

**Austin Al-Anon/Alateen Information Center
Minutes of the June 4, 2012
Board of Directors Special 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 B.	Secretary	(non-voting)
Arlyle B.	Bee Cave	(voting)
Judy W.	Courage to Change	(voting)
Rosemary C.	Faith AFG	(voting)
Sissy S.	Independence	(voting)
Bill H.	Anderson Mill AFG	(voting)
Paulette R.	Suburban Friends	(voting)
<u>Gail M.</u>	<u>Just for Today</u>	<u>(voting)</u>
<u>Pat E.</u>	<u>Northland AFG</u>	<u>(voting)</u>
<u>Ali K.</u>	<u>Unity</u>	<u>(voting)</u>
<u>Cecilia M.</u>		<u>(non-voting)</u>
Mary B.	Courage to Change	(voting)
Ann J.	Serenity Trail AFG	(non-voting)
Larry B.	Serenity Seekers	(voting)
Darlene K.	Serenity Trails	(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)
Jessica W.	Anderson Mills	(voting)
Elizabeth M.	Bridge to Shore	(voting)
Julie K.	Just for Today	(voting)
Kay C.		(non-voting)
Kate H.	Just for Today	(voting)

(Strike through = not present at Special Board Members Meeting)

(Underlined or = not present at April Board Members Meeting)

Opening: The group held a moment of silence followed by the Serenity Prayer. The meeting was called to order at 6:30 pm by Chair Lorelei L. Reading of the Twelve Steps,

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Twelve Traditions and Twelve Concepts of Service were suspended.

Introductions. Introduction of directors, officers, and visitors.

Announcement of the Quorum. There were a total of 14 board members present with 9 registered as voting. The quorum for the April 2012 meeting was 8 voting members. For this Special meeting, the quorum is determined by the Chair to be 8.

Approval of Minutes. The minutes from the April regular Board of Directors meeting were not read at this Special meeting.

Chair's Assessment. (Lorelei L.)

Lorelei spoke with both the current manager of the property and Bryan Dabbs of Stream Realtors. Mr. Dabbs indicated that, contrary to what was communicated last year, the AAIC should be prepared to vacate current premises no later than September 1, 2012. Mr. Dabbs indicated that he will be visiting the property after the Memorial Day weekend to communicate with current tenants. Lorelei has asked that he notify her so she can be on site when he visits. Bo Beacham of Stream Realtors is looking for suitable retail spaces for the Board's review. This should help illustrate the selections available in Austin.

Agenda Items:

- How much space do we need? Comparison of current and future space requirements followed. Motion was made by Gail M, to set the minimum space requirements at 500 square feet of usable space. Pat E. seconded. Motion passed with 8 voting for.
- What are the physical requirements (1st floor access, bathroom, kitchen access, ADA accessibility etc.)? The Board discussed minimum physical requirements and compared the available properties. Motion was made by Pat E. for the facilities to meet ADA accessibility requirements. Arlyle B. seconded. Motion passed with 8 voting for.
- Should the new location be convenient to public transportation? Ali K. made a motion to search for properties which were nearby public transportation. Sissy S. seconded. Motion passed with 7 voting for.
- Should there be a kitchen and bathroom located within the rented space? Motion was made by Arlyle to have a bathroom located within the office. Sissy seconded. Motion passed with 7 voting for.
- What are the current costs per square foot of retail space in this area? What about other areas? Discussion with no motion made.
- What can we afford? How much money do we bring in as profit vs. expenses each month? How high can we reasonably expect to go? Discussed in detail. Arlyle made a motion to set the monthly lease cost upper limit at \$900. Pat seconded. Motion passed with 7 for.
- If we possibly can, can we get some place within range for Kitty? How far is she

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willing to go? The areas meeting safety and commuting concerns were discussed. Gail made a motion to define the areas for consideration to be bounded by 1 mile east of I-35 west to Brodie Lane and Lady Bird Lake south to Wm Cannon. Sissy seconded. Motion carried with 9 voting for.

- Should we do a communication out to the District asking for help locating a suitable space? Should we ask them for their input on our physical requirements? This item was not discussed.
- What is the minimum lease duration? Item from the floor. Arlyle moved there be a minimum of 5 year lease on the contract. Paulette R. seconded. Motion carried with 7 voting for.
- What is the final selection process? The Chairman called for a vote from the Board of members who were in favor of making a decision at this meeting on which property to lease. Six voted for. The Chairman called a vote for the 2605 Jones Road property. Three voted for. The Chairman called a vote for the 6301 Manchaca Road property. Three voted for. Three abstained. The Chair called for a second vote on members who wanted to make a decision on a property tonight. Five voted for. The Chairman called for a second vote on the Manchaca property. Four voted for the Manchaca property. The Chair called for a second vote on the Jones Road property. Three voted for. Abstentions were 2. (4 is not a majority of 9) A roll call of voting members followed. Nine voting members are present. A majority of 9 is 5. Chairman calls a third vote on the Manchaca property. Four vote for. Chairman calls for a third vote on the Jones property. Four vote for. Sissy makes a motion to task the Chairman and Kitty to determine which property is available, make a decision on which property and the Board would abide by this decision. Arlyle seconded. Motion carried with 9 members voting for.
- What future Special Meetings should we schedule for this issue? Once a week or bi-weekly? This item was discussed but no action taken or motion made.

