

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES - Approved  
Tuesday, August 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)	Doon R. – Lakeway Tues Noon AFG (voting)
Peggie F., Treasurer (non-voting)	Luise P. – Serenity Seekers AFG (voting)
Charlotte T., Secretary (non-voting)	Pi C. – Living Gratitude AFG (voting)
Kitty G., AAIC Employee (non-voting)	Julie K. – Just for Today AFG (voting)
Paula H. – District and Area Rep. (non-voting)	Chelsea A. – Came to Believe AFG (voting)
Michelle W. – 2222 AFG (voting)	Pat E. – Northland AFG (voting)
Carolyn K. – Courage to Change AFG(voting)	Beth S. – Unity AFG (voting)
Tina C. – Personal Freedom AFG(voting)	Gail M. – Bee Caves Road AFG (voting)
Kathy K. – Highlanders AFG (voting)	Barbara H. – Killeen AFG (voting)
Dave L. – Serenity Trails AFG(voting)	Peggy H. – Hilltoppers AFG (voting)
Lee G. – Faith AFG (voting)	Jennie W. - Killeen AFG – (not voting)
Rick L. – Steps to Freedom AFG (voting)	Michelle P. - Killeen AFG - (not-voting)

We have 17 voting members present.

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

**2. Introductions.** Each director (voting members), officer, and visitor introduced themselves.

**3. Secretary/Minutes** – The minutes were read. Joyce called for a vote to approve the minutes, and the vote was unanimous.

**4. Chair's Report** – Joyce reported that she's working on updating the Office Manager Guide. She's also updating the lease for AAIC. (See discussion below.) Joyce is still researching other email/internet options for AAIC. She looked for secure places online for the Board's policies. John (our webmaster) says it's possible to do this publically or privately from the website. More options are being researched.

**5. Treasurer's Report** – Peggie distributed financial statements. She highlighted things of note. Peggie also researched embezzlement numbers. The total owed is \$56,128. Prior to sentencing she paid \$25,640. In 2014, she made repayments of \$11,338. In 2015, through Aug. 14<sup>th</sup> she has paid \$2,058. Peggie calculates the balance is \$15,892 to be repaid. The money comes to us through the probation office when it is repaid. This report was followed by a request from Paula, our District and Area Representative. She asked that the Board raise the budget for travel expenses. She asks for reimbursement for gas to go further distances (Smithville, upcoming), hotel and parking (to San Antonio). Joyce clarified that last year the liaison in this position had a smaller budget because she shared the role with the District. Julie made a motion that we increase the budget of \$350 to \$450 for the Liaison travel costs. Paula seconded the motion. The vote was unanimous in favor.

**6. Information Center Report** – Kitty shared that \$5,528.10 was made selling literature in the last 61 days. In the first quarter of the year, we made slightly more selling literature. Kitty shared that it's difficult to keep three months of recordkeeping since we meet only quarterly. She is glad that Joyce will teach her to use a donated computer for recordkeeping in the months to come. Kitty wonders whether making a financial report is necessary as part of her job as Office Manager. She has been working with Peggie's suggestions and making a report to the Treasurer and Book Keeper every two weeks that covers what literature is sold, donations received, and out of area donations. She had more walk-ins (3 on average) during this period, and averaged 3 phone calls a day.

**7. Information Center District and Area Liaison Report** – Paula shared forms/flyers to the Area Assembly, group change forms, etc. June 5-7 she visited the Area Assembly in Franklin. She also shared notes from the World Service Conference. WSO is seeking written sharings on a few topics, and the topics can be found at the Al-Anon member website under the tab individuals, member resources, and then under featured publications. Paula announced she is willing to stand for re-election to this liaison position in November.

## 8. Committee Reports –

- a. Finance: Julie said she and the committee receive the bank statements and review them monthly. She'll speak at the Prudent Reserve discussion to come.
- b. Literature: Joyce reported that Steve will roll off this position in November and we will be looking for another chair for this committee. Joyce, Steve and Chuck did an inventory of the literature and Joyce shared a copy with any interested at the meeting. Steve plans to continue helping with inventory next year as it was a service outside the literature committee's work. Steve also receives AAIC's email inquiries and is willing to continue receiving these emails as needed.
- c. Volunteers: We have no chair, though we still seek one.
- d. Meeting List: We have no chair, though we still seek one.

## 9. Old Business –

a. AAIC office space lease. The current lease finished at the end of June, but was extended for two months at the current rate. The landlord gave us two lease renewal rate options 1 year at \$850/month and 3 years at varying rates (\$850 1<sup>st</sup> year, \$900 2<sup>nd</sup> year, and \$950 3<sup>rd</sup> year). Joyce negotiated a potential third option 6 years (\$850 1<sup>st</sup> and 2<sup>nd</sup> year, \$900 3<sup>rd</sup> and 4<sup>th</sup> year, and \$950 5<sup>th</sup> and 6<sup>th</sup> year). Joyce checked with Arlile who researched this site 3 years ago. Kitty shared that the renter was easy to work with. Joyce shared that she believes this is a reasonable rate increase, and opened it up for discussion. We rent about 600 sq. ft. Discussion was held, and predominately was positive to take the 6-year deal. Joyce reviewed the lease, and only the dates and amounts have changed. Directors urged Joyce to be clear what is required on the interior of the property, even if this landlord is kind including more repairs than required now. Joyce read the Maintenance section of the Lease and the air conditioner and plumbing repairs are not mentioned. Carolyn made a motion that we renew our lease for 6 years. Rick seconded it. The vote was unanimous in favor. The lease should be up in September 2021.

b. Prudent Reserve discussion – (See research page attached by Joyce called “Prudent Reserve.”) The proposal is to change the By-Laws 9.7 from the title of the section “prudent reserve” to “excess funds”. Vote on this proposal will be held at our next meeting since it is a By-Law change. Secondly, Julie, Gail, and Peggie will help define a prudent reserve (i.e. three months operating expenses). This will be a policy or procedure rather than a By-Law. Discussion was held. Charlotte read section 9.7 of AAIC's By-Laws. Pat read the *WSO Service Manual* section on prudent reserve. Peggie offered to give our numbers from actual years to the Finance Committee. Gail welcomed those with more input to give to join the Finance Committee when that procedure and policy comes to be written. Carolyn suggested we work to eventually list both the Prudent Reserve and the Excess Funds that we have annually.

## 10. New Business –

a. Elections will be in November. All roles are available for nomination. Joyce is willing to serve as Chair again, Peggie will stand for Treasurer again, and Charlotte will stand for Secretary again. Committee chair positions are open as well. Julie will stand for Finance Committee chair again. As mentioned earlier, Paula will stand again for Liaison role. We have openings for the Literature Committee Chair, Volunteer Committee Chair, and Meeting List Committee Chair. Joyce encouraged AAIC Board Directors (members) to rotate their service positions within their groups.

b. Joyce suggested we make a donation to Northland of \$25 each time we use this meeting space. The group voted to contribute \$50 for our use this year (Jan. and Aug.) and the vote was unanimous.

## 11. Meeting Adjourned at 8:00 pm.

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

- Monday, November 16th - Information Center, 6301 Manchaca Road, Ste. F, Austin TX