

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - Approved
Tuesday, Sept. 16, 2014
6:30 pm

Note: Quorum for 2014 is 9 voting members.

Kay C. – Chair – (non-voting)

Kitty G. – Office Employee –
(non-voting)

Charlotte T. – Secretary (non-voting)

Doon R. – Lakeway Tues. Noon (voting)

Lorelei L. – Suburban Friends (voting)

Kate H. – Just for Today (Elgin) (voting)

Steve S. – Wimberley AFG (voting)

Gregg A. – Hilltoppers (voting)

Julie K. – Just for Today (voting)

Joyce L. – Faith (voting)

Gail M. – Bee Caves Rd. (voting)

Peggie F. – Allendale Happy Hour
(voting)

Beth S. – Unity (voting)

Pam H. – Highlander (non-voting)

Mary B. – Great Hills (voting)

Tina C. – Personal Freedom

(voting)

Barbara R. – Personal Freedom (non-voting)

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 12 voting members present.

3. **Secretary/Minutes** – Charlotte read the minutes from the July 21st meeting. The minutes were approved as written.

4. **Chair's Report** –

a. Kay reported that the literature purchasing approval process has worked well for she and Kitty.

b. AAIC has received \$480 in restitution on previous embezzlement.

c. Elections for the AAIC are coming up. (See New Business.)

d. Julie agreed to be chair of the Finance Committee. She is looking for someone else to serve on the Finance Committee. Kay reminded us that other members of all AAIC committees do not have to be on the Board. **Please announce this at your meetings.** Right now the financial reports and the bank statement are given from Heather to the Finance Committee. That committee looks over it to verify all looks good before each meeting, thus they play a crucial check and balances role for the Board.

5. **Treasurer's Report** –

a. Kay presented Danielle's report. Kay had asked Heather to simplify the Profit and Loss statement. Budget vs. Actual comparisons are on the first page. This report covers through August 30th. We are at about 96% of budget, which is pretty balanced. For first 8 months, we're operating at a loss. In Sept. we received the embezzlement deposit, so that's not reflected here. (There's a title in Quickbooks that shows "Entertainment" which is our AAIC portion of Judy's travel expenses.) Kay and Heather asked WSO why there were so many invoices in May. They reported we were double invoiced a few times. We now have a \$6K credit at WSO for overpayment. We order about \$1000 every couple months, so that credit will go down. Peggy shared some literature profits from 2007 – 2013 that showed our net profit for literature has been trending down in recent years, mostly because of shipping costs. The financials also shared the contributions list that showed in August groups gave a little more. Total assets are about \$21,424 (including checking account).

b. Danielle also researched with various banks to see if we can open a savings account or save money on our monthly fees. Several banks Kay called charge business accounts \$15 a month (for the lower balance we carry). This includes a payroll service of sending an employee a paycheck and handling payroll taxes for us. For \$16 a month, we can get a savings account with our checking account and a debit card. (We pay the bookkeeper \$60 a month on our contract with her, which is a separate service from this.)

c. Danielle also is sending out an appeal letter with a section by Kay with the checks and balances we've put in place to discover if anyone is embezzling. If your group has not received this appeal then we might not have your group's email address. Expect this letter by mail. Board members asked to get copies of the appeal letter. In the letter, Danielle included the contribution she'd received this year from that particular group, and the explanation for AAIC's responses to prevent future embezzling.

d. Julie asked to see more detail in the finance report. She would like to see the expenses each month (but not the % of budget.) She believes this could fit on one page in landscape view.

6. Information Center Report – Questions were asked from the Board about how long the turn over is for various literature. Kitty shared that some Alateen literature has been around a long time. Kitty has placed it in a “Free” box and stopped counting old address things as inventory. Kitty shared we have a lot of Spanish pamphlets but a reasonable amount of Spanish literature books.

a. Kitty shared in her written report that literature sales were down a bit and out of town sales were up a bit. Donations are up thanks to a large Hilltoppers’ donation, and the walk-in sales were up as well. **Groups please keep sending contributions.** Gregg A. shared that at ten meetings a week, Hilltoppers had been turning people away 4 meetings a week. And they are moving to a new location that can accommodate more people and that should help bump up their contributions.

7. Information Center Liaison Report – Judy was absent. There was no report.

8. Committee Reports –

a. Finance: No report

b. Literature: Steve reported that related to inventory, they had decided what inventory would never sell. Steve suggested a motion regarding the surplus literature. He said he would offer it to the Alateen coordinator to see if they want it, and if they get a message that it’s not wanted, that they recycle the majority of these pamphlets. Gail made the motion and Julie seconded the motion. It passed unanimously.

c. Volunteers: Kitty bragged about Beth as her best volunteer – thanks Beth!

d. Meeting List: Lorelei had no report.

9. Old Business – There was no Old Business to report on.

12. New Business –

a. Kay mentioned that our By-Laws say we should have 7 meetings a year. One proposal is to have an Oct. meeting and make it an election meeting. Charlotte is willing to stand for secretary again, and Kay willing to stand for chair (though others are welcome to the post). Danielle is pregnant and would be willing to have someone else stand for Treasurer. Qualifications for officers are 2 years in Al-Anon, to have 12-step membership only in Al-Anon, and have been to two AAIC Board meetings in your life. Peggy shared her willingness to stand for Treasurer. Officer job descriptions are available on the website.

(<http://www.austinalanon.org/infoctrdocs/By-LawsRevised-21jan13.pdf>) Julie made a motion and Kate seconded it that we have two meetings on one night. This passed unanimously. Lorelai made a motion to have the double meeting in November and Doon seconded it. It passed unanimously. **Announce officer elections at your groups.**

b. Should we meet on Monday or Tuesday night? Which location? Joyce suggested an advantage of being at the Information Center was the groups could get books while at the meeting. Another suggestion is to meet every other time at AAIC or Northland, alternating, setting up a schedule. Gail suggested that we make the decision every month based on Board member needs. Gregg made a motion to meet in November on Monday at AAIC. Pam seconded it. This motion passed unanimously as well.

c. Charlotte reminded newcomers that those in attendance need to sign in using last names per our State By-Laws. These names are kept in files and emails by Board members and officers and the AAIC, but are not otherwise shared publicly.

d. Now that we have a \$6K credit with WSO, Kay suggested we let Kitty not call for approval on literature purchases over \$500. Gail suggested we still put the process in place when we go below \$5000 in the bank. Kay and Kitty will work this out as they watch the bank account.

e. Kay suggested we make a donation to Northland for allowing us to use the room. Lorelai suggested we donate \$25 for their gracious hospitality. Kate seconded it. Passed unanimously.

f. Steve was wondering why our By-Laws require 7 meetings. Gail remembered that a member of the By-Laws committee thought more meetings would increase participation and transparency. Since officers have no authority, the regularity provides a way for the Board members to make operating decisions. Kay shared the Houston Info. Center meets monthly. Steve suggests we might have more attendance with less meetings. Gregg also commented that if we miss quorum once or so a year, then we have other meetings to make it up. No further action was taken at this time.

13. Meeting Adjourned: The meeting was adjourned at 7:50 pm with the Al-Anon Declaration.