

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - DRAFT
Monday, July 21, 2014
6:30 pm

Kay C. – Chair – (non-voting)
Danielle O. – Treasurer – (non-voting)
Kitty G. – Office Employee – (non-voting)
Judy W. – Austin AIS/LDC Liaison
(non-voting)
Doon R. – Lakeway Tues. Noon (voting)
Lorelei L. – Suburban Friends (voting)
Kate H. – Just for Today (Elgin) (voting)
Katie K. – Unity AFG (voting)
Steve S. – Wimberley AFG (voting)
Mary Margaret B. – Courage to Change
AFG (voting)
Julie K. – Just for Today (voting)

Joyce L. – Faith (non- voting)
Gail M. – Bee Caves Rd. (voting)
Anna A. – Faith AFG (voting)
Kathy M. J. – (non-voting)
Marilyn C. – Spiritual Awakenings AFG
(voting)
Paula H. – District 6 DR (non-voting)
Sheila Q. – Came to Believe AFG (voting)
Beth S. – AAIC volunteer (non-voting)
Jackie B. – Seekers AFG (voting)

1. **Opening:** The meeting was called to order by Kay at 6:30 with a moment of silence followed by the Serenity Prayer.
2. **Introductions and roll call:** Went around the room and introduced ourselves by name, group, role, and whether voting or not. There were 12 voting members present. (See sign in sheet)
3. **Ask for temp Secretary:** Joyce volunteered.
4. **Secretary/Minutes:** We took a few moments to read over the minutes from the prior board meeting. No one brought up any changes so the minutes were approved as written.
5. **Chair Report:**
 1. **Embezzlement update:** Kay shared that the prior treasurer plead guilty to the 3rd degree felony charge. The defendant was sentenced to 5 years probation (the maximum sentence was 10 years) and to pay restitution. About \$56,127.94 K was stolen. \$25,640.36K had been paid back - \$10K was paid back at sentencing, which leaves \$30,827.94 remaining. The restitution payments will be made into an escrow account which in turn the probation department will in turn will send payments to the Austin Al-Anon Information Center. It is not known what the payment schedule is as that is determined and monitored by the probation department/court. Kay shared that if the restitution payments are not made, then the defendant would have to go back to court for further sentencing (i.e.: jail or more probation). It had been suggested the previous meeting that we add additional cost to our loss for Heather's time for the audit. However, Heather said she donated her time. It was also suggested in the last meeting that we ask that the defendant never work or serve for another non-profit. However, the D.A. said that would need to be brought up at the end of the probation. Some new people were unfamiliar with the embezzlement so a brief description of what happened was given.

2. New AIS literature purchase process: Kay has asked Kitty to contact her or Danielle for approval when she needs to make literature purchase of \$500 or more. This is because in May there was an influx of WSO invoices for literature and the bank account fell below \$5,000. It seems there is an overstock of literature compared to sales. The operating fund for the AIS alone, without literature, is about \$20K per year.
 3. State Sales Tax: Peggy finished her research on this and confirmed that because of how we are structured as a non-profit we are okay with not paying state sales tax.
 4. By-Laws: By-laws were forwarded to subcommittee. Lorelei confirmed there were no further changes to be made to them so they now stand as written. Kay stated that we may need to work on some job descriptions for the AIS Board. Kate volunteered and Lorelei and Julie are to help her.
 5. Website: Kay got a complaint about the website because of the butterfly pictures on it. Butterflies have nothing to do with AI-Anon or AIS. Kay did some research as apparently in the Japanese culture butterflies were associated with “women of comfort” during the war. Kay passed around a screen print of the website.
 6. Bank: Kay brought up that we may want to create a savings account in addition to the checking account already in existence. Also, as it was previously brought up that we could maybe avoid some bank fees by changing banks/credit union, Kay said this may be something the finance committee should look into this.
6. Treasurer Report:
1. Profit & Loss report: A line was added to the report for Other Income for the embezzlement repayments. Also, Danielle needs to get together with Kitty as she believes there may be a credit for \$2+K for an invoice that was paid. The invoice was actually for a different customer id than ours. There is a question as to whether we only got invoiced or if we actually received literature as well. Steve asked for an explanation about the Profit and Loss report. Some discussion went on to try to explain but it was really something Heather would need to explain. Danielle will ask Heather to put something together as this comes up periodically.
 2. Appeal letter: A copy of the appeal letter (sample as it was customized to each group) was sent with the last minutes. Danielle asked if we want to do another appeal letter. Kitty stated that while contributions went up for awhile, they are down again this quarter. She contacted the largest 2 groups a while ago, but she has not heard back from them. Jackie made a motion to do another appeal letter. Lorelei seconded it. The year’s carried the vote as there were no nay votes. Mary Margaret asked who receives the appeal letter. Kay explained that it went to the CMA email address on file. Danielle said if there was no email address, then one was not sent but that in the next one she could do a letter to CMA mail address if there is no email address. We then discussed how rent had gone up significantly since move to the current building. Lorelei suggested that we include an update about that embezzlement case as there may still be hard feelings out there about it and may be why contributions are down. The discussion then turned into more about the embezzlement case. Paula suggested we put an update about the embezzlement case in the District new letter. Kay will work with Judy to do that. Julie suggested that the bank statement be available at the board meetings. Lorelei thought that was part of the procedures put in place after the embezzlement, but Danielle was not aware of it. Danielle said she will make the bank statement available at the meetings. Kay and Danielle will work on the appeal letter.
7. **Information Center Report:** Kitty said she has spent just over \$23K so far this year, which leaves about \$17K for the remainder of the year per the budget. Literature sales were up last earlier but are now tending down, perhaps due to summertime. Literature sales are really not the problem though, it is that donations are down. Literature expenditures look high in the month of May, but that was because numerous past invoices weren’t all at the

