

**Austin Al-Anon/Alateen Information Center
Minutes of the June 13, 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)
Peggy D.	Secretary	(non-voting)
Paula H.	Anderson Mill AFG	(voting)
Mary C.	Steps to Freedom	(voting)
Peggie F.	Allandale Happy Hour	(voting)
Kate H.	Just For Today/ Elgin	(voting)
Elizabeth M.	Bridge to Shore	(voting)
Diane K.	Central Austin AFG	(voting)
Ellen R.	Hilltoppers AFG	(voting)
Judy W.	Unity AFG	(voting)
Arlyle B.	Bee Caves Rd	(voting)
Heather W.	Came to Believe	(non-voting)
Ann R.	Just For Today (Downtown)	(voting)
Cindy B.	Lakeway (Tuesday)	(voting)
Lorelei L.	Suburban Friends	(non-voting)
Betsy W.	Serenity Trails	(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 18 people in attendance, and 12 are voting members. That meets the quorum of 5 for the 2011 meetings.

Minutes. The minutes from the April 18, 2011 Board of Directors Meeting were reviewed. Arlyle made a motion that the April 18, 2011 minutes be approved as presented. Elizabeth seconded the motion which passed.

Chair's Report. Julie reported that non-profit organizations are required to be registered with the Secretary of State. In 2006 there was a lapse because the Form 990s were not filed. I obtained and prepared the necessary forms to be re-instated as a registered non-profit. A letter has been received from the Secretary of State stating the organization is in good standing. Letter is attached.

Regarding the status of the Information Center office, information has been obtained that the entire block has been purchased and upon permits being issued, the entire block will be destroyed and rebuilt. It is estimated that it will between 1 and 2 years before the office will need to be relocated. It was noted that the AA Intergroup Office moved in the last 2 years and suggested we might communicate with them to find out the process they used to find another location.

Secretary's Report. No report.

Information Center Report. Kitty reviewed literature sales for the last period. Total sales \$11,982.36 less literature purchased \$2,976.17. Literature sold at the East Texas Al-Anon / Alateen Area Spring Assembly, May 20-22, 2011, held at the Wingate Hotel in Round Rock, Texas totaled \$1,190.65.

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

- Information Center donations and disbursements are on-track. Income \$8,314.54.
- Some Groups are beginning to make contributions to the Information Center again.
- Every Bank transaction automatically sends e-mail notification to the chair, treasurer, bookkeeper, which was implemented as a check and balance procedure.
- Proposed budget - no additional information or changes.
- Currently no donations are being made to WSO, until the prudent reserve has been replenished.
- Peggie F. reported the IRS had granted an extension until August 15, 2011 to file the 990s. She prepared an original form 990 for 2010 and amended 990s for 2007, 2008, and 2009. Non-profits are required to have the 990 forms available for public inspection. A white notebook containing the 990s is in place for public review and a black notebook containing the bank records, available for review by members and directors only, is in place at the Information Center. The Information Center is currently in tax compliance. It was suggested that a refund be requested from the IRS for the late filing penalties of the 941s and W-2.

Old Business.

Event Committee: Report tabled until future meeting.

Obtaining Computer, printer, internet access for the Information Center:

- Peggie F. said that obtaining a computer from Dell was not a viable option. It was suggested that the GRs go back to the individual groups and request information on obtaining a low cost computer.
- Betsy said that she would check at her office, as they are currently upgrading computers, to find out if the lap tops that are being replaced are available for sale or could be contributed.
- Kate noted that the State of Texas has a warehouse open to the public; if there are computers available, this would be a place to look.

- Paula recommended that checking into a computer for the Information Center be tabled until we know more about relocating the Information Center Office.

Aryle volunteered to take photos of the inventory contained in the Information Center Office and e-mail the photos to the Chair for insurance record.

New Business:

Bookkeeper/Treasurer Job Description:

- Julie presented a proposed bookkeeper/treasurer job description. The Treasurer manages the bookkeeper, to verify the expenditures, etc., but the employed bookkeeper will do the actual bill paying, statement balancing, etc.
- Jenny noted that the 990s are another check and balance of the bookkeeper.
- Peggie F. stated that only the Treasurer should have access to cash.
- Jenny noted the Bank sends alerts when checks are written to the Chair, Treasurer and Bookkeeper. She said only those individuals that have Master access to the accounts can make changes to access of the accounts. She noted that the Chair, Treasurer and Bookkeeper currently have Master access and that the Bookkeeper will be removed from Master access. Also, checks require two signatures; the Chair, Treasurer and Secretary may sign checks.
- Kate made a motion that the job description of the Treasurer/Bookkeeper duties be approved as amended. Julie seconded the motion. The motion carried; one person abstained.
- Peggie F. suggested that in December the GR announce at their meeting that individuals are needed for the Financial Committee to do an annual review of the Policies and Procedures.
- The Chair brought up the possibility of the officers be given the right to vote. Julie had talked to WSO and there was no policy regarding the officers voting or not voting. Paula proposed that the Bylaws be reviewed to make certain there was nothing regarding whether the officers may or may not vote.

Business from the Floor:

- Paula announced that the next District meeting will be on July 16, 2011 in Killeen, Texas. Rosie will give her report from the WSO meeting.

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