

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - Approved
Tuesday, January 20, 2015 at Northland
6:30 pm

Note: Quorum for 2015 is 8 voting members.

Joyce L., Chair (non-voting)
Peggie F., Treasurer (non-voting)
Charlotte T., Secretary (non-voting)
Kitty G., AAIC Employee (non-voting)
Judy W., Alt. District Rep (non-voting)
Paula H. AAIC/LDC Rep (non-voting)
Debra B. – Bookkeeper (non-voting)
Doon R. – Lakeway Tuesday noon (voting)
Steve S. – Wimberley AFG (voting)

Gail M. – Bee Caves Road AFG (voting)
Patsy P.– Suburban Friends AFG (voting)
Minnie G. – Just for Today AFG (voting)
Rick L. – Steps to Freedom AFG (voting)
Lee G. – Faith AFG (voting)
Tom B. – Faith AFG (non-voting)
Carolyn K. – Courage to Change (voting)
Pat E. – Northland AFG (voting)
Beth S. – Unity AFG (voting)

We have 10 voting members present.

- 1. Opening.** The meeting was called to order and opened with the Serenity prayer. Joyce thanked everyone for his or her service.
- 2. Introductions.** Each director (with vote representing their group), officer and visitor made introductions. Joyce determined this year's quorum is 8 voting members (a formula in the By-Laws).
- 3. Chair's Report** – Joyce gave us the time for meetings, 6:30 – 8:00.
 - a. Meeting format: Joyce said the meetings would continue using Knowledge-Based Decision Making to format our discussions. This means issues will be discussed during a report. If there is not enough information to make a decision, a thought force or task force will be formed to gather more information. After a report is made, if everyone has enough information, a motion should be made and voted on. These motions do not have to wait to be voted on in "New Business" unless it's already included on the agenda there. She encouraged everyone to raise their hand to speak and be recognized by the chair before proceeding. Introduce yourself at this point. A time-keeper will be used for reports and discussions so the meeting does not get bogged down.
 - b. Communications: Joyce will use the aaicchairperson@gmail.com email address for communications. She will send Board members (attendees from groups) minutes with more detail and she has a second distribution list that will send out general information and links to website minutes. Please notify Joyce or Charlotte if you are not receiving emails and want to (or if you want to be removed.)
 - c. Minutes: Should we continue to read aloud the minutes or read silently and make suggestions? Discussion was held. Pat made a motion to privately read and then approve the minutes. Beth seconded it and the group unanimously agreed to this.
 - d. Financials: Joyce asked also how often the Board wants to review financials when we meet quarterly? Does the Board want to look at them monthly between meetings or just quarterly? Gail said with the treasurer, bookkeeper, and two others looking at financials monthly that should catch the discrepancy. Pat agreed. Pat made a motion that the financial statements be made available quarterly unless a discrepancy was noticed and the Chair notified the Board. Steve seconded the motion and the vote was unanimous. Steve asked how we know the reports are related to reality – looking at the bank statements compared to the financials. At this time, the bank statements are open to our Treasurer, Bookkeeper, Chair and Financial Oversight Committee (Julie K.) Steve asked if someone could come report that someone double-checked the bank statements. Peggie says she is bringing the bank statements to each Board meeting for members to see.
- 4. Secretary/Minutes** – Joyce asked us to read over the two minutes from Nov. 17th and make corrections. No corrections were mentioned. Steve made a motion to approve the Election meeting minutes and Pat seconded it. It was unanimous. Gail made a motion to approve the Nov. Regular Meeting minutes and Steve seconded it. The vote was unanimous.
- 5. Treasurer's Report** – Peggie distributed 10 copies of the financials. We had \$29,305 in the bank on Dec. 31st. And we only owed IRS about \$700 in payroll taxes. We took in \$65,771 and spent about \$65,392. Net income for 2014 was about \$11,700. We were in the black due to the embezzlement repayment. She gave us a comparison of

our expenses, and what we budgeted for the year. She's looking to get more details from Heather on general ledger information for 2014. The last page of the financials compares 2011 – 2015 basic details for our information. We expect to need to amend the 2015 budget to pay the total costs of a district liaison instead of half the travel costs we paid last year, because then we shared our liaison with another budget. Paula asked if this expense covers AWSC, District and Area meetings (8 total). Further discussion on this matter will continue. Bank of America charges a payroll fee of \$38.38 a month to do Kitty's payroll taxes.

6. Information Center Report – Kitty reported for Nov. 17th to Jan. 16th (44 days). We were down on literature sales and purchases. The walk-ins were also down. But our contributions were up greatly during this period. Kitty attributed it to writing a personal letter as needed. Kitty also donated a whole box of Spanish language literature to a new Spanish group that formed midweek.

