

Austin Al-Anon/Alateen Information Center
Election BOARD MEETING MINUTES - Approved
Monday, Nov. 17, 2014
6:30 pm

Note: Quorum for 2014 is 9 voting members.

Kay C. – Chair – (non-voting)	Gail M.– Bee Caves Rd. (voting)
Danielle O. – Treasurer (not voting)	Peggie F. – Allendale Happy Hour (voting)
Kitty G. – Office Employee – (non-voting)	Katie K. – Unity (voting)
Charlotte T. – Secretary (non-voting)	Beth S. – Unity (non-voting, AAIAC volunteer)
Judy W.– Austin AIS/LDC Liaison (non-voting)	Marilyn C. – Spiritual Awakenings – (voting)
Doon R. – Lakeway Tues Noon (voting)	Pat E. - Northland – (voting)
Steve S. – Wimberley AFG (voting)	Luise P. - Serenity Seekers – (voting)
Kate H. – Just for Today of Elgin (voting)	Suzanne V. - Came to Believe AFG – (voting)
Julie K. – Just for Today (voting)	Mary Margaret B. – Courage to Change AFG (voting)
Joyce L. – Faith (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 11 voting members present at the beginning of the meeting, with others joining as the meeting went on.
3. **New Business** –
 - a. Election of Chair, Secretary, Treasurer - Kay read the requirements for all officers.
 - Chair – Joyce L. indicated she was interested. She attends Faith AFG and has served as an officer in that group. Mary Margaret nominated her. Steve seconded the motion. Kay provided paper ballots for voting members, giving the option for all to express openly any discontent with the nomination. She was unanimously voted to the chair position.
 - Secretary – Charlotte T. indicated she was interested in continuing in the position. Other nominations were asked for. Joyce L. nominated Charlotte to be put to ballot. Pat E. (and Mary Margaret) seconded the motion. Paper ballots were accepted from all voting members. She was unanimously voted to the secretary position.
 - Treasurer – Peggie F. indicated she was interested in nominating herself for the position. Other nominations were asked for. Doon R. nominated Peggie to be on the ballot. Peggie shared that she’s a retired CPA and has experience doing the Al-Anon Information Center tax returns. Marilyn C. seconded the motion. Paper ballots were accepted from all voting members. She was unanimously voted to the treasurer position.

By these votes, the Board approves the removal of Kay C. as Chairperson, and Danielle O. as Treasurer from all Austin Al-Anon/ Alateen Information Center Bank of America Accounts, and approves Joyce L. as Chairperson and Peggy F. as Treasurer to carry out the financial transactions of the Austin Al-Anon/ Alateen Information Center on all accounts held at Bank of America.

- District/Area Liaison – This is the person who represents the Information Center to all area and district meetings. Paula H. nominated herself for the position. Pat E. made a motion to vote for Paula. Doon R. seconded the motion. 9 voted in favor of Paula taking the position. 3 abstained.

b. Discussion was heard on making an amendment to the By-Laws to change the currently seven required meetings a year. The group decided to hear discussion on possible amendments. Proposed amendment 1 – Election meeting to be held “on the same date or at the same time.” And proposed amendment 2 – Meetings shall be held “three times a year on the date and time determined by the board, meeting once a quarter plus once for the election meeting.” Discussion and vote on these proposed By-Laws amendments will be heard at the next meeting.

13. **Meeting Adjourned:** The meeting was adjourned at 7:20 pm with the Serenity Prayer.

