

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

Note: Quorum for 2016 is 10 voting members.

Joyce L., Chair (non-voting)	Pat E. – Northland AFG (voting)
Charlotte T., Secretary (non-voting)	Kathy S. – Hilltoppers AFG (voting)
Peggie F., Treasurer (non-voting)	Minnie G.– Just for Today, Elgin AFG (voting)
Paula H.-AAIC Liaison to District 6 and TX East Area (non-voting)	Kay C.– Courage to Change AFG (voting)
Kitty G. – AAIC Employee (non-voting)	Michael Z. – Anderson Mill AFG (voting)
Beth S. – Spiritual Awakenings AFG (voting)	Gail M. – Bee Caves Road AFG (voting)
Luise P. – Serenity Seekers AFG (voting)	Norma A. – Unity South AFG (voting)
Celeste T. – Faith AFG (voting)	Darlene K. - Serenity Trails, Round Rock (voting)
	Julie K. – Just for Today 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** – Corrections were given to Charlotte. Kathy made a motion to approve the minutes as corrected. Pat seconded the motion. The minutes were accepted unanimously.

**4. Chair's Report** –

a. A Prudent Reserve savings account for AAIC was opened by Joyce and Peggie.

b. AAIC's phone system has had problems. Joyce researched to replace it. Our message is in English and Spanish so is longer in length than many. The solution was two answering machines that are rotated each week. Kitty agrees that it is working fine. Volunteers agree to have their phone numbers given in the messages on a rotating basis, six a week. With the new system, it is now possible for people to leave messages and Kitty checks those. The cost was \$77 in total and has already been paid.

c. Our landline phone cost had been slightly over \$90 a month. Joyce found out our contract renews every thirty-six months, so in Jan. we are able to reduce this rate (effective in March) instead of automatically renewing. If we decide to get internet access, we can change our rate at that time. Joyce will look at how our phone bill can also be reduced using our non-profit status to get discounted tax rates. She'll also recommending changing the long distance rates when the contract is renewed. The 1-800 number is wrapped into the phone bill though you can see a separate charge on the bill for it (\$34 a month).

d. Joyce continues to work on updating the Office Guide.

e. Joyce also put the Group Change Record on the AAIC website.

**5. Treasurer's Report** – On the AAIC Balance Sheet, you'll see the "Savings and Reserve" listed. Our Prudent Reserve is calculated by one prior year's expenses minus what's paid for literature. This is a snapshot of our financial health. We have \$15,000.57 in prudent reserve and our goal for prudent reserve is \$33,466 calculate on this year's needs. Through July we've had a net income of \$1841.88 and have \$5,182.52 if you add in this year's embezzlement payments. We're on budget for everything other than office supplies. That's because we've been more accurate with our petty cash records, so we better know what we're spending than years previous. Any postage on literature sales is rolled into the cost of the literature, so postage listed here is other postage need. She shared contribution amounts by each group, a detailed list of the embezzlement repayments, and actual bank statements for checking and saving accounts.

**6. Information Center Report** – Kitty explained that she sent in her deposit lists to Peggie and our bookkeeper, Deborah. She shared a comparison since our last Board meeting, and November to February time period in sales and contribution. Kitty also shared a list of how many calls and how many walk-ins the center received. For example, the average in July was 4 calls and 2 walk-ins a day. A question was heard as to whether walk-ins was about people coming to buy literature or people seeking information. Kitty believes most of the time it's people coming to purchase, though she does get calls of people who have questions about recovery. Many calls are also about what the meeting schedule is.

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

- a. Paula shared flyers about big events coming up.
- b. She encouraged groups with any changes to complete a GR1 form and to send it to Candy, the District coordinator for this.
- c. Paula brought a July report from the District meeting. A thought-task force is considering where to give unallocated funds. The District Archivist is looking for more group history information. Information posters and pamphlets are going into the middle and high schools thanks to District outreach.
- d. Paula went to the AWSC meeting in August. The 2016 World Conference Summary is on the WSO member website and GRs are encouraged to read this. Sharings are being sought for a new forum book, for a daily reader about intimacy, and for parents of problem drinkers. See WSO member website if interested in contributing.
- e. Nov. 3-5<sup>th</sup>, 2017, District 6 is hosting the Area Assembly. Please make note of this date. It will be at Holiday Inn on Middle Fiskville Road. This is expected to be a big fundraiser for the AAIC to sell literature.

