

**Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES
Monday, January 27, 2014
6:30 pm**

| Name | Group | Position (Voting) |
|-----------------|-------------------|---------------------------------------|
| Kay C | | Chair (no) |
| Danielle O | | Treasurer (no) |
| Vacant | | Secretary (no) |
| Kitty G | | Office Employee (no) |
| Ann R | Just For Today | Board Member (yes) |
| Judy W | Hilltoppers | Board Member (yes)and AAIC Liasion |
| Lorelei L | Suburban Friends | Board Member (yes) |
| Heather W | Northland | Board Member (yes) |
| Steve S | Wimberley | Board Member (yes) |
| Brenda B | Waco T-CAM | Board Member (yes) |
| Tom B | Faith | Board Member (yes) |
| Mary Margaret B | Courage to Change | Board Member (yes) |
| Doon R | Lakeway | Board Member (yes) |
| Katie K | Unity | Board Member (yes) |
| Beth S | Unity | Visitor (no) |

The quorum for the 2014 Board Meetings is 9 members.

The meeting was call to order at 6:35 pm with a moment of silence and the Serenity Prayer. Introductions were made. Kay C asked for a member to be Secretary. No one volunteered so Kay C took the minutes.

Secretary Report: The minutes from the November 18, 2013 meeting, 6:30 pm were read and approved as corrected. The minutes from the November 18, 2013 meeting, 7:55 pm were read and approved as read.

Election of Secretary: No one stood for Secretary. We must have a Secretary to conduct business. To be eligible for Secretary a person must have 2 years in Al-Anon, have attended 2 AAIC Board Meetings, and not be a member of AA. The Board Members agreed to announce this open position at their meetings. Kay C. will send an email to the groups.

Chair Report: Kay welcomed the Board Members and set forth the guidelines for how the meeting will be conducted. The meeting will end at 8 pm or as close to that time as possible. She mentioned that our purpose is to provide information to the community about Al-Anon and be an AFG Literature Distribution Center for the Austin area. She thanked the Board Members for donating their time and energy to this Board meeting.

The Chair plans to run the business meeting using Knowledge Based Decision Making. In this approach, an issue will be discussed during a report, and if a there is not enough information to make a motion, we will form a thought/task force to gather more information outside of the meetings. She asked that we try a time-keeper for all discussions and reports so that the meeting will move and not become bogged down in talk. She also asked that everyone raise their hand to speak and be recognized by the chair. After a report, if a motion needs to be made, we will proceed with the motion and not wait until new business.

The chair has set up a aaicchairperson@gmail.com account.

Embezzlement: Kay C gave an update of the status of the embezzlement charges filed with APD against a past AAIC treasurer.

Financial status: Last year the AAIC operated in the red. Kitty and the Kay C met before the meeting tonight and reviewed a plan for literature purchases and literature pricing. Group donations were down significantly. The Board needs to decide how to address this shortfall. There are several possibilities (a) ask the groups for more money, (b) hold a fund raiser (c) raise literature prices, or a combination of all items.

Treasurer Report: Danielle O presented the financial status for the end of 2013. The budget is being prepared and will be presented in the March 17, 2014 meeting. The cash flow and amount of inventory at the AAIC was discussed. The literature committee was formed to review the cost of literature and how it is ordered.

Information Center Report: Kitty G reported the activity of the AAIC for the last 50 days. A copy of her full report is on file at the AAIC.

Information Center Liaison Report: Judy W reported there are 7 other entities across East Texas that are Al-Anon Information Service/Literature Distribution Centers. San Antonio operates a virtual office. They have a Speaker Meeting that is held the last Saturday of every month. The Houston Intergroup has passed by By-Laws. They are a conglomerate of three districts (4, 5, and 7). Elections in District 6 are October 18, 2014 and Elections in Area 53 are October 31-November 2, 2014.

Review of By-laws: The By-Laws were reviewed. Non-Profit status and operating rules (file taxes, etc.). The Board Members have all the power. The Officers have no power. The Officers pay the bills. Requirements of Board Members were covered. All positions are voluntary. Board members and Officers are reimbursed for expenses done as part of the AAIC business. The bookkeeper position was explained.

Literature: Steve S. (Chair) Kitty G., Beth S., and Brenda B.

Finance: Danielle O. (Chair), Heather W.

Volunteer: Kitty G. need a Board Member to Chair

Meeting List: Lorelei L. (Chair)

New Business:

2014 Budget: The budget will be presented at the March meeting. The committee will look at the Director & Officer insurance quotes and make a recommendation about the affordability of the insurance.

Report on insurance: Kay reported that the 2013 finance committee met and discussed buying D&O insurance for the rest of 2013. It was determined that this was not possible.

2013 Taxes-update: Lorelei is in the process of contacting the IRS about the penalty.

2013 Tax return: It was moved by Lorelei and second by Katie K. that the AAIC tax return be prepared by Peggie F. (she is donating the service). The motion passed

Determination of future Board meeting schedule. It was decided to meet on the odd months of the year to avoid December. An election meeting will be held in October.

The meeting was closed with the Al-Anon Declaration at 8:05 pm.

LET IT BEGIN WITH ME

When anyone, anywhere reaches out for help,
Let the hand of Al-Anon and Alateen always be there and
Let it begin with me

Announcements

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 Holiday Inn Midtown

March 14-16, 2014 – P.O.S.S.E. Gonzales, TX (20th anniversary)

April 4, 5, and 6, 2014 – TEAAC

April 24 – 29 – World Service Conference, Virginia Beach, VA

May 30-June 1, 2014 – ETAAA Humble, TX Spring Assembly

Aug. 15-17 Capital of Texas AA/Al-Anon Conference –Doubletree Hotel, Austin TX

Oct 31 – Nov 2, 2014 – ETAAA Tyler TX, Fall Assembly

Respectfully submitted,

Kay C

Secretary pro tem

Approved as read March 17, 2014