

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - FINAL
Monday, September 16, 2013
6:30 pm

Note: Quorum for 2013 is 8 voting members.

Attendees

Lorelei L – AAIC Chair (non-voting)	Steve S – Wimberley (voting)
Alli K – AAIC Secretary (non-voting)	Larry B – Serenity Seekers (voting)
Kitty G – Office employee (non-voting)	Jean B – Just for Today (Austin) (voting)
Judy W – Austin AIS/LDC Liaison (non-voting)	Beth S – Unity (voting)
Pam R – Lakeway Tues Noon (non-voting)	Arlyle B – Bee Caves Friday (voting)
Anne B – Unity (non-voting)	Jim S – Bridge to Shore (voting)
George - Guest	Anna R – Faith AFG (voting)
Peggy D – Hilltoppers (voting)	Doon R – Lakeway Tues Noon (voting)
Kate H – Just for Today (Elgin) (voting)	Mary B – Great Hills (TLLC Parents Grp) (voting)
Jennifer C – Anderson Mill AFG (voting)	Sissy S – Independence (voting)

Attendees 5/20/2013

Lorelei L – AAIC Chair (non-voting)	Rosemary C – Faith AFG Anderson Mill (voting)
Ann R – AAIC Treasurer (non-voting)	Bill H – Anderson Mill AFG (voting)
Alli K – AAIC Secretary (non-voting)	Steve S – Wimberley (voting)
Kitty G – Office employee (non-voting)	Larry B – Serenity Seekers (voting)
Peggy D – Hilltoppers (voting)	Jean B – Just for Today (Austin) (voting)
Kate H – Just for Today (Elgin) (voting)	
Danielle O – Northland (voting)	

Opening: The group was called to order at 6:45 pm and held a moment of silence followed by the Serenity Prayer and the reading of the 12 Traditions and 12 Concepts of Service.

Introductions: Introduction of Members of the Board, officers, and visitors.

Announcement of Quorum: There were a total of 19 members present with 13 registered as voting.

Approval of Minutes: Reading and approval of the minutes from the May 20, 2013 Board meeting. Jim S made a motion to accept the May minutes as presented. Jean B seconded. Motion passed.

Adjourn: Steve S made a motion to close the meeting and begin a new meeting. The bylaws require six meetings per year, and the July meeting did not occur due to lack of

quorum. If two meetings are held in the same evening, the bylaws' requirement is satisfied. Sissy S seconded. Motion passed. Meeting adjourned at 6:55 pm.

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - FINAL
Monday, September 16, 2013
7:00 pm

Note: Quorum for 2013 is 8 voting members.

Attendees

Lorelei L – AAIC Chair (non-voting)	Steve S – Wimberley (voting)
Alli K – AAIC Secretary (non-voting)	Larry B – Serenity Seekers (voting)
Kitty G – Office employee (non-voting)	Jean B – Just for Today (Austin) (voting)
Judy W – Austin AIS/LDC Liaison (non-voting)	Beth S – Unity (voting)
Pam R – Lakeway Tues Noon (non-voting)	Arlyle B – Bee Caves Friday (voting)
Anne B – Unity (non-voting)	Jim S – Bridge to Shore (voting)
George - Guest	Anna R – Faith AFG (voting)
Peggy D – Hilltoppers (voting)	Doon R – Lakeway Tues Noon (voting)
Kate H – Just for Today (Elgin) (voting)	Mary B – Great Hills (TLLC Parents Grp) (voting)
Jennifer C – Anderson Mill AFG (voting)	Sissy S – Independence (voting)

Opening: The group was called to order at 6:55 pm.

Chair's Report: Lorelei will send a flyer for the Capital of Texas Conference (AA with Al-Anon participation) next summer. Kate H wrote a job description for Kitty, which will be discussed at the next AAIC meeting. Lorelei will send an electronic copy to the Board.

Information Center Report: Kitty confirmed that George fixed the key safe, which had been experiencing technical difficulties. Sissy made a motion to give Kitty authority to purchase a new key safe if the current one breaks beyond repair. Kate H seconded. Motion passed. Kitty then reviewed the literature sales for the period 7/17/2013 – 9/16/2013. Literature sales totaled \$6,226.66. Out-of-town sales totaled \$4,419.80. Donations totaled \$2,054.06. Walk-in sales totaled \$748.15. The grand total was \$14,196.82, and expenses were \$9,053.28.

Treasurer's Report: Treasurer was absent and will send financial reports after the meeting.

