

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES - DRAFT  
Tuesday, May 16, 2016 at the Austin Area Information Center, Manchaca Road  
6:30 pm

Note: Quorum for 2016 is 10 voting members.

Joyce L., Chair (non-voting)	Minnie G. – Just for Today, Elgin AFG (voting)
Charlotte T., Secretary (non-voting)	Rick L. – Steps to Freedom AFG (voting)
Paula H.-AAIC Liaison to District 6 and TX East Area (non-voting)	Carolyn K. – Courage to Change AFG (voting)
Kitty G. – AAIC Employee (non-voting)	Susan H. – Lakeway Parents AFG (voting)
Beth S. – Unity AFG (voting)	Marilyn C. – Spiritual Awakenings AFG (voting)
Luise P. – Serenity Seekers AFG (voting)	Lynn P. – Anderson Mill AFG (voting)
Celeste T. – Faith AFG (voting)	Paula S. – Let it Begin with Me AFG (voting)
Pat E. – Northland AFG (voting)	Nancy M. – Hope for Today AFG (voting)
Kathy S. – Hilltoppers AFG (voting)	Linda U. – Pathways to Recovery AFG (voting)

We have 14 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. Pat made a motion to approve the minutes as corrected. Luise seconded the motion. The minutes were accepted unanimously.

**4. Chair's Report** – Joyce worked with Kitty to update the office manager guidebook. Joyce also filed the annual update with the Texas Secretary of State.

**5. Treasurer's Report** – Peggie's report was given by Joyce. Peggie filed the 990EZ with the IRS for 2015. Included in our financials is information through 4/30/16. She shared a balance sheet, YTD profit and loss, budget v. actual revenue and expenses, summary of donations, bank reconciliation, and embezzlement and repayments schedule. (For our information, the Finance committee looks at bank statements and compare this to the profit and loss report on a monthly basis to serve as checks and balances.) Peggie is going to work on opening a savings account for our prudent reserve (containing the embezzlement payments) by June 1<sup>st</sup>. Peggie also included a proposed budget for 2016 that proposes contributions of \$20,510. She would like to suggest another appeal letter go out in September/October which will be voted on in August.

Our literature sales continue to be down from our budgeted goal. Joyce will ask about Peggie's thoughts on changing the literature sales expected income. Peggie would like the Board to vote on the highlighted budget proposal though the Board noticed that they have not approved a budget for 2016. Discussion was heard that if the Literature Sales remain down then less books should continue to be down. The Board noticed that literature purchases could be reduced to \$35,700 (based on last year's actual) in the budget and Literature Income to \$50,000 (based on lower sales) which would make our budget be balanced. Carolyn made to accept Peggie's highlighted changes to budget and included raising the Literature Purchases to \$35,700 and Literature Sales to \$50,000. Kathy seconded the motion. The motion passed with 15 in favor and one abstention.

Peggie also commented that Utility bills came in late in March and April and will be paid in early May. She is also hoping that bank service charges will be reimbursed for some returned checks and money orders. Peggie is also working with Kitty and Debra, our bookkeeper, to make the revenue receipt, deposit process, and recording on books run more smoothly.

**6. Information Center Report** – Kitty submitted a report for February 16 to May 16<sup>th</sup>. Discussion was heard about how to promote individual online sales through Paypal payments to support this Information Center. Joyce suggested a committee could be formed to investigate the feasibility of this. Walk-ins were up slightly to 3 per day and 4 calls a day. A question was asked - what volunteer opportunities are available to help staff the Information Center? How can we make it a service opportunity for more people? Discussion included comments that unless we got consistent help from 2-4 pm, the volume during these hours will remain low. Others suggested it would help to have a Volunteer Committee chair to help raise awareness about this.