## 8. Committee Reports –

- a. Literature: Steve was part of an inventory of literature that was done June 21<sup>st</sup> and Peggie listed the total in assets as about \$8400.
- b. Finance: Julie reported that she sees and reads the bank statement each month and compares that to the last board meeting's financials. She looks at each expenditure to be sure each looks like a typical AAIC expense.
- c. Volunteers: Chair person is still being sought for this committee.
- d. Meeting List: Carolyn shared a report with Joyce. Our most up to date meeting list information is stored at the AAIC as a backup to the website's list.

## 9. Old Business –

a. Joyce shared about technology in an AAIC Technology Update report. We received two donations of computers. We also received that we received a printer/copier/fax machine (in one), that may be best used as a replacement for our current copier/fax machine. Kathy S. did some initial research on internet costs through there are often deals offered so prices will change. Joyce opened discussion about whether we even need to have a computer or internet connectivity. On one hand, sales receipts could be automated, spreadsheets could help track things, and make literature purchases on line. On the other hand, all this takes time and money to find the software, attend to maintenance, and stay updated. Discussion was held as to what the return on investment might be. One suggested a committee could possibly suggest incremental changes that might help prioritize the changes and make the changes more palatable. Another suggested having the services will generate more money and more ideas for how to use the computers in service. Another added that with the equipment already donated, first steps could be done, though we might need Paypal to maintain literature sales. Another suggested that online literature sales might be first priority because fax service might be discontinued. Another believes that a computerized inventory would be the best first step for spreadsheets. Another said modernization was key to make operation more efficient. Another said staying in touch with groups would be easier with internet and better connect us to groups we serve. Gail agreed to chair a committee to look into the pros and cons of internet connectivity, and Joyce, Gail and Julie agreed to serve on this technology committee. They will try to report by the next meeting on the steps they suggest including which donated equipment to keep, whether to get internet, QuickBooks, etc. They **invite others from groups to join them. (Members of A.A. are eligible to serve on committees of AAIC.)**

b. Joyce would like to move forward with using the new copier/fax/printer.

c. Tabled Items – How to increase literature sales. Joyce suggested a survey of the groups to ask if our AAIC office hours, our paper books (instead of e-books) or other factors could be determined on how AAIC can better serve people. Discussion was heard in favor of this kind of survey if we kept it brief. The discussion on creating a survey was tabled until we look at the comparisons of literature sales from the last five years at our next meeting provided by Peggie. Kay made this motion, Darlene seconded it and the vote was unanimously in favor.

## 10. New Business –

a. Discussion was heard on our prudent reserve. Julie made a motion that all our embezzlement payments from all this year (Jan. 2016) and going forward be placed in our prudent reserve. Kathy seconded this motion. The vote was unanimously in favor.

b. Appeal Letter – Should one be sent to groups soon? Peggie suggested we do this at the November meeting and try to tie to December giving rush. Another suggested that we communicate face to face with groups about why we exist instead of letters or emails so people can know we exist. Gail moved that we wait until the

November meeting to decide about an appeal letter. Julie seconded the motion. The vote was unanimously in favor.

c. November is our election meeting. Board members are eligible for three years of service and encouraged to find other representatives from their groups as needed. Officer elections are being held in November. Officers serve for two years and our Chair, Secretary and Treasurer are finishing two year terms this year. Officers do not serve on the Board, so if you have served on the Board, you are eligible to be an Officer. Discussion was heard as to whether the By-Laws should be amended to permit sitting officers serve for three years. In discussion, it was suggested that people allow extension of the treasurer position up to five years. Another suggested that the rotation of all three officers in the same year was difficult. Others suggested that continuity being so important, years of service should not be the goal but continuity. Beth made a motion to this effect. Gail seconded the motion. This amendment to the By-Laws will be brought to a November meeting. Kay moved that we have two meetings on Nov. 14<sup>th</sup> to see the amendment, and in the second meeting to vote on the change to the By-Laws. Luise seconded the motion.

d. Our name – We are called Austin Area Al-Anon Alateen Information Center so when you give reports to your groups or on behalf of the Board, please refer to our legal name, AAIC.

e. The Board asked how long we need to keep sales tickets. Kitty shared that we have 16 years of sales receipts. Peggie said we need only keep four years back, but that tax return documents and embezzlement documents should all be kept.

f. Our next meeting is scheduled for 6:30 pm November 14<sup>th</sup> at the AAIC.

**11. Meeting Adjourned** at 8:35 pm with the Al-Anon Declaration.