Bylaws Review: link to bylaws <http://austinalanon.org/infoctrdocs/By-LawsRevised-21jan13.pdf>

- 7.9.4: a discussion ensued about whether to include in the bylaws a requirement that the Treasurer send financial reports to the Chair and Secretary before each Board meeting.
- 8.1.1: the finance committee comprises the Board Treasurer (Ann R), Board Chair (Lorelei L), Heather W, and Jim S. This committee will meet and bring

- recommendations to the Board about whether the Board needs an independent auditor.
- Volunteer and literature committees have been inactive. Kitty said that a committed volunteer works better than having a literature committee. Beth S has been volunteering regularly to help with literature.
 - 8.1.4: Steve S asked that the last two sentences be removed because the meeting list committee is separate from the website and its content. Kate H agreed.

Standing Committees:

- a. **Meeting List:** Steve met with Kitty to discuss active meetings. All contact people were responsive and all listed meetings were found to be active.
- b. **Finance:** Jean B volunteered to be the chair. The Board approved.
- c. **Literature:** The Board appointed Beth S the chair of the literature committee.
- d. **Volunteer:** The Board appointed Sissy S the chair of the volunteer committee.

Tabled Items:

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

Announcements:

- a. **November 1-3, 2013** - ETAAA – S. Padre Island (early registration makes you eligible for a prize)
- b. **November 18, 2013** – Information Center meeting 6:30 pm at 6301 Manchaca

Adjourn: Meeting adjourned at 8:13 pm

AIS
Profit & Loss Budget vs. Actual
January through August 2013

TOTAL

	Jan - Mar 13	Budget	\$ Over Budget	% of Budget	Apr - Jun 13	Budget	\$ Over Budget	% of Budget	Jul - Aug 13	Budget	\$ Over Budget	% of Budget	Jan - Aug 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
Contributions Income	1,599.92	4,373.01	-2,773.09	36.59%	2,623.39	4,373.01	-1,749.62	59.99%	4,126.25	2,915.34	1,210.91	141.54%	8,349.56	11,661.36	-3,311.80	71.6%
Literature Sales	13,076.30	14,250.00	-1,173.70	91.76%	12,169.09	14,250.00	-2,080.91	85.4%	12,966.77	9,500.00	3,466.77	136.49%	38,212.16	38,000.00	212.16	100.56%
Total Income	14,676.22	18,623.01	-3,946.79	78.81%	14,792.48	18,623.01	-3,830.53	79.43%	17,093.02	12,415.34	4,677.68	137.68%	46,561.72	49,661.36	-3,099.64	93.76%
Expense																
Advertising	450.36	500.01	-49.65	90.07%	460.00	500.01	-40.01	92.0%	0.00	333.34	-333.34	0.0%	910.36	1,333.36	-423.00	68.28%
Bank Service Charges	57.00	117.00	-60.00	48.72%	45.00	117.00	-72.00	38.46%	30.00	78.00	-48.00	38.46%	132.00	312.00	-180.00	42.31%
Literature Purchase	13,574.10	10,500.00	3,074.10	129.28%	3,980.31	10,500.00	-6,519.69	37.91%	10,996.59	7,000.00	3,996.59	157.09%	28,551.00	28,000.00	551.00	101.97%
Maintenance	0.00	11.25	-11.25	0.0%	0.00	11.25	-11.25	0.0%	45.00	7.50	37.50	600.0%	45.00	30.00	15.00	150.0%
Office Supplies	190.11	200.01	-9.90	95.05%	200.70	200.01	0.69	100.35%	160.99	133.34	27.65	120.74%	551.80	533.36	18.44	103.46%
Payroll Tax	259.79	300.00	-40.21	86.6%	259.79	300.00	-40.21	86.6%	173.20	200.00	-26.80	86.6%	692.78	800.00	-107.22	86.6%
Postage and Delivery	0.00	137.49	-137.49	0.0%	0.00	137.49	-137.49	0.0%	0.00	91.66	-91.66	0.0%	0.00	366.64	-366.64	0.0%
Printing and Reproduction	0.00	24.99	-24.99	0.0%	0.00	24.99	-24.99	0.0%	0.00	16.66	-16.66	0.0%	0.00	66.64	-66.64	0.0%
Professional Fees	198.00	138.00	60.00	143.48%	198.00	138.00	60.00	143.48%	132.00	92.00	40.00	143.48%	528.00	368.00	160.00	143.48%
Rent	1,500.00	2,250.00	-750.00	66.67%	2,250.00	2,250.00	0.00	100.0%	2,250.00	1,500.00	750.00	150.0%	6,000.00	6,000.00	0.00	100.0%
Salary	3,396.00	3,582.99	-186.99	94.78%	3,396.00	3,582.99	-186.99	94.78%	2,264.00	2,388.66	-124.66	94.78%	9,056.00	9,554.64	-498.64	94.78%
Telephone	330.78	300.00	30.78	110.26%	275.15	300.00	-24.85	91.72%	316.08	200.00	116.08	158.04%	922.01	800.00	122.01	115.25%
Travel & Ent	0.00	50.01	-50.01	0.0%	0.00	50.01	-50.01	0.0%	0.00	33.34	-33.34	0.0%	0.00	133.36	-133.36	0.0%
Utilities	155.51				172.35				162.13				489.99			
Total Expense	20,111.65	18,111.75	1,999.90	111.04%	11,237.30	18,111.75	-6,874.45	62.04%	16,529.99	12,074.50	4,455.49	136.9%	47,878.94	48,298.00	-419.06	99.13%
Net Ordinary Income	-5,435.43	511.26	-5,946.69	-1,063.14%	3,555.18	511.26	3,043.92	695.38%	563.03	340.84	222.19	165.19%	-1,317.22	1,363.36	-2,680.58	-96.62%
Net Income	-5,435.43	511.26	-5,946.69	-1,063.14%	3,555.18	511.26	3,043.92	695.38%	563.03	340.84	222.19	165.19%	-1,317.22	1,363.36	-2,680.58	-96.62%