7. Information Center District and Area Liaison Report – Paula expressed gratitude for our election. She brought new forms for Area contributions and distributed these. They will also be available at the District meeting Jan. 31st. We have a new Area group records coordinator, and the fastest way to change group information is to email her directly. She will attend the AWSC meeting in Alvin coming up. Kitty mentioned that she, John, our website coordinator, and Candy the Area group records coordinator would all be good ways to change/update group information.

8. Committee Reports –

- a. Finance: Julie was not present. Peggie and Debra (bookkeeper) created the financial reports, and Joyce sees when reimbursements get approved because the bank emails her.
- b. Literature: Steve reported that the inventory of all literature was done on Dec. 11th and our literature is now worth \$13,683 (not at cost, but at what we could sell it for, the retail worth). Peggie asked how we know what we paid for each item. This was determined unanswerable at the moment. Steve will recycle that older Alateen literature.
- c. Volunteers Committee: Beth is the only volunteer at the AAIC right now and Kitty does not need many more volunteers at the moment.
- d. Meeting List: Lorelei was not present to give a report. She had not commented as to whether she wants to continue in the position. Kitty says her position was to visit each group and see if they were getting information from us or needed anything. Our By-Laws state that this is one of the standing committees also in charge of our website. A recommendation was heard that our District Representative, and John could join Kitty doing this committee's work. A committee leader for this position is open, and Judy will talk to the District Rep to see if we are duplicating their work in this position.

9. Old Business –

- a. Literature at Conferences that we are not sponsoring (ie. not Al-Anon conferences.) Joyce asked if a committee should be formed to look at what guidelines should be for these types of conferences. Kitty reviewed the history of the need for these guidelines. In a conversation with an AA conference, Paula suggested that each conference buy Al-Anon literature from WSO. Peggie weighs in that we avoid logistical troubles by encouraging AA to buy their own Al-Anon literature from WSO. Another member says that we support conferences and spread our word by providing more literature. Carolyn says that we made about \$300 on the given conference that triggered the discussion. Carolyn also says that it seems like there's enough viewpoints to have a committee get together and suggest a possible course of action. Paula suggests the committee study the WSO Al-Anon participation in AA, and AA/Al-Anon Conference guidelines. Steve, Paula, Kitty, Minnie and Carolyn volunteered to be on this special committee to make a policy for the next Board meeting to vote on. Steve will chair that committee.

10. New Business –

- a. Location for meetings – Last year with 7 meetings, it was agreed to rotate locations north and south. Joyce asked if we want to continue this rotation with only quarterly meetings. Pat E. spoke in favor of location rotation. Peggie agreed. Carolyn made a motion that we rotate the quarterly meeting between north and south. Pat seconded the motion. The vote was unanimous.
- b. Schedule for Meetings – April 20th (AAIC), July 21st (Northland), Oct. 19th (AAIC) or May 18 (Monday, AAIC), Aug. 18 (Tuesday, Northland) and Nov. 16 (Monday, AAIC). The group decided that the second choice was better. Steve motioned to approve the second set of dates. Rick seconded the motion. The vote was unanimous.
- c. Prudent Reserve – Joyce mentioned previous discussion from Pat that the prudent reserve be listed on our financials. The By-laws do mention a maximum prudent reserve. Further discussion was tabled for the

next meeting. Debra suggested she could show it as a restricted reserve on the financials and the group decided that the financial committee should look at how to show our prudent reserve to groups to assure that their contributions are being used for the good of the center.

d. Appeal Letter - Danielle volunteered to do the appeal letter last year twice and Joyce asked that we find another volunteer to do this. Please consider this an open position. We're looking for a volunteer and Joyce volunteered to do this.

e. By-Laws Discussion - Joyce made copies and they are posted online. Joyce noted 1) that the Board manages the AAIC corporation and has management and control of it. 2) The eligibility for the Board is service for 3 consecutive calendar years, and she encourages if this applies to you to seek a replacement. One is considered active if you have voted in 3 of a year's meetings.

11. Meeting Adjourned at 8:05.

* 2 Open positions at this time: AAIC meeting list committee chair and a volunteer to write an appeal letter for AAIC

* Our meetings start at 6:30 and try to end by 8:00pm. Mark your calendars for these dates:

- Monday, May 18th - Information Center, 6301 Manchaca Road, Ste. F, Austin TX
- Tuesday, August 18th - Northland, 2809 Northland Dr., Austin TX
- Monday, November 16th - Information Center, 6301 Manchaca Road, Ste. F, Austin TX