

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

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)
Gail M.	Just for Today	(voting)
Pat E.	Northland AFG	(voting)
Ali K.	Unity	(voting)
Cecilia M.		(non-voting)
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	(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)
Shannon	Paths to Serenity	(voting)
Gina	Serenity and Solutions	(voting)
Jim M.	Cedar Park	(voting)

(Strike through = not present at August 20 Board Members Meeting)

(Underlined = not present at June 18 Board Members Meeting)

Opening: The group was called to order at 6:31 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 24 members present with 17 registered as voting. The quorum for the Board meeting on August 20 was 8. For this regular meeting, the quorum is determined by the Chair to be 7.

Approval of Minutes: Reading and approval of the minutes from the June 18, 2012 Board of Directors meeting. Kathy K. made a motion to accept the June minutes as presented. Arlyle B. seconded. Motion passed.

Chair's Report: Chairman recognized efforts made by all that assisted with the office move and thanked everyone who participated. Chairman included on the agenda, a task list to manage specific tasks which need to be completed and members are urged to submit them to the Chairman for inclusion on the task list, adding to the task list a recommendation to purchase a clock. The next two meetings are extremely important as the Board must finalize and approve the Bylaws. December 3rd is proposed as the meeting for the final Bylaws to be approved.

Bylaws Committee Report: Bill H. opened this item by noting that the revised Bylaws had to be read aloud. Members of the Bylaws Committee alternated a section by section reading of the Bylaws. Board members were asked to reserve all questions and comments to allow the Committee to complete the required section by section reading. After which, if time at this meeting allows, individual questions and comments would be addressed. Comments and questions stopped on page 6 of the document. No motion to approve the revised Bylaws was made at this meeting. Questions and comments would resume at the October meeting.

Information Center Report: Kitty reviewed literature sales and donations from June 18 through August 20, 2012. Total literature sales and donations were \$8,794.15. Literature purchases totaled \$5,236.47. Kitty asked for volunteers (between 2-4pm) to mark prices and stamp center literature and also for 7 more volunteers to accept after hours calls to the Information Center for one week out of six weeks, Monday through Friday. If you are interested and willing, please call Kitty at 965-5952. Group representatives were urged to present this volunteer request to their individual groups.

Treasurer's Report: The Profit and Loss statement and the Balance Sheet statements are included with these Board minutes. Total current liabilities are \$289.70. Total liabilities and equity are \$28,577.21. All financial documents which are required to be kept may be viewed at the Information Center Office.

Agenda Items: Reading of the Bylaws. See Bylaws Committee Report above.

Tabled Items:

- a. Moving from Bank of America to a credit union (Lorelei L.)
- b. Review Income Trends (Lorelei L.)
- c. Finalize the meeting place handicapped accessibility question. (Lorelei L.)

Announcements:

- a. 10/15/2012 – Information Center meeting 6:30pm at 6301 Manchaca
- b. 10/20/2012 – District 6 meeting, Northland Group (details to follow)
- c. 11/9 – 11/2012 - East Texas Al-Anon Alateen Assembly, San Antonio (Hilton Airport)
- d. January, 2013 – District 6 meeting, exact date is TBD but location is Elgin, Just for Today
- e. 02/8 -10/2013 – ATAAC, Holiday Inn Midtown Austin, 6000 Middle Fiskville Road
- f. 02/18/2013 - Information Center meeting 6:30pm at 6301 Manchaca
- g. 05/17 – 19/2013 - East Texas Al-Anon Alateen Assembly, Victoria, TX
- h. 07/5 – 7/2013 - Al-Anon International Convention, Vancouver, BC
- i. 11/1 – 3/2013 - East Texas Al-Anon Alateen Assembly, South Padre Island

Adjourn: Meeting adjourned at 8:10.

9/11/2012

AIS Profit & Loss

January through July 2012

	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	TOTAL
Ordinary Income/Expense								
Income								
Contributions Income	2,102.70	376.68	122.29	617.13	1,189.84	3,668.00	924.54	9,001.18
Literature Sales	5,945.03	4,813.46	5,440.15	2,625.40	6,207.83	1,904.85	5,748.82	32,685.54
Total Income	8,047.73	5,190.14	5,562.44	3,242.53	7,397.67	5,572.85	6,673.36	41,686.72
Expense								
Advertising	142.90	142.90	142.90	142.90	161.94	165.93	142.90	1,042.37
Automobile Expense	11.25	6.75	4.50	2.25	0.00	0.00	0.00	24.75
Bank Service Charges	15.00	15.00	15.00	15.00	15.00	15.00	53.97	143.97
Insurance	0.00	500.00	0.00	0.00	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	3,958.48	1,379.26	23,445.81
Office Supplies	25.03	134.24	25.14	36.66	20.14	0.00	60.58	301.79
Payroll Processing Fees	38.97	38.97	38.97	38.97	38.97	38.97	0.00	233.82
Payroll Tax	86.59	194.41	-11.82	86.61	86.59	86.59	86.61	615.58
Postage and Delivery	51.21	44.42	39.01	3.31	0.00	0.00	0.00	137.95
Printing and Reproduction	1.80	37.38	0.00	0.00	0.00	0.00	0.00	39.18
Professional Fees	0.00	0.00	66.00	0.00	148.50	33.00	49.50	297.00
Rent	0.00	375.00	375.00	375.00	375.00	1,135.00	-292.00	2,343.00
Salary	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	7,924.00
Telephone	372.55	261.90	0.00	0.00	2.01	4.19	209.76	850.41
Travel & Ent	0.00	0.00	0.00	0.00	0.00	87.10	0.00	87.10
Utilities	122.52	132.32	62.13	0.00	61.00	69.52	82.96	530.45
Total Expense	4,726.32	9,919.40	4,544.29	3,603.47	6,092.38	6,725.78	2,905.54	38,517.18
Net Ordinary Income	3,321.41	-4,729.26	1,018.15	-360.94	1,305.29	-1,152.93	3,767.82	3,169.54
Other Income/Expense								
Other Income								
Embezzlement Repay	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Net Income	3,321.41	-4,729.26	1,018.15	-360.94	1,305.29	-1,152.93	3,967.82	3,369.54

AIS
Balance Sheet

As of July 31, 2012
Jul 31, 12

ASSETS

Current Assets

Checking/Savings

Checking 28,308.61

Petty Cash- 268.60

Total Checking/Savings 28,577.21

Total Current Assets 28,577.21

TOTAL ASSETS 28,577.21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 289.70

Total Other Current Liabilities 289.70

Total Current Liabilities 289.70

Total Liabilities 289.70

Equity

Opening Bal Equity 21,784.70

Retained Earnings 3,133.27

Net Income 3,369.54

Total Equity 28,287.51

TOTAL LIABILITIES & EQUITY 28,577.21