AIS
Balance Sheet
As of August 31, 2013

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	24,335.13
Petty Cash-	404.13
Total Checking/Savings	<u>24,739.26</u>
Total Current Assets	<u>24,739.26</u>
TOTAL ASSETS	<u><u>24,739.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	75.50
Total Other Current Liabilities	<u>75.50</u>
Total Current Liabilities	<u>75.50</u>
Total Liabilities	75.50
Equity	
Opening Bal Equity	21,784.70
Retained Earnings	5,006.86
Net Income	-2,127.80
Total Equity	<u>24,663.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,739.26</u></u>

AIS
Profit & Loss
January through August 2013

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	TOTAL
Ordinary Income/Expense									
Income									
Contributions Income									
Unrestricted	221.75	871.40	506.77	778.74	1,514.65	330.00	3,183.33	942.92	8,349.56
Total Contributions Income	221.75	871.40	506.77	778.74	1,514.65	330.00	3,183.33	942.92	8,349.56
Literature Sales	2,153.80	7,129.02	3,793.48	4,782.20	2,942.56	4,444.33	7,639.11	5,327.66	38,212.16
Total Income	2,375.55	8,000.42	4,300.25	5,560.94	4,457.21	4,774.33	10,822.44	6,270.58	46,561.72
Expense									
Advertising	164.45	14.10	271.81	157.00	157.00	146.00	0.00	0.00	910.36
Bank Service Charges	15.00	27.00	15.00	15.00	15.00	15.00	15.00	15.00	132.00
Insurance	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
Literature Purchase	3,231.87	5,255.62	5,086.61	2,198.03	1,720.78	61.50	6,515.67	4,480.92	28,551.00
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	45.00	0.00	45.00
Office Supplies	34.51	97.03	58.57	0.00	200.70	0.00	160.99	0.00	551.80
Payroll Processing Fees	38.97	38.97	38.97	38.97	38.97	38.97	38.38	38.38	310.58
Payroll Tax	86.59	86.61	86.59	86.61	86.59	86.59	86.61	86.59	692.78
Professional Fees									
Accounting	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	528.00
Total Professional Fees	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	528.00
Rent	0.00	750.00	750.00	750.00	1,500.00	0.00	750.00	1,500.00	6,000.00
Salary	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	1,132.00	9,056.00
Telephone	101.63	107.27	121.88	119.55	155.60	0.00	196.68	119.40	922.01
Utilities									
Gas and Electric	0.00	88.02	67.49	137.01	0.00	35.34	0.00	162.13	489.99
Total Utilities	0.00	88.02	67.49	137.01	0.00	35.34	0.00	162.13	489.99
Total Expense	4,871.02	7,662.62	8,194.92	4,700.17	5,072.64	1,581.40	9,006.33	7,600.42	48,689.52
Net Ordinary Income	-2,495.47	337.80	-3,894.67	860.77	-615.43	3,192.93	1,816.11	-1,329.84	-2,127.80
Net Income	-2,495.47	337.80	-3,894.67	860.77	-615.43	3,192.93	1,816.11	-1,329.84	-2,127.80

