

Austin Al-Anon/Alateen Information Center
Minutes of the August 15, 2011
Board of Directors Meeting

Attendees:

Kitty G.	Office Employee	(non-voting)
Julie K.	Chair	(non-voting)
Jenny A.	Treasurer	(non-voting)
Peggy D.	Secretary	(non-voting)
Paula H.	Anderson Mill AFG	(voting)
Kay C.	Three C's	(voting)
Betsy W.	Path to Serenity	(voting)
Nancy K.	Just For Today/ Elgin	(voting)
Elizabeth M.	Bridge to Shore	(voting)
Maria H.	New Hope/Creedmoore	(non-voting)
Ellen R.	Hilltoppers AFG	(voting)
Tasie A.	Georgetown West AFG	(voting)
Margie H.	Georgetown West AFG	(non-voting)
Arlyle B.	Bee Caves Rd	(voting)
Gail M.	Just for Today	(non-voting)
Connie W.	Came to Believe/Cedar Park	(voting)
Ann R.	Just For Today (Downtown)	(voting)
Cindy B.	Lakeway (Tuesday)	(voting)
Lorelei L.	Suburban Friends	(non-voting)
Lynn	Freedom to Recover	(non-voting)

Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order at 6:35pm 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 11 are voting members. That meets the quorum of 5 for the 2011 meetings.

Minutes. The minutes from the June 13, 2011 Board of Directors Meeting were reviewed. Lorelei made a motion that the June 13, 2011 minutes be approved as presented. The motion was seconded and passed.

Chair's Report. Julie reported that the Information Center office had received an Estoppel Agreement from the property owners and property buyers to be signed. The Estoppel Agreement states the conditions of the current lease, the Information Center signs the document stating that it is in agreement with the conditions as stated. The purpose of the Estoppel Agreement is to address any discrepancies in the understanding of the lease prior to the closing and purchase taking place. Julie talked to an Al-Anon member who is an attorney, who said an estoppel agreement is standard

procedure in a sale. The attorney suggested requesting at least two months notice. The property buyers said there will be much more notice than two months. The project is scheduled as follows:

- this fall, the sell will go through, rent will not increase after the sell;
- early next year proposed plans will be provided by the architects;
- the permit process will begin; it is estimated to take at least a year; and
- a contractor will be hired to begin building the project.

Secretary's Report. No report.

Information Center Report. Kitty reviewed literature sales, and donations. Total sales and donations were \$9,309.16. Literature purchases totaled \$2,282.97.

Kitty also requested that she be reimbursed for mileage round-trip to the post office. She also noted that out-of-pocket expenses were \$80.00 and that the by-laws set a maximum limit of \$40.00 for petty cash. Kitty requested that the by-laws be revised without setting a specific amount so they would not continue to be revised.

The issues were discussed and it was suggested that Kitty add a handling charge to the cost of the literature to be paid by the group buying the literature that would include postage and mileage. It was unclear as to how Kitty was to recoup her expenses when the literature purchase would usually be paid by check that would include the cost of the literature, postage and handling. It was suggested an itemized list of expenses be kept and given to the Treasurer for reimbursement.

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

- There is a total of approximately \$19k in the account; working toward a prudent reserve.
- Currently no donations are being made to WSO, once the prudent reserve has been replenished, donations will be made to WSO.
- The Information Center currently does not have a savings account; because of the expenses incurred monthly for not maintaining a required balance, the account was closed until such time as the prudent reserve has been replenished; then a savings account will be opened.
- Some Groups are beginning to make contributions to the Information Center again.
- Employee at the Information Service Center now receives her salary by electronic direct deposit.
- Proposed budget - no additional information or changes.
- The QuickBooks program that our Bookkeeper uses calculates taxes and the 941 forms are filed electronically by the Bookkeeper.
- It was also noted that in the Information Center By-Laws it currently states there is a limit of \$40.00 for the maximum amount of the Petty Cash.
- A question was asked as to the definition/meaning of "retained earning". Jenny will report on the meaning at the next Board meeting.
- Jenny requested input on what information/figures the Treasurer's Report should contain. It was suggested that the report contain quarterly figures, rather than year-to-date figures.

Old Business.

- The idea of having a 25th Anniversary Celebration of the Information Service Center was discussed again. Paula said she would be willing to help the other two who had volunteered to

bring ideas back to the Board. It was discussed about possibly having the celebration around the holidays.

New Business:

- There was a question as to whether or not the Treasurer was bonded. This will be investigated and responded to at a Board meeting.
- It was suggested that a By-Laws Committee be formed to address inconsistencies, such as the petty cash limit, how a quorum is determined, and review of the officer descriptions and duties. Julie asked if there was anyone who would want to be on the committee. The Secretary is to be chairman. Gail M., Kay C., and Bill H. volunteered to be on the committee and to report back at the next board meeting. The Chair invited all who had a concern to provide their concerns in writing to her for the by-laws committee.
- Each officer is to prepare a description of that officer's duties for a procedural manual that gives specifics of jobs. Each officer is to have the description prepared by next board meeting.
- The office dorm-sized refrigerator broke. Kay made a motion to buy a comparable replacement; Arlyle seconded the motion that passed. Julie volunteered to buy the refrigerator on her personal credit card and get reimbursed by the Treasurer.
- Paula wanted to know the criteria used to determine what information was posted on the Al-Anon website. Her concern was "if the activity does not have Al-Anon participation, is it appropriate to be posted on the Al-Anon website." It was noted that the posting is currently at the discretion of the website manager. Betsey requested that information regarding the website from the Al-Anon Service Manual be made available. Kay C. said she would obtain and distribute the guidelines from the Service Manual. It was suggested that the criteria be written and perhaps posted on the website.
- Kay C. announced that every 10 years the All Texas Al-Anon, Alateen Conference comes to Austin. It will be held in Austin 2013-2014, and she and Carolyn K. are the co-chairs. She is looking for committee chairs for a 2 year commitment. She needs hospitality, entertainment, and fund-raiser chairs. Kitty volunteered to be literature sales chair. The 2011-2012 Conference will be held at the FVW Marriott at Texas Motor Speedway February 12-14, 2012.
- The Chairman requested that if an individual has new business items, to please write up the topic/information and provide it to the Chair so it can be included on the agenda.
- The idea of obtaining a computer for the Information Center is still to be on the "pending items list."

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