

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - DRAFT
Monday, March 17, 2014
6:30 pm

Note: Quorum for 2014 is 9 voting members.

Kay C. – Chair – (non-voting)	Greg A. – Hilltoppers (voting)
Danielle O. – Treasurer – (non-voting)	Julie K. – Just for Today (voting)
Kitty G. – Office Employee –	Joyce L. – Faith (voting)
Judy W.– Austin AIS/LDC Liaison (nonvoting)	Marilyn C. – Spiritual Awakenings (voting)
Doon R. – Lakeway Tues. Noon – (voting)	Beth S. – Unity (voting)
Lorelei L.– Suburban Friends (voting)	Jennie W.– Killeen (non-voting)
Kate H.– Just for Today Elgin (voting)	Janice H. – Killeen (non-voting)
Mary Margaret B.– Courage to Change (voting)	Charlotte T. – visitor

1. **Opening.** The meeting was called to order with a moment of silence followed by the Serenity Prayer.
2. **Introductions and Roll Call** – Introduction of directors, officers and visitors. Quorum was met with 10 voting members present. Reminders were made that if you have served two three-year terms, you cannot again serve this year.
3. **Secretary/Minutes** – The Jan. 27, 2014 minutes were read and approved.
4. **Timekeeper** - Lorelei volunteered to be the timekeeper for the meeting.
5. **Election of Secretary** – We have to have a secretary to conduct business. At this meeting Charlotte T. introduced herself and gave details of her qualifying experience. A ballot vote was taken. The vote was unanimously in favor. Charlotte recorded the notes for this meeting based on a voice recorder and the notes kept after this point.
6. **Chair’s Report** – Kay shared Sissie’s letter suggesting our Board needs to consider Director’s and Officer’s insurance to protect the nonprofit. Discussion was held later in the meeting.
7. **Treasurer’s Report** – Danielle shared the contributions statement, and the profit and loss statement for the first two months of 2014. Discussion was held on how we can save money to operate in the black. (See Finance Sub-Committee below.)
8. **Information Center Report** - Kitty gave a report on literature sales covering Jan. 27th to Mar. 17th. She compared this month’s income to previous month’s income in the area of local group’s literature purchases, out of town purchases, donations and walk-ins. Kitty also reported problems with “Old Lizzie,” the answering machine. She’s still working to fix it. Kitty asked the landlord and received permission for a larger weather-proof sign. She will gather quotes and ideas for the next meeting.
9. **Information Center Liaison Report** – Judy had no meetings to report on from District or Area since the last Board meeting. She also shared public outreach needs by email to groups and passed a sign up sheet for information, currently looking for volunteers for Georgetown service opportunity.
10. **Committee Reports** –
 - a. **Literature Sub-Committee** – Steve S. gave a report on the pricing on the books sold. We add 50 cents to each retail price, but this retail price includes some income depending on the book, its carton price, shipping costs, and other differences. The committee recommended that we not change the pricing of our books. The sub-committee thanks Steve for the work he did researching prices and by consensus agreed to keep the prices as they are. Kay asked if we are keeping too large an inventory (\$17,000 in inventory) to have a healthy cash flow. Kitty shared that it used to take 1-2 weeks to have books delivered from WSO. Now it’s taking 3-4 weeks to arrive.

b. Volunteers – Kitty reported that she is sad to be losing her Thursday volunteer (Beth, temporarily for five weeks) and she's looking for a chair person to help recruit volunteers to work in the Literature Center. In a volunteer, she needs someone with two years of Al-Anon service to come in, answer phones, stamp the books. Ideally this would be from 2-4 pm on weekdays when Kitty is not here.

c. Meeting List – Lorelei L. is interested in getting more information about groups to physically visit each local meeting, get their CMA (current mailing address) information, and reestablish contacts with each group from the Information Center. Kay will send her the CMA and contact information for each group.

d. Finance Sub-Committee – Heather is our bonded bookkeeper. The current process is Danielle gets the bills, and she and Kay approve the payment of the bills. Then Heather pays the bills, and Kay and Danielle double check electronically what bills are paid. This puts more checks and balances in place on the accounts. Danielle made a budget for this year, and brought questions for the committee as a whole. Should we stop paying \$1700 a year for Yellow Pages advertising, she asked? Danielle will research when we can end our contract. Danielle suggested Kitty keep her literature purchases in a range of \$3333.33 per month, and Kitty thought this was realistic and possibly generous. Discussion was held on ideas to make our budget. Kay suggested we not vote on the budget tonight but will use this as an estimated working budget while we gather information on the yellow pages and travel budget of our liaison, Judy. Danielle also was asked by the group to look into lowering the bank service fee and the payroll processing fees, and investigating whether changing banks would be cheaper as a nonprofit. Another step currently being taken is Danielle sends an eloquent thank you for the contribution to each group when they send in their contribution. This thank you letter was read to the Board and will be shared with the minutes. It gives information about how AAIC is supported. Kay suggested Danielle send the proposed budget out in advance of our next meeting.

11. **Old Business** – Thankfully, Lorelei worked to get the 2013 penalty forgiven. The IRS has our updated address.

12. **New Business** –

a. Location - Kay asked whether we have AAIC Board meetings at another location since it's difficult to get here at 6:30 from North. It was suggested we have a trial meeting at Hilltoppers to see if that was preferable for an alternate location.

b. Directors and Officers Insurance – Discussion was held about whether we should have this insurance. Sissie wrote a letter to the Board and resigned over the matter. Kay called our WSO Area Delegate (Nancy) to ask her to find out if other Information Centers buy D & O Insurance and will outside seek information on the pros and cons of this kind of insurance.

c. Lorelei asked if Kay would put addition of a By-Laws Sub-committee on next month's agenda.

13. The meeting was adjourned with the Al-Anon Declaration.