AIS
Profit & Loss
January through August 2013

	Jan - Mar 13	Apr - Jun 13	Jul - Aug 13	TOTAL
Ordinary Income/Expense				
Income				
Contributions Income				
Unrestricted	1,599.92	2,623.39	4,126.25	8,349.56
Total Contributions Income	1,599.92	2,623.39	4,126.25	8,349.56
Literature Sales	13,076.30	12,169.09	12,966.77	38,212.16
Total Income	14,676.22	14,792.48	17,093.02	46,561.72
Expense				
Advertising	450.36	460.00	0.00	910.36
Bank Service Charges	57.00	45.00	30.00	132.00
Insurance	500.00	0.00	0.00	500.00
Literature Purchase	13,574.10	3,980.31	10,996.59	28,551.00
Maintenance	0.00	0.00	45.00	45.00
Office Supplies	190.11	200.70	160.99	551.80
Payroll Processing Fees	116.91	116.91	76.76	310.58
Payroll Tax	259.79	259.79	173.20	692.78
Professional Fees				
Accounting	198.00	198.00	132.00	528.00
Total Professional Fees	198.00	198.00	132.00	528.00
Rent	1,500.00	2,250.00	2,250.00	6,000.00
Salary	3,396.00	3,396.00	2,264.00	9,056.00
Telephone	330.78	275.15	316.08	922.01
Utilities				
Gas and Electric	155.51	172.35	162.13	489.99
Total Utilities	155.51	172.35	162.13	489.99
Total Expense	20,728.56	11,354.21	16,606.75	48,689.52
Net Ordinary Income	-6,052.34	3,438.27	486.27	-2,127.80
Net Income	-6,052.34	3,438.27	486.27	-2,127.80

AIS

Contributions by Customer Summary

January through August 2013

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	TOTAL
Allendale	0.00	0.00	0.00	0.00	295.73	0.00	0.00	0.00	295.73
Austin Just for Today	0.00	39.13	0.00	0.00	104.32	0.00	0.00	0.00	143.45
Bee Cave	0.00	150.00	0.00	200.00	0.00	0.00	0.00	200.00	550.00
Bridge to Shore	0.00	273.17	0.00	0.00	0.00	0.00	144.50	0.00	417.67
Came to Believe AFG	0.00	0.00	0.00	0.00	38.58	0.00	0.00	0.00	38.58
Courage to Change	0.00	0.00	24.00	0.00	0.00	130.00	0.00	130.00	284.00
Dripping Springs	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Elgin Just for Today	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00
Georgetown AFG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Georgetown West AFG	0.00	0.00	0.00	0.00	58.50	0.00	0.00	0.00	58.50
Great Hills AFG	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
Hilltoppers	0.00	0.00	0.00	0.00	0.00	0.00	2,250.00	0.00	2,250.00
Hope for Today Oak Hill	61.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.75
Independence AFG	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Just For Today	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00
Lakeway Tuesday	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	75.00
Live & Let Live	0.00	0.00	0.00	19.29	0.00	0.00	19.78	0.00	39.07
Living Gratitude	0.00	154.00	0.00	0.00	0.00	0.00	0.00	0.00	154.00
Men In Recovery	0.00	0.00	0.00	120.00	0.00	0.00	320.00	0.00	440.00
Northland AFG	0.00	0.00	200.00	200.00	260.00	200.00	0.00	100.00	960.00
Paths to Recovery	0.00	0.00	37.20	0.00	0.00	0.00	0.00	0.00	37.20
Paths to Serenity AFG	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00
Posse	0.00	0.00	0.00	78.45	0.00	0.00	0.00	0.00	78.45
PVT	20.00	10.00	0.00	0.00	0.00	0.00	0.00	36.50	66.50
San Marcos AFG	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	100.00
Serenity Seekers	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Serenity Trails	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	60.00
Spiritual Awakenings	10.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	30.00
St. Stephens Wimberly	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
Step Forward	0.00	0.00	120.57	0.00	0.00	0.00	0.00	0.00	120.57
Suburban AFG	25.00	25.10	0.00	0.00	102.52	0.00	0.00	101.42	254.04
Three C's	40.00	0.00	0.00	41.00	0.00	0.00	51.00	0.00	132.00
Unity AFG	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00
Welcome Home AFG	0.00	20.00	0.00	0.00	0.00	0.00	44.20	0.00	64.20
Wimberly	0.00	60.00	0.00	60.00	0.00	0.00	60.00	0.00	180.00
TOTAL	181.75	871.40	506.77	778.74	1,514.65	330.00	3,089.48	942.92	8,215.71