Adjourn. There being no further business, the meeting was adjourned at 8:16 p.m. with the Serenity Prayer.

Respectfully Submitted
Forrest
Information Center Board Secretary

06/05/2012

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**Austin Al-Anon/Alateen Information Center
Minutes of the June 18, 2012
Board of Directors**

Attendees:

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Heather W.	Bookkeeper/Employee	(non-voting)
Lorelei L.	Chair	(non-voting)
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Elizabeth M.	Bridge to Shore	(voting)
Julie K.	Just for Today	(voting)
Kay C.		(non-voting)
Kate H.	Just for Today	(voting)
<u>Shannon</u>	<u>Paths to Serenity</u>	<u>(voting)</u>
<u>Gina</u>	<u>Serenity and Solutions</u>	<u>(voting)</u>
<u>Rosemary .C.</u>	<u>Faith AFG</u>	<u>(voting)</u>

(Strike through = not present at June 18 Board Members Meeting)

(Underlined = not present at June 4 Special Board Members Meeting)

Opening: The group was called to order at 6:33 and held a moment of silence followed by the Serenity Prayer and the reading of the 12 Traditions and Concepts of Service.

Introductions: Introduction of directors, officers, and visitors.

Announcement of Quorum: There were a total of 20 members present with 15 registered as voting. The quorum for the Special meeting on June 4 was 8. For this regular meeting, the quorum is determined by the Chair to be 8.

Approval of Minutes: Reading and approval of the minutes from the April 18 2012 Board of Directors meeting. Mary B. made a motion to accept the April minutes as presented. Larry B. seconded. Motion passed. Reading and approval of June 4, 2012 Board of Directors Special Meeting. Pat G. made a motion for the minutes of the Special Meeting to be approved as presented. Arlyle B. seconded. Motion passed.

Chair's Report: Chairman reports that the Information Center is moving. In addition, the Chairman said she would contact John L. to update the Center's web page. The Chairman has made the change with the State as it applies to the periodic report, new officers, and new address.

Bylaws Committee Report: Bill H. reported the Committee is working well and has a goal to make a presentation to the Board in August. Would like to update the Board with a draft at the August meeting, enable the Board to review the changes, and vote on it at the following meeting (October).

Information Center Report: Kitty reviewed literature sales and donations from April 16, 2012 through June 4, 2012. Total literature sales and donations were \$10,881.39. Literature purchases totaled \$1,485.03.

Treasurer's Report: The Board discussed including the Profit and Loss statement and the Balance Sheet statements with the Board minutes. All financial documents which are required to be kept may be viewed at the Information Center Office. Sissy S. made a motion to include the above reports as part of the minutes. Paulette R. seconded the motion. Motion passed with 8 voting for. One nay.

Agenda Items:

a. Update to Meeting List: **Board Members were asked to indicate on the sign-in sheet if their meeting location is handicap accessible (or not).** For the purposes of these minutes, **Handicap accessible** is: presence of a grab bar in the toilet stall. A room entrance door with a minimum clear opening of 32 in (815 mm) with the door open 90 degrees, measured between the face of the door and the opposite stop*. If steps are present then a ramp is required. Simply stated, either your building is Americans With Disability compliant or it is not. If ramps and grab bars are present in your facility - probably compliant. If none of these items are present - probably not compliant. **This**

item will be added to the agenda for further discussion at the August meeting. We need to update the official Al-Anon/Alateen meeting list with this information. *ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)

b. Planning the Move

i. Getting rid of broken or obsolete materials: The following items have been identified as excess to the AIC needs:

1. Old computer
2. Old electric typewriter
3. Carton of old binders
4. Office Furniture

Mary B. moved that Kitty determine the usefulness of the above items and dispose or donate them to a charitable organization. Cindy B. seconded. Motion carried.

ii. Review and update the Move Task list: (See included Task List for AAIC Move)

Lorelei will direct load out at the Treadwell address beginning at 9am on June 30. Kitty will be in charge of the unloading at the Manchaca location.

Tabled Items:

- a. Moving from Bank of America to a credit union (Lorelei L.)
- b. Review Income Trends (Lorelei L.)

