

**Austin Al-Anon/Alateen Information Center
Minutes of the February 20, 2012
Board of Directors Meeting**

Attendees:

Kitty G.	Office Employee	(non-voting)
Heather W.	Bookkeeper/Employee	(non-voting)
Lorelei L.	Chair	(non-voting)
Ann R.	Treasurer	(non-voting)
Forrest	Secretary	(non-voting)
Arlyle B.	Bee Cave	(voting)
Mary B.	Courage to Change	(voting)
Rosemary C.	Faith AFG	(voting)
Ann J.	Serenity Trail AFG	(non-voting)
Sissy S.	Independence	(voting)
Larry B.	Serenity Seekers	(voting)
Darlene K.	Serenity Trails	(voting)
Bill H.	Anderson Mill AFG	(voting)
Paulette R.	Suburban Friends	(voting)
Marianna	New Beginnings	(voting)
Cindy B.	Lakeway Tues. Noon	(voting)
Kathy K.	Hilltoppers	(voting)
Jenny A.	Unity	(non-voting)
Liz N.	Westlake	(voting)
Danielle O.	Northland	(voting)
Judy W.	Courage to Change	(non-voting)

Opening. The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order at 6:30 pm by acting chair Lorelei L. Twelve Steps, Twelve Traditions and Twelve Concepts of Service 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 21 people in attendance, and 13 are voting members. That meets the quorum of 4 for the 2012 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 December 2011 Board of Directors Meeting were reviewed;

Paulette R. made a motion that the December 5, 2011 minutes be approved as presented. The motion was seconded and passed.

Election of 2012 Chair. Forrest volunteered to serve as Secretary for 2012. Rosemary C. read the duties and eligibility of the Chair. Bill H. made a motion to waive the By-Laws requirement of 2 years in the Al Anon program for Information Center officers. The motion was seconded and approved. Bill H. nominated Forrest for Secretary. Forrest was elected by 13 to 0 vote.

Paulette R. nominated Lorelei L. as Chair. Lorelei was elected by a 13 to 0 vote.

Bylaws Revisions – Board Vote. Sissy S. made a motion that the revisions to the Bylaws not be voted on until they are finished. The motion was seconded and passed by a vote of 12. Liz N. made the motion to form a Bylaws Committee for 2012. The motion was seconded and passed by a vote of 14 yes. Current members of this Open Committee are Bill H., Judy W., and Kay C. Additional volunteers are welcome.

Information Center Report. Kitty reviewed literature sales and donations from December 5, 2011 – February 20, 2012. Total literature sales and donations were \$14,129.19. Literature purchases totaled \$8,388.77.

Treasurer’s Report. The report was distributed and reviewed. Ann R (with Jenny’s support) reported on the following activities:

- Literature sales and donations on the Profit & Loss Report for Jan. 2012 were \$8,047.72; Literature purchases for Jan. 2012 were \$2,726.50;
- There is a total of approximately \$28.6k in the account;
- A recommendation was made that the Treasurer create a new savings account for a prudent reserve.
- A recommendation was made that the issue of how much money constitutes a prudent reserve (3 months of Operating Expenses or 1 year of Opex) be added to the next agenda. See the Treasurer’s report of December 5, 2011 about her recommendation to set aside amounts monthly, such as 5k, 10k increments, into a prudent reserve account;
- A recommendation was made that the group address how much money to set aside for the relocation.
- December and January 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.

- Computer for office was removed from the agenda by consensus because it was considered not needed at this time.

New Business:

- District 6 AIC Group Outreach Representative: Judy W. is the new Austin Al-Anon Information Services / Literature Distribution Center (AIS/LDC) Liaison and will represent the Austin Information Center (AIC) at District and Area meetings. She will need only half of her expenses reimbursed by the AIC.
- The next Board meeting will be held April 16, 2012.

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

Respectfully Submitted
Forrest
Information Center Board Secretary