

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES  
Monday, November 16, 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)	Kelly S. – Personal Freedom AFG (voting)
Peggie F., Treasurer (non-voting)	Carolyn K. – Courage to Change AFG (voting)
Charlotte T., Secretary (non-voting)	Luise P. – Serenity Seekers AFG (voting)
Kitty G., AAIC Employee (non-voting)	Anna A. – Faith AFG (voting)
Paula H. – District and Area Rep. (non-voting)	Pat E. – Northland AFG (voting)
Gail M. – Bee Caves AFG (voting)	Chelsea A. – Came to Believe AFG (voting)
Julie K. – Just for Today AFG (voting)	Doon R. – Lakeway Tues. Noon AFG (voting)
Kathy S. – Hilltoppers AFG (voting)	Linda U. – Paths to Recovery AFG (voting)
Beth S. – Unity AFG (voting)	

We have 12 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 himself or herself.

**3. Secretary/Minutes** – The minutes were read. Carolyn moved to approve the minutes as written and Luise seconded it. The minutes were accepted unanimously.

**4. Chair's Report** – She signed a lease on AAIC's behalf for Sept. 1, 2015 to **Aug. 31, 2021** for this space. She checked with the landlord confirming that he will maintain A/C, heater, plumbing, and water as part of the common space. She also reports that she could not get a computer donated yet, but will continue to try. She suggests the groups check to see if they have access to a computer that can be donated. The third thing in her report was that Yellow Pages advertising had (previously) been asked to cancel the contract, but due to a problem on YP's side we got this year for free. We are cancelled with the Yellow Pages going forward now. Finally, Joyce has been working with John, our webmaster, to verify that our minutes and policy documents are available on our website.

**5. Treasurer's Report** – Peggie shared a report on the debt repayment. Using documentation from the probation payment office that Kitty saved, Peggie verified who owes what, and how much. \$23,827.94 is due as of Sept. 24<sup>th</sup>, 2015. She has until July 9, 2019 to complete the payments. On the financial statements, we have \$31,572 in bank accounts by Oct. 31, 2015. We've received \$15,000 in group's contributions this year, which is almost 90% of our budgeted contributions. Our literature sales are down for the year (at about 78% of expected budgeted sales to this point in the year.) Peggie provided a 2016 draft budget that proposes \$3800 in loss, due to lower literature sales. The group discussed how we can make up the difference either with other income or by tightening our spending. Discussion was also held on the timing of an appeal letter to each group asking for contributions this year. Julie made a motion that we would send out an appeal letter by Dec. 1<sup>st</sup>. Kathy seconded it and the vote was unanimous. Joyce volunteered to write and send this contribution appeal. Carolyn made a motion that we approve the presented budget as amended (with \$450 in Paula's expected travel expenses). Pat seconded the motion, and the vote was unanimous in favor.

**6. Information Center Report** – *Kitty reported that in the last 63 days*, our literature sales were \$4330.40. Our walk-in sales were also slightly less. We've been averaging 2.5 walk-in's and 3 calls a day for the 20 days a month the center is open.

**7. Information Center District and Area Liaison Report** – Paula shared that there's an Alateen training (Dec. 12<sup>th</sup>) coming up and an Alateen Posse March 18-20. There's a Kerrville Assembly May 13<sup>th</sup>. She has change of address forms for new GRs. She passed these fliers around for groups to share. She gave reports on AWSC, Assembly and District meetings. District 6 needs a new district Alateen coordinator. As part of the District's outreach, 225 Alateen posters are ready to be placed in schools via their student health offices. Al-Anon has new table cards in print for groups to use with the Al-Anon declaration. There are also new DVDs available about Al-Anon history. WSO is seeking sharings on intimacy, parents and grandparents of alcoholics, and a new daily reader.

## 8. Committee Reports –

- a. Finance: Julie reported that Julie, Gail, Peggie and Joyce talked about making a collection of documents as an office manual. Joyce has a draft and will bring to present to the board in Jan/Feb. The purpose is to give continuity year to year for policies decided by the board. This will hold collective memory on checks and balances that are in place for AAIC, as well as job descriptions for the financial positions. Excess funds and petty cash would be defined, banking location will be named, as well as services provided by those accounts. Where bank statements can be found would also be listed so anyone could look at these.
- b. Literature: (no chair at present) The inventory will be done in December.
- c. Volunteers: No report at this time.
- d. Meeting List: No report at this time.

## 9. Old Business –

a. Change to the By-Laws: Proposal to change the By-Laws (currently labeled 9.7). Change By-Laws label from “prudent reserves” to “excess funds” as presented at the last minute. Julie moved it and Gail seconded it. Vote was held and it was unanimous.

## 10. New Business –

a. District 6 use of AAIC Non-profit status for Public Outreach. See attached proposal. The District would like to use its money to advertise through Cap Metro at a significantly discounted rate for 501c(3) non-profits. Discussion was divided for and against. Doon shared that she had spoken to WSO about this question and shared their responses. (See attached documents of this research with WSO.) Kathy made a motion that we agree to the proposal. Pat seconded the motion. 8 voted in favor and 3 against. There was 1 abstention.

b. Elections for Officers: (1 abstention on all elections) Chair: Joyce will stand and asked for other nominations. 11 voted in favor (with 1 abstention) for her continued service. Secretary: Charlotte will stand and Joyce asked for other nominations. The vote was in favor of her continued service. Treasurer: Peggie will stand and Joyce asked for other nominations. The vote was in favor of her continued service. The vote was 11 in favor (with 1 abstention). Info. Center District and Area Liaison Rep Paula is willing to stand. Joyce asked for other nominations. The vote was 11 in favor (with 1 abstention). Committee chairs were also chosen. Julie has volunteered to continue to chair the Finance Committee. Carolyn offered to be the chair of the Meeting Committee. The Volunteer Committee likewise could call and get volunteers for the Information Center from other meetings. Beth offered to be the chair for the Literature Committee.

c. AAIC Employee End of Year bonus for Kitty – Kathy made a motion that we give Kitty two-week salary payable by Dec. 31. Beth seconded the motion. The vote was unanimously in favor of the motion.

d. Our next meeting was decided to be Tuesday, Feb. 16<sup>th</sup>, 2016 at the Northland Group. Carolyn made a motion, and Doon seconded it that this be our next meeting. Joyce also suggested we change our expected meeting time from 6:30 – 8:30 pm.

**11. Meeting Adjourned** at 8:20 pm with the Al-Anon Declaration.