same time. Lorelei asked if we have a threshold on what we keep on hand and when we order. Kitty said has a running total she keeps and does it based on her experience. Mary Margaret asked about the results from the literature sub-committee research into the book prices. This was reviewed a few months ago in a board meeting and the bottom line was that we felt we were charging enough for the books.

- 8. Information Center Liaison Report:** Judy reported there is a lot going on with Public Relations. We are still supporting the Phoenix house, Del Valley, and Austin Recovery women's group. While we had good volunteers for Rockspring Georgetown, we did pull out of supporting that because of confusion the meeting itself and who was attending for what purposes. Judy also discussed that there is some extra funds for Public Outreach from the district. She encouraged people to attend the next District meeting because there will be 6 motions on ideas to utilize those funds. She also needs a 3rd person to speak on Saturday, August 2nd from 9-11am at the Del Valley Austin Transition Center.

9. Committee Reports:

1. Finance: No report
2. Literature: No report
3. Volunteers: No report
4. Meeting List: Lorelei is working on this and a couple of people mentioned they have some contact info for some of the groups.

- 10. Old Business:** The only old business discussed was the possibility of trying to have a AIS Board Meeting on the north side of town sometime. Hilltoppers location is not available. Danielle is still looking into Northland, however, we would have to meet on a different day because it is not available on Monday night. Concerned was raised about change the day because we all know that the meeting is always on the 3rd Monday of odd number month. Lorelei mentioned that Central Market and Whole Foods has meeting rooms available at no cost for non-profits but had not had a chance to contact them. Kay said that she would look into them. Other ideas such as restaurants were also thrown out to the group.

11. New Business

1. Website: Kay received a complaint about the butterfly pictures on the website. After some discussion, the group did not share the concern. Gail made a motion that we take no further action. Julie seconded the motion. The yea's carried the vote as there were no nay votes
2. Website/email: John will be on vacation for 2 weeks so a volunteer is needed to respond to emails. Kay mentioned that it is low volume and she also sees the emails. Kate volunteered to fill in while John is on vacation.
3. Literature purchase process: Steve asked about the new approval process that Kay asked Kitty follow and it's purpose. Kay expressed concerned that we don't have a process for inventory and it is the biggest expense in the budget. Several members expressed their support for the new approval process for orders over \$500. Kay explained that the decision to approve or not is based on the bank balance at the time so that we don't fall below a \$5K threshold and only thinks it needs to be in place until our bank balance is back up. Kitty said she was fine with the process. Kay mentioned that the WSO is our best creditor, but they haven't been good about invoicing in a timely manner, thus the big expense in May that Kitty talked about in her report. We then discussed that we don't have a good inventory process. We have some really old items that have never moved. Several ideas were thrown out to give away or discount some of the old items if they have valid information, or getting rid of them if they do not. Steve asked if we should do another inventory and split out the items that are old versus things that are new and move well. Gail moved to approve the new approval process. Doon seconded the motion. The yea's carried the vote as there were no nay votes.

4. Savings Account: There was a discussion about the possibility of opening up a savings account. Steve asked about prudent reserved. Kay said we were well over the prudent reserve prior to the embezzlement. The prudent reserved is outlined in the By-Laws in section 9.7. It should be about \$30K and if we go higher than that, that we should make a donation to the WSO. Gail suggested that perhaps the embezzlement restitution payment could go into the saving account. Kay said that she and Danielle will do further investigation on a savings account. Mary Margaret asked what if a restitution payment of \$30K was made, would it mean we would be over the prudent reserve and we would then have to do a donation. Several people said we will take it One Day At A Time for now.
5. Judy brought up that she is looking for volunteers for the Women's Lockhart Prison Group for one Wednesday a month at 7pm.
6. Kay mentioned that Kathy's group, Serenity Seekers is struggling with membership. It meets on Wednesday nights at 2100 Kramer Lane.
7. Paula made several district and non-district announcement that Kay said I did not need to capture.
8. Doon has a speaker meeting when there is a 5th Tuesday of the month. She is looking for a speaker for July 29th.

The meeting was closed at 8:08 pm with the AI-Anon declaration.