

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - DRAFT
Monday, November 18, 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)
Ann R – AAIC Treasurer (non-voting)	Jean B – Just for Today (Austin) (voting)
Beth S – Unity AFG (non-voting)	Arlyle B – Bee Caves Friday (voting)
Judy W – Austin AIS/LDC Liaison (voting)	Jim S – Bridge to Shore (voting)
Peggy D – Hilltoppers (voting)	Doon R – Lakeway Tues Noon (voting)
Rosemary C – Faith AFG Anderson Mill (voting)	Sissy S – Independence (voting)
Bill H – Anderson Mill AFG (voting)	Kay C – Visitor
Katie K – Unity AFG (voting)	Tom B – Visitor
Danielle O – Northland (voting)	Mike P – Visitor
	Megan M - Visitor

Opening: The group was called to order at 6:31 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 17 members present with 13 registered as voting.

Approval of Minutes: Reading and approval of the minutes from the September 16, 2013 Board meetings. Two meetings occurred on that day. Both sets of minutes were amended, and amendments were read aloud. Beth S made a motion to accept the first set of minutes (a) as read, and Bill H seconded. Motion passed. Beth S made a motion to accept the second set of minutes (b) as read, and Arlyle B seconded. Motion passed.

Chair’s Report: Lorelei L submitted the following written report:

I was recently reminded that the reputation and integrity of our Information Center are still being questioned by some people. While I do not personally feel responsible for past events and I have complete faith that everything that could be done has been done, I appreciate the reminder that our reputation is precious. Below is an outline of actions I will initiate for next year’s board review:

1. Houston Information Center is facing a legal crisis. There is a lot speculation and gossip around this but little fact. In an effort to avoid useless speculation and opinion, I am asking Judy W., in her role of Information Center Liaison, to

contact Ric B. at WSO. Ric is a lawyer that has been helping small and non-profit entities structure by-laws and processes for 20 years. I am asking Judy to get a copy of the template he developed to:

- a. Show that this board takes all precautions to ensure our financial integrity
 - b. Make sure our by-laws protect us from as many vulnerabilities as possible
2. I recommend the Literature Committee report at each meeting. I have complete faith in both Kitty and Beth as well as their processes but this is not a personal decision. Again, our reputation is precious. We need to do everything we can to demonstrate that we take the management of the IC seriously and invoke as many controls as are reasonable and effective. I volunteer to join this committee. Our first action will be to determine what to report as well as how (what format).
 3. The 2013 Taxes were late and a penalty has been levied against the IC. This is entirely my fault and I take full responsibility. I have written the IRS to this effect and am awaiting their response. If they do not forgive the lateness, I will pay the penalty in full. It is about \$230.
 4. A recommendation has been made to call a special meeting to review the rest of the By-Laws. Further, another recommendation has been made for next year that the review cover only the highlights and ask that anyone with questions please give them to the chair to send to the By-Laws committee.
 5. I received a request to approve a check for Kitty. She mentioned that the Finance Committee requested that all purchases be signed by a third person/officer. I approved the purchase but we need to review the roles and responsibilities of this committee. My understanding is that this committee makes recommendations but that any processes/actions must be ratified by the Board. I would appreciate clarification on this point so I can answer questions coming my way.
 6. Please update the minutes to include Jean B. as the chair of the Finance Committee.

Information Center Report: Kitty was absent. Beth S gave the Information Center Report. For the period 9/16/2013—11/18/2013, literature sales totaled \$5,009.90. Out-of-town sales totaled \$2,511.03. Donations totaled \$1,240. Walk-in sales totaled \$693.50. Literature purchases were \$2,803.19.

Treasurer's Report: Ann R presented the financial statements and noted a few discrepancies:

- income is currently 60% of budget; however, the AAIC generally has a spike in income near the end of the year
- Ann made a small mistake on the balance sheet. The AAIC does not have \$504 in petty cash and at no time has more than \$100

Standing Committees:

a. Meeting List: Steve had no actions to report

b. Finance:

- i. The finance committee reviewed the bylaws and found that the finance committee needs to do a fiscal review and analyze budget versus actual, both of which must be done in 2014
- ii. Two officers must approve all bill payments

- iii. Jim S introduced the topic of a bonus for Kitty. Jim S made a motion to give Kitty a December bonus of \$566. Arlyle B seconded. Motion passed.
- iv. Jim S made a motion to raise Kitty's pay by 12%. Steve S seconded. Arlyle B moved to amend the motion and raise Kitty's pay by 15%. Jean B seconded the amendment. Motion passed. Kitty's pay (formerly \$13,584 per annum with a half-month's pay bonus in December of \$566) will be \$15,622 per annum, with a December bonus of \$651, beginning in 2014.

c. **Literature:** Beth S had no actions to report

d. **Volunteer:** Sissy S had no actions to report

Business from the floor: Sissy S introduced the topic of Directors' and Officers' Insurance (D&O). D&O insurance is a common type of insurance to reduce personal liability for Board members and Officers in the event of a lawsuit. Sissy S made a motion to empower the finance committee to investigate the AAIC's current insurance policy and if D&O is not covered, to buy such insurance to cover Directors and Officers until the end of January 2014. Larry B seconded. Motion passed.

Tabled Items:

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

Announcements:

- **January 12, 2014** – District 6 meeting, host group TBD
- **January 25, 2014** – Area 53 AWSC, Austin TX (La Quinta, 11901 N. Mopac, Austin) Our district is providing lunch.
- **February 5, 2014** – Deadline to order Al-Anon Faces Alcoholism for 2014 and will be shipped before April 1, 2014.
- **February 7-9, 2014** – ATAAC Austin Texas
- **March 14-16, 2014** – P.O.S.S.E. Gonzales, TX (20th anniversary)
- **April 4, 5, and 6, 2014** – TEAAC
- **April 24 – 29, 2014** – World Service Conference, Virginia Beach, VA
- **May 30-June 1, 2014** – ETAAA Humble, TX Spring Assembly
- **Oct 31 – Nov 2, 2014** – ETAAA Tyler TX, Fall Assembly

Adjourn: Meeting adjourned at 7:50 pm.

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Opening: The group was called to order at 7:55 pm.

Elections: Bill H read the eligibility requirements for Officers.

- Chair – Kay C. volunteered to be Chair. She received 12 aye votes by written ballot.
- Treasurer – Ann R described the duties of the position. Danielle O. volunteered to be Treasurer. She received 12 aye votes by written ballot.
- Secretary – position is vacant for 2014.
- AIS/LDC Liaison – the Board appointed Judy W to fill this position for 2014.

Bylaws review: The Board finished reading the bylaws. Bill H has submitted a written response to all Board comments (included with these minutes).

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