.

- Judy W. proposed that a policy be prepared on behalf of the Board so that should a situation of embezzlement occur in the future, would have a procedure in place to address the situation.

Fund Raising Committee:

- After review of the Information Center report, it was noted by the Chair that the “Fund Raising Committee” was a hold-over item. It was noted that previously, all fund raising has been through literature sales.
- Karl D. and John volunteered to form a Fund Raising Committee and will meet and report back to the Board.
- Judy W. noted there are surplus funds at the District level; it was suggested that a request for funds for the “prudent reserve” account be brought up at the next District meeting in July.
- Speaker’s meetings be held on a quarterly basis with contributions being collected to raise funds.
- Judy W. noted that the WSO had brought up the possibility of a workshop on emotions. She had attended a fundraising workshop presented by WSO on the Concepts and thought this might be good opportunity and fundraiser.
- Kitty mentioned that this is the 25th anniversary year of Al-Anon and perhaps there could be an open-house at the Information Center in celebration.
- It was noted that the prudent reserve was higher because currently the rent for the location is extremely low and this was in anticipation of expenses being substantially higher if the Information Center had to relocate.
- The 2013-2014 All Texas Conference will be held in Austin, Texas. Raffles, literature sales, etc. from the conference could raise funds for the Information Center.

There being no further business, the meeting was adjourned at 8:00 p.m. with the Al-Anon Declaration.

Respectfully Submitted
Peggy D.
Information Center Board Secretary