

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES  
Tuesday, February 16, 2016 at the Northland Group  
6:30 pm

Note: Quorum for 2016 is 10 voting members.

Joyce L., Chair (non-voting)	Celeste T. – Faith AFG (voting)
Peggie F., Treasurer (non-voting)	Pat E. – Northland AFG (voting)
Charlotte T., Secretary (non-voting)	Chelsea A. – Came to Believe AFG (voting)
Paula H. – AAIC Liaison to District and Area (non-voting)	Doon R. – Lakeway Tues. Noon AFG (voting)
Judy W. – Alt. District Rep. (non-voting)	Kathy S. – Hilltoppers AFG (voting)
Beth S. – AAIC volunteer (non-voting)	Minnie G. – Just for Today, Elgin AFG (voting)
Gail M. – Bee Caves AFG (voting)	Michael Z. – Anderson Mill AFG (voting)
Julie K. – Just for Today AFG (voting)	Rick L. – Steps to Freedom AFG (voting)
Luipe P. – Serenity Seekers AFG (voting)	

We have 11 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** – Corrections were given to Charlotte. Peggie made a motion to approve the minutes as corrected. Celeste seconded the motion. The minutes were accepted unanimously.

**4. Chair's Report** – The chair announced the quorum is 10 for this year (based on the way quorum is calculated in the By-Laws.) That is, for each meeting to happen we need at least 10 voting members to be present. Donated technology has been sought, and a printer has been given (which Joyce will try to pick up soon.) She is continuing to ask for a donated computer. Try to mention this in your groups. Joyce worked with the Finance Committee on the financial proposal to come. She's worked with Kitty and Peggie on updating the "Office Manager Guide", too. Joyce has also pursued updating the website with documents, policies and guidelines we create. We'll talk about this in "New Business". She's also noticed that the Al-Anon website's Events section could also use more data. We had not gotten an embezzlement repayment since November. So, Peggie called and found out there was a check sent three weeks ago. The check is in the mail now says the probation officer.

**5. Treasurer's Report** – About \$23,357 is still due on the embezzlement repayment. Checking account balance is \$29,959.17, as of Dec. 31<sup>st</sup>. She shared with us the way she reconciles the bank statement and our books, and the real bank statement copied so we have proof the money is in the bank. For the year we have a net loss of \$5574.58 and with the embezzlement repayment we are in the black. Keep in mind that we are operating in the red. 2014 we operated more in the red, and we don't want to operate in the red going forward either. She shared the group contributions for the year and encouraged groups to continue to support AAIC. Peggie also shared our budget vs. our actual revenues and expenses for 2015. Questions were heard as to why the budget for 2016 Literature Sales is still set at \$51,000 when this looks unlikely. Peggie suggested adjusting at our next meeting when we have gotten to track more of this year's literature sales.

One other problem, we've had three money orders bounce since Jan. 1<sup>st</sup>. Peggie researched and found that if the group's treasurer doesn't have a checking account, they might use a money order for the group's money. But if the money order is more than six months old, the bank will not cash it. HEB/Western Union says money orders devalue over time. They are only guaranteed for 30 days. *Peggie has now posted a policy in the AAIC that money orders over 30 days old will not be accepted.* Paula will announce this through District channels.

**6. Information Center Report** – Kitty sent her paper report and this was circulated. She reported that about \$2000 had been sent as group contributions in January. Kitty also shared that literature purchases is going up in January to restock what she had sold last year. The paperback "How Al-Anon Works" sells the quickest because some groups give it to newcomers, shared Beth, AAIC volunteer.

**7. Information Center District and Area Liaison Report** – Posters are currently on buses and posters and pamphlets will be going to schools soon for Alateen. Paula wondered with the ads on buses if Kitty might get more calls or people reaching out. The District archivist would like group histories submitted. Starting in March there will be no free copies of *The Forum* sent to groups. If they want copies, the groups will have to pay a subscription

of \$11 a year. Public Outreach South, Promises, is looking for volunteers once every three weeks. District 6 will host a 2017 Fall Assembly, so volunteers are being gathered to put on the Assembly, open to all Al-Anons, Alateens, and AA's. This is Al-Anon's 65<sup>th</sup> birthday and the District is considering a donation to WSO for the occasion. A thought force was formed at the AWSC meeting on February 7<sup>th</sup> for the purpose of hosting all of TX East's meeting lists on the TX Al-Anon website. A report will be made at the May Assembly. Paula requested input on this by April 1<sup>st</sup>. April 16<sup>th</sup> District meeting may still need a host group and location.

#### **8. Committee Reports –**

- a. Literature: No report was given.
- b. Finance: Julie reported that the bank account is available to her online so she can log-on and see the account in "view only". This is another checks and balances for the AAIC. The committee worked hard to create a "Financial Policies, Procedures, and Responsibilities Guide" for the AAIC. It covers how the bank accounts are maintained, what checks and balances are in place, what job descriptions are in place in relation to officers and financial matters, and how much petty cash would be kept. This was created from previous practice, and a definition for prudent reserve, checking account minimum and maximum. If approved, this would be kept on the website for future Boards going forward. We want to make sure that these policies are in place from one year to the next, ensuring continuity even while Board members and Officers change. Pat made a motion to adopt the "Financial Policies, Procedures and Responsibilities Guide" dated February 2016. Kathy seconded it. The vote was unanimously in favor.
- c. Volunteers: A chair for this committee is being sought. Members or chairs for this committee can come from any Al-Anon member.
- d. Meeting List: No report was given.

#### **9. Old Business –**

a. District 6 use of AAIC Non-profit status for Public Outreach – Joyce shared pictures of what was placed by the District on the city buses. The District used AAIC as a pass-through since we have non-profit status (503c) to pay for this signage.

#### **10. New Business –**

a. Review of By-Laws (per the By-laws) – Joyce provided a copy of the updated By-laws from Nov. 2015 and reviewed highlighting some items. Under Article 6, the Board has the voting powers and make decisions. 6.3.6 reminds us that Board members should only serve three years in a row without a break. Officers only may serve two years in a row which means that next year we will have open positions for Secretary, Treasurer and Chair. We have four meetings a year though can choose to have special meetings. Standing committees are named as well.

b. AAIC Website Change Proposal – Joyce suggested we ask to put a new tab on the Austin Al-Anon website which would be for the "AAIC Board" and put meeting minutes, policy guides and By-laws there. None of this is confidential information so no special security would be needed. Peggie would suggest adding our Tax Return, our 990 form, to this website. Julie made a motion that we go forward with these website changes. Pat seconded it and the vote was unanimously in favor.

c. Proposed 2016 Board Meeting Schedule –

Feb. 16<sup>th</sup> – Tuesday @Northland

May 16<sup>th</sup>, Monday @ AAIC

Aug 16<sup>th</sup>, Tuesday @Northland

Nov 14<sup>th</sup>, Monday @AAIC

Kathy made a motion to approve this schedule and Rick seconded it. The vote was unanimously in favor.

d. Proposed donation to Suburban Alcoholics Foundation for hosting us tonight, for \$25. Pat made a motion. Luise seconded it. The vote was unanimously in favor.

e. Our next meeting was decided to be Monday, May 16<sup>th</sup> at the AAIC. Joyce mentioned that we should expect meeting time to run from 6:30 – 8:30 pm.

**11. Meeting Adjourned** at 8:10 with the Al-Anon Declaration.