Announcements:

- a. Next district meeting
 - i. 7/21/2012 – New Beginnings, Round Rock
 - ii. 10/20/2012 – Northlands (details to follow)
- b. Next East Texas Al-Anon Alateen Assemble 11/09-11, San Antonio (Hilton Airport)
- c. Business from the floor - No new items.

Adjourn: Meeting adjourned at 7:58.

7/19/12

Task List for AAIC Move

Saturday, June 30, 2012

9:00am – 1:00pm

Task	Volunteer	Notes/Dependencies
Sign and submit estopal agreement with Stream	Lorelei	Complete: 6/6/2012
Sign and submit new lease to new landlord	Lorelei	Complete: 6/6/2012
Sign and submit "end of lease" notification to South Lamar Plaza	Lorelei	Complete: 6/6/2012
Change of address: Post Office	Kitty	
Change of address: IRS	Heather	IRS Form 8832
Notify electric company	Ann R.	
Notify phone company	Ann R.	<ul style="list-style-type: none">• Ask if we can get the phone to ring in 2 places for a few days.

Update website(s)	John L.	Complete: 6/18/2012
Notify Bank?	Ann R.	
Notify District 6 and ETAAA	ETAAA/Beacon: Pat E.	
Boxes and tape	Kitty	
When to pack, how many volunteers	Kitty	Supervise Manchaca unload and positioning. Meet 6/9am
Coordiate trucks and dollys	Lorelei: Check with Paula H. and Mary about use of	In charge of Treadwell pack and load. Meet 9am
Purchase/provide refreshments tray	Sissy S.	Located at Manchaca location by 10am
Purchase/provide drinking water	Lorelei	
Notify Insurance Company	Ann	Need public liability for \$500K.
Setup FAX/Printer for	????Need a techie	

AIS
Profit & Loss
January through May 2012

	<u>Jan 12</u>	<u>Feb 12</u>	<u>Mar 12</u>	<u>Apr 12</u>	<u>May 12</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
Contributions Income	2,102.70	376.68	122.29	617.13	1,189.84	4,408.64
Literature Sales	<u>5,945.03</u>	<u>4,813.46</u>	<u>5,440.15</u>	<u>2,625.40</u>	<u>6,207.83</u>	<u>25,031.87</u>
Total Income	<u>8,047.73</u>	<u>5,190.14</u>	<u>5,562.44</u>	<u>3,242.53</u>	<u>7,397.67</u>	<u>29,440.51</u>
Expense						
Advertising	142.90	142.90	142.90	142.90	161.94	733.54
Automobile Expense	11.25	6.75	4.50	2.25	0.00	24.75
Bank Service Charges	15.00	15.00	15.00	15.00	15.00	75.00
Insurance	0.00	500.00	0.00	0.00	0.00	500.00
Literature Purchase	2,726.50	6,904.11	2,655.46	1,770.77	4,051.23	18,108.07
Office Supplies	25.03	134.24	25.14	36.66	20.14	241.21
Payroll Processing Fees	38.97	38.97	38.97	38.97	38.97	194.85
Payroll Tax	86.59	194.41	-11.82	86.61	86.59	442.38
Postage and Delivery	51.21	44.42	39.01	3.31	0.00	137.95
Printing and Reproduction	1.80	37.38	0.00	0.00	0.00	39.18
Professional Fees	0.00	0.00	66.00	0.00	148.50	214.50
Rent	0.00	375.00	375.00	375.00	375.00	1,500.00
Salary	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	5,660.00
Telephone	372.55	261.90	0.00	0.00	2.01	636.46
Utilities	<u>122.52</u>	<u>132.32</u>	<u>62.13</u>	<u>0.00</u>	<u>61.00</u>	<u>377.97</u>
Total Expense	<u>4,726.32</u>	<u>9,919.40</u>	<u>4,544.29</u>	<u>3,603.47</u>	<u>6,092.38</u>	<u>28,885.86</u>
Net Ordinary Income	<u>3,321.41</u>	<u>-4,729.26</u>	<u>1,018.15</u>	<u>-360.94</u>	<u>1,305.29</u>	<u>554.65</u>
Net Income	<u><u>3,321.41</u></u>	<u><u>-4,729.26</u></u>	<u><u>1,018.15</u></u>	<u><u>-360.94</u></u>	<u><u>1,305.29</u></u>	<u><u>554.65</u></u>

AIS
Balance Sheet
As of May 31, 2012

	<u>May 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	25,857.88
Petty Cash-	234.83
Total Checking/Savings	<u>26,092.71</u>
Total Current Assets	<u>26,092.71</u>
TOTAL ASSETS	<u><u>26,092.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	503.86
Total Other Current Liabilities	<u>503.86</u>
Total Current Liabilities	<u>503.86</u>
Total Liabilities	503.86
Equity	
Opening Bal Equity	21,784.70
Retained Earnings	3,133.27
Net Income	670.88
Total Equity	<u>25,588.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>26,092.71</u></u>