**7. Information Center District and Area Liaison Report** –

a. Vacant positions at the District level include a District Alateen Coordinator. While we increase Alateen participation it would help to have more coordination. What is required is two years in Al-Anon, and Alateen sponsor is not required. Spanish Coordinator position is also vacant. Georgetown AFG has moved to a new location and meets at 8 pm on Mondays. An Alateen sponsor is also needed for that meeting.

b. The meeting list will continue to be included in the District newsletter.

c. District 6 is hosting the TX East Assembly on Nov. 3-5<sup>th</sup>, 2017 at the Holiday Inn on Middle Fiskville Road. Currently looking for a Speaker Host and Fundraising Chair. Job descriptions will be attached to these minutes. Any Al-Anon member can serve in these roles.

d. Alateen and Al-Anon posters have been circulating on the Austin buses. 225 Alateen posters and pamphlets are going into schools in September. AISD has given permission to post the posters in middle and high schools. Volunteers are still being sought to help get other posters into other local school districts.

e. Paula attended the AWSC meeting in Kerrville. At the Alateen conference more Alateens were needed so the groups are asking how to increase participation from Alateens at the conference. At that time, suggestions included more men being trained, transportation to Al-Anon meetings was an issue, so perhaps aligning Alateen and AA or Al-Anon meeting would be good.

f. This year Oct. 2016 in Fayetteville, AK the WSO Board will be available to meet members. Some from this area will go.

g. The Area Assembly was this past weekend and Paula heard good speakers. Five motions passed at the Assembly. Paula shared these. The deadline for ordering Al-Anon Faces Alcoholism is July 6<sup>th</sup> this year. Sharings are being sought for "the Forum Book" (favorite Forums from 2010 to present), for the new daily reader, on intimacy, and by grandparents of alcoholics.

h. Future dates to come – July 16<sup>th</sup> – District 6 Meeting at Bethany Lutheran on Slaughter Ln.; July 30<sup>th</sup> – A Day in Al-Anon hosted by District 4 in Alvin, TX; August 6 – Area World Service Committee Meeting in Houston; Oct. 15<sup>th</sup> – District 6 meeting (host needed); Nov. 4 – 6<sup>th</sup> Area Assembly; Feb. All Texas Conference in San Antonio.

i. Group Records changes should be sent to Candy from the District and then call Kitty as interested.

j. District and Area Contribution Forms were shared.

## 8. Committee Reports –

a. Literature: No report was given.

b. Finance: No report was given.

c. Volunteers: Chair person is still being sought for this committee.

d. Meeting List: Carolyn had no report at this time.

## 9. Old Business –

a. Technology Donation Update – Joyce reported that we've received donations that include a printer, a modum and a router. We've also received a Dell computer with Windows, and an iMac (2007). Compatibility is still being worked out. Internet access has not been priced. Discussion was had as to how to bring the price down on our landline cost of \$90 per month with AT&T. Kathy S. volunteered to try to reduce this cost.

## 10. New Business –

a. By-Laws – Officer positions are to be held two years, and Charlotte came in as Secretary mid-year two years ago. Pat made a motion to extend the By-Laws term so Charlotte can continue serving until the end of the year. Celeste seconded. The vote was unanimously in favor.

b. Pamphlets – Literature pricing on small pamphlets have cost us 3 cents and we have been selling them by bulk of 100 for \$2.00. Celeste moved that we increase the pricing 4 cents per pamphlet for bulk discount (in units of 100) and 5 cents for less than 100. Discussion was held on whether 4 or 5 cents was reasonable. Shipping costs were discussed. Kitty suggested we only charge at cost for the pamphlets. Luise seconded the motion. The vote was unanimously in favor.

c. Promoting Literature Sales – Should a survey be held as to how to increase sales at AAIC by extending hours or other ideas? Perhaps Literature committee could do this discussion suggests. The matter was tabled at this time.

d. Our next meeting will be Tuesday, Aug 16<sup>th</sup>, Tuesday @Northland AFG at 6:30 pm.

## 11. Meeting Adjourned at 8:25 with the Al-Anon Declaration.