

**Austin Al-Anon/Alateen Information Center
Minutes of the December 5, 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)
Kay C.	Three C's	(voting)
Kate H. (Alt.)	Just For Today/ Elgin	(voting)
Margie H.	Georgetown West	(non-voting)
Larry B. (Alt.)	Serenity Seekers	(voting)
Tasie A..	Georgetown West	(voting)
Mary B.	Courage to Change AFG	(voting)
Rosemary C.	Faith AFG	(voting)
Bill H.	Anderson Mill AFG	(non-voting)
Ann R.	Just For Today (Downtown)	(voting)
Lorelei L. (Alt.)	Suburban Friends	(voting)
Paulette R.	Suburban Friends	(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 17 people in attendance, and 9 are voting members. That meets the quorum of 5 for the 2011 meetings.

The quorum for 2012 was determined by taking the total number of voting members at the final meeting of the year, 9, and multiplying times 40%. The quorum for 2012 meetings is 4 voting members.

Minutes. The minutes from the October 17, 2011 Board of Directors Meeting were reviewed; Lorelei L. made a motion that the October 17, 2011 minutes be approved as presented. The motion was seconded and passed.

Chair's Report. Julie reviewed the year stating she thought we had made a lot of progress, especially compared to last year, particularly in the area of cleaning up the financial situation. The embezzlement was devastating. It is nice to look back on this year and know that we have made strides to put checks and balances in place. To everyone's credit, there were many creative ideas; we hired a bonded bookkeeper and put some new processes in place that results in money

moving smoothly from hand to hand, bills are being paid. We don't know the result of the charges reported against the Treasurer that embezzled the Information Center funds. Arlyle B. contacts the APD officer from time to time to check on the case. We are moving in the right direction, the bank account has a balance between 20-25k; the Information Center is gaining the confidence of the groups; the groups are contributing again. Thank you to our outgoing Treasurer of 2 years, Jenny, for all her work regarding the embezzlement and setting the processes into place. Also want to Kitty for her continued and on-going support and service.

Secretary's Report. No report.

Information Center Report. Kitty reviewed literature sales and donations from October 14, 2011 – December 5, 2011. Total literature sales and donations were \$12,939.50. Literature purchases totaled \$3,109.14.*

[*Note: Bookkeeper, Heather, noted that the numbers in Kitty's report do not correspond to the Treasurer's Profit & Loss Report numbers because each of the reports are calculated using different time-periods.]

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

- Literature sales and donations on the Profit & Loss Report for Oct. 2011 were \$3,961.33 and for Nov. 2011 were \$7,962.54; Literature purchases for Oct. 2011 were \$5,326.02 and Nov. 2011 were \$1,463.20;
- There is a total of approximately \$23k in the account;
- The Treasurer suggested that next year the Board may want to consider setting aside amounts monthly, such as 5k, 10k increments, into a prudent reserve account;
- The Information Center had a checking and savings account originally, but the savings account, which was used for the prudent reserve, was closed because of a zero balance;
- October and November bank statements were circulated for review by the Directors;
- Heather, the Bookkeeper, prepares four reports each month as follows:
Profit & Loss Budget vs. Actual – this report is in quarterly increments reflecting actual numbers, then budget numbers to reflect whether the items are over/under or on budget.
Profit & Loss – this report is a monthly calculation of income and expenses reflecting monthly net income.
Income by Customer Summary – monthly report of each group's contribution; and
Balance Sheet – Is a reconciliation of the bank statements.
- Former Treasurer prepares the budget for the following year.

Old Business. None

New Business:

- 25th Anniversary Celebration: Kitty gave a report on the 25th Anniversary Celebration of the formation of the Information Service Center held at Unity located on Clifford Street. Approximately 50-60 people attended; some from Waco, San Marcos, Round Rock, Elgin, and Killeen. Speakers included Pat E., Bill H. and Mary D. Rosemary was in

charge of the refreshments consisting of chips, dips and a beautiful cake. Mary B. was in charge of the decorations. Photos taken at the gathering were passed around for viewing.

- Bylaws Committee Report: Peggy, as Secretary was appointed Chairman of the committee, passed out red-line copies of the Bylaws. To make changes to the Bylaws, the proposed changes are presented at one meeting and voted on at the following meeting. The committee consisted of Chairman, Peggy, and Directors/Committee Members Gail M., Kay C. and Bill H. The changes that were presented were the items that were voted upon by the committee and agreed to by unanimous or consensus decision. The current Bylaws are posted on the Al-Anon website. The red-line document was reviewed page by page for proposed revisions, corrections, deletions and additions.

Minority Report: Bill H., as a member of the Committee, expressed he felt the document that had been presented is incomplete; he felt a number of issues haven't been resolved and a number of issues haven't been discussed yet – the quorum is one issue, the prudent reserve is another and there are lots of others. He felt the Committee didn't discuss or vote on presenting a revised document to this Board today and he felt it is an incomplete document; it's a partial document and inconsistent from beginning to end. This Board has the option, if it so chooses, to send the document back to the Committee for completion. Thank you.

The Bylaw Committee Chairman announced that 3 members of the Bylaw Committee had approved by e-mail response, to present the document; 1 member did not vote. The Board decided to vote on the proposed Bylaw changes that were presented by the Bylaw Committee at the February 2012 Board meeting.

Lorelei made a motion that at the first meeting next year, the Board appoints a committee to address the outstanding issues on the Bylaws. The motion was seconded and passed.

- Computer for Information Center: Obtaining a computer for the Information Center is a holdover item. A director offered a computer to the Center. She will provide information about the computer, such as operating system, etc. at the February 2012 meeting. A monitor will be needed.
- Election of Officers: Julie, Chairman, announced that all 3 officer positions were vacant – Chairman, Secretary and Treasurer.
- Rosemary C., Director, brought up that Section 7.03 Selection and Term of Office of the Bylaws stated "Prior to election of officers, a list of those eligible for office shall be presented by the secretary." And Section 7.07(B)(7) "The secretary shall maintain a list of all current Directors and officers, including their eligibility for election to an office." She also brought up the eligibility requirements for a Director.

The Secretary responded by presenting a typed list of all individuals/directors and each one's attendance at the Information Board Center meetings for the year. As far as each person's eligibility for election to an office, that information was not readily available; it

would require the Secretary to contact each person individually to ask their eligibility. In most cases, the only form of communication to those in attendance was through an e-mail address. This would require a great amount of time. The Secretary felt that the individual/director should be responsible knowing their eligibility for an officer position.

- Qualification and duties of each office were presented and voting was done by written ballot, as stated in the Bylaws. Lorelei L., Suburban Friends, was elected Secretary, with one person abstaining from voting. Ann R., Just For Today (Downtown), was elected Treasurer. The Chair position is vacant. The outgoing Chair requested that the Directors go to their groups and let them know a Chairman is needed for the Board. At the February meeting, a Director will hold an election for Chairman and vote on the proposed, presented Bylaw changes.
- Bonus: Lorelei made a motion that the Board give Kitty a bonus of \$500.00. The motion was seconded by Kay and passed unanimously.
- Announcement: Paula H. announced that January 21, 2012 is the next District meeting. It will be hosted by Georgetown West. She announced that Paulette is the incoming newsletter person for District. She encouraged everyone to attend the District meeting.
- The next Board meeting will be held February 21, 2012.

There being no further business, the meeting was adjourned at 8:30 p.m. with the Al-Anon Declaration.

Respectfully Submitted
Peggy D.
Information Center Board Secretary