

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES - Approved
Monday, May 18, 2015 at the Al-Anon Alateen Information Center (AAIC)
6:30 pm

Note: Quorum for 2015 is 8 voting members.

Joyce L., Chair (non-voting)	Minnie G. – Just for Today AFG (voting)
Peggie F., Treasurer (non-voting)	Doon R. – Lakeway Tuesday noon (voting)
Charlotte T., Secretary (non-voting)	Tina C. – Personal Freedom (voting)
Kitty G., AAIC Employee (non-voting)	Luise P. – Serenity Seekers (voting)
Judy W., Alt. District Rep (non-voting)	Marilyn C. – Spiritual Awakenings (voting)
Paula H. – Serenity Trails (voting)	Bill H. – Anderson Mill (voting)
Steve S. – Wimberley AFG (voting)	Nell F. – Allendale Happy Hour (voting)
Gail M. – Bee Caves Road AFG (voting)	Rosemary C. – Faith AFG (voting)
Carolyn K. – Courage to Change (voting)	Katie K. – Unity AFG (voting)
Kathy S. – Hilltoppers (voting)	Rick L. – Steps to Freedom AFG (voting)
Julie K. – Just for Today (voting)	

We have 16 voting members present.

1. Opening. Called to order with a moment of silence and the Serenity Prayer.

2. Introductions. Every director (voting members), officers and visitors introduced themselves.

3. Secretary/Minutes – The minutes were read. An addition was added and the minutes were approved unanimously.

4. Treasurer's Report – 2014 IRS Tax return has been filed and there's a copy available for viewing in the Information Center. Financial reports were sent by email and distributed at the meeting. The balance sheet was shared. The Profit and Loss Statement from Jan. to April 2015 was shared. Without embezzlement AAIC lost \$2247.02 from Jan. – Apr., but Peggy expects this to be corrected and in the black by our next meeting due to some adjustments she's making. Peggy presented a comparison of budget to actual revenues and expenses. Peggy explained her system for check and balances for paying invoices. She checks to be sure it is not a duplicated invoice, sending the bill to the bookkeeper to pay, and then rechecking that the invoice came through the bank. Joyce receives an email with a list of bills to be paid for approval as needed. Joyce also receives a bank balance weekly and reviews the bank statement monthly. The Finance Committee checks a spreadsheet of the actual to the budget monthly, as well.

5. Chair's Report –

a. Joyce reported that the financial team is working on getting a smooth process of checks and balances established (see above.)

b. Joyce also reported on a need to have good document storage system to share policies and other historical documents. She visited with John, our webmaster, and he can make both private (Board members only) and public documents available on the website.

c. Kitty has need of an email address and an internet connection in the Information Center. Joyce is investigating options.

6. Information Center Report – Kitty G. gave her report on literature sales within Austin, out of town literature sales, and AAIC contributions from groups.

7. Information Center District and Area Liaison Report – Paula visited the AWSC meeting in Alvin, TX and submitted expenses for this trip. She charged us one way for gas (123.5 miles .33/mile for gas). She gave a report on this meeting and handed out registration forms for the June Assembly. Candy is receiving group change updates (like change of time of meetings. Paula provided this change form.) Paula also visited the District 6 meeting and spoke about some outreach needs for parent volunteers at Phoenix house and Houston Elem. School needs bilingual volunteers May 20th. Comments about suggested Area changes may be sent to this email address: ETAAA.panel55.chair@gmail.com. July 18th and Oct. 17th are the next District Meetings.

8. Committee Reports –

- a. Finance: (Given earlier on the agenda at this meeting.) Julie, Gail, Peggie, Debra, and Joyce met by email. The committee presented a prudent reserve proposal, and update to change the By-Laws. They defined prudent reserve as one year's operating expenses without literature purchases (rent, utility bills, and personnel). This represents a change to the By-Laws. They shared an idea for keeping the year's prudent reserve before us on reports. They also proposed that we should open a savings account, goals for maximum threshold for all finances, as well as a minimum for our checking account. (See attached proposal.) Finally, they proposed a policy update to include updated job responsibilities for the bookkeeper/treasurer with the new prudent reserve recommendations.
 - Discussion was held on why literature sales were not included in the operating expenses calculated in prudent reserve. The response is literature is protected by insurance and is in constant rotation. Discussion was also held on the maximum amounts to hold by AAIC, and suggestions were heard to make contributions at maximum amounts permissive, not required. Discussion was also held as to whether a By-Law change was needed, or just a discretionary prudent reserve to be set by the committee for this year. On the other hand, some said this definition of prudent reserve gives more clarity than the current By-Laws.
 - A vote on the By-Law change will be taken at our next meeting.
 - A motion to postpone other votes on the matter was given. Carolyn made the motion and Louise seconded it. The motion passed unanimously.
- b. Literature: The committee met by email predominately to develop the suggested policy and a signature form (see attached) regarding the sale of literature at non-Al-Anon events. Suggestions were heard to include a phone number and mailing address of the responsible party on the signature form. Discussion was also held as to bill the event should be billed instead of the member's AFG, and that borrowers each be given ten days to return unsold literature. The committee agreed to make these changes. Louise made a motion to approve this policy as amended. Kathy seconded it. The vote was unanimous.
- c. Volunteers – This committee is still seeking a chair. Kitty can use volunteers from 2-4 pm on weekdays. Most general public comes from 10-2pm. Interested people can contact Kitty.
- d. Meeting List: This committee is seeking a chair. This committee's work is to maintain the list of the meetings in the area. The District has a committee doing this too and can be our partner in the work.

9. Old Business –

- a. Appeal Letter – Joyce had volunteered to write a letter and is considering when would be best.

10. New Business – Joyce is looking into electronic storage solutions as described in the Chair's Report.

11. Meeting Adjourned at 8:45 pm.

* 2 Open positions at this time: AAIC meeting list committee chair, and a volunteer committee are open.

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

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