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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 13 voting members present.
3. **Secretary/Minutes** – Charlotte read the minutes from the Sept. 16th meeting. The minutes were approved as corrected.
4. **Chair's Report** – Kay shared that it has been a pleasure to serve.
5. **Treasurer's Report** –
 - a. Danielle shared the financial reports. Peggy pointed out that the embezzlement repayment made it possible to balance our budget in 2014.
 - b. 2015 Budget – For 2014, we came very close to projected contributions income. Danielle recommends we continue a mid-year, and end of year appeal letter to groups in the future. The group also talked about doing more Literature Sales at various meetings. We are down \$7600 in Literature Sales in 2014. Our total income is decreased in 2014 by about \$7,000. In December, we will finish our contract with Yellow Pages and that will save us \$1700 in 2015. We saved some in banking fees. We also reduced the amount of literature we are purchasing each year, or \$2916 per month for 2015. We spent less in office supplies in 2014, and hope the same for 2015. The center will try in 2015 to save on postage and delivery too, keeping to \$400. Rent and salary stayed the same and telephone costs have also been reduced. The treasurer should in years to come continue to negotiate with the phone company to see if we can save any more money. We also spent a bit more money in travel costs than we had budgeted and Danielle proposes that we see if we can reduce this spending in 2015. In 2017, we'll pay for the website costs again. She notes that the financials for 2014 show \$300 for the website costs that will be a 3 year contract. Currently, no prudent reserve is listed because we have \$26,000 in the bank. Embezzlement funds will not be included in the budget, and payments may come in over the next five years. (About \$25,000 is left to be repaid.)
 - c. Pat E. commented that we should make Prudent Reserve amounts visible so groups know we have that in good keeping that can be watched.
 - d. Gail shared she was happy the budget was in-line with current income, and is more conservative than last year. Gail made a motion to approve the budget as presented and Julie seconded the motion. The vote was unanimous in favor.
6. **Information Center Report** – Kitty shared that we sold slightly more literature than previous period and our group contributions, though down, are more normal. We have had very few walk-ins, though. A little over \$5,000 has been spent on literature purchases in this last period. Kitty anticipates another \$1000 in literature sales. WSO went ahead and sent a check to balance the overpayment previously made.
7. **Information Center Liaison Report** – Judy shared about district and area officer elections. Judy reported that Al-Anon has purchased a billboard on I-35 at 45 toll road, south-facing on the east side of I-35. The billboard will

run for 28 days. Phase 1 of the district plan also includes taking posters into the Middle Schools and High Schools. She is accepting volunteers for this tonight.

8. Committee Reports –

- a. Finance: Julie reviewed the bookkeeping statement and bank statements and all looks good.
- b. Literature: Steve mentioned that older Alateen literature will be disposed of in December.
- c. Volunteers: Beth is volunteering and praising Kitty's work to try to inventory and control any surplus.
- d. Meeting List: Lorelai had no report.

9. Old Business – No old business.

12. New Business –

- a. Kay shared that Heather is going to be resigning as bookkeeper, hopefully Jan. 1st. She has asked us to find another bookkeeper. Kay received an email from DB Bookkeepers and she heard from Debra B. Kay talked to Debra and researched that her rate is in-line with the going rate in Austin. Debra is an Al-Anon member. Kate made a motion to hire DB Bookkeepers. Pat seconded the motion. The motion passed a voice vote unanimously.
- b. By-Law Review –section by section vote:
 - 1) Change suggested: "The board may decide to have the election meeting and a regular meeting on the same date and same time" is the suggested revision. Gail moved that we amend 6.1 Board Meeting, 6.4.2 section. The vote passed unanimously.
 - 2) Change suggested: Section 6.1 part 6.4.3 to read "Regular board meetings shall be held at least once a quarter on the date and time determined by the Board." Peggy made the motion to amend this section. Julie seconded it. The vote passed unanimously.
- c. Bonus for Kitty, our wonderful employee. Pat made a motion to give Kitty a holiday bonus in appreciation for her service. Katie seconded the motion. The vote was unanimous in favor.
- d. Chisholm Trail Question - Kitty mentioned that she has from time to time allowed groups to sell some of our books at various AA conferences with Al-Anon participation. Some of her experiences with this have not been so positive. Luise suggests we put something in writing before agreeing. Kay suggested we table the discussion for the January meeting. It was suggested we reply in the meantime that we are developing guidelines, and are not prepared to make a deal now.
- e. Our next meeting will be Jan. 20th Tuesday at Northland at 6:30 pm.

13. Meeting Adjourned: The meeting was adjourned at 8:35 pm with the Al-Anon Declaration.