

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES (I) - Approved  
Monday, November 14th, 2016 at the Northland Group  
6:30 pm

Note: Quorum for 2016 is 10 voting members.

|  |  |
|--|--|
| Joyce L., Chair (non-voting)   | Marilyn C. - Spiritual Awakenings (voting)             |
| Charlotte T., Secretary (non-voting)                                 | Anna A. – Faith AFG (voting)                           |
| Peggie F., Treasurer (non-voting)                                    | Jennifer – 617 AFG (not voting)                        |
| Paula H.-AAIC Liaison to District 6 and TX East Area<br>(non-voting) | Pat E. – Northland AFG (voting)                        |
| Kitty G. – AAIC Employee (non-voting)                                | Luise P. – Serenity Seekers AFG (voting)               |
| Linda U.– Paths to Recovery AFG (voting)                             | Doon R. – Lakeway Tuesday Noon (voting)                |
| Sharon C. – Just for Today (Elgin) AFG (voting)                      | Barbara L. – Hilltoppers AFG (not voting)              |
| Gail M. – Bee Caves Road AFG (voting)                                | Michael Z. – Anderson Mill AFG (voting)                |
| Kathy S. – Hilltoppers AFG (voting)                                  | Susan H. – Lakeway Lake Travis Parents AFG<br>(voting) |
| Carolyn K. – Courage to Change AFG - (voting)                        | Dave L. – Serenity Trails AFG (voting)                 |
| Brian M. – Wimberly AFG (voting)                                     | Rick L. – Steps to Freedom AFG (voting)                |
| Beth S. – Unity AFG (voting)   |  |

We have 16 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, mentioning whether they were present as a voting member or not.

**3. Secretary/Minutes** – Kathy S. made a motion to approve the minutes as corrected. Pat E. seconded the motion. The minutes were accepted unanimously.

**4. Chair's Report** – Joyce will share her work in this quarter as it comes up in the meeting.

**5. Treasurer's Report** – Peggie gave a report. Currently our checking account and prudent reserve is \$32,192.36. Peggie shared the reconciliation of the bank statement and our account reports. We are slightly in the red without the debt repayments, but this was expected per our budget and we are doing better than expected.

**6. Information Center Report** – Kitty gave this report: Two debt repayments were received in October. Literatures sales are lower in this period compared to the previous period before August. Groups contribution reports were also shared.

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

a. Paula shared that the District Meeting in Elgin brought news of needing hosts for the next two meetings. GRs are asked to let the District Chair know if you are not getting agendas by email. Judy W. is looking for people to help contact schools for outreach. The District has unallocated funds and the decision on how to spend that will be made in January. Other unallocated funds plan to be spent to help defray the costs of hosting the Fall 2017 Area meeting.

**8. Committee Reports** –

- a. Literature: There are plans to do an inventory in December. Gail suggested we share this inventory electronically with the AAIC Board.
- b. Finance: Julie checks the bank statements monthly to double check Peggie, the accountant and Joyce also checks these.
- c. Volunteers: Kitty has plenty of volunteers now.
- d. Meeting List: No report at this time.

**9. Old Business** –

a. Technology Update – “Project Recommendations and Alternatives” – A technology update report was shared. The Committee's first recommendation is to provide a semi-annual inventory to the Board via email or paper copy. Pat E. made a motion that the Board be provided this semi-annually by email. Carolyn K. seconded the motion and the vote passed unanimously. Discussion was heard on other technology recommendations. Gail from the committee who studied the matter presented that she did some research with different AFG literature chairs.

Based on this, she suggests that an email service to make ordering a possibility for AFGs could request literature from Kitty, and get a total cost to bring when they pick up their literature. This would be an email address that Kitty would check for the convenience of communicating with the groups. A mobile phone's internet would be about \$25 per month plus the cost of the phone. Kitty shared that she had 5-10 transactions a week and that we're a service instead of a business. Kathy S. asked if there were other uses for internet connectivity. Peggie wondered, too, if we should try to put this in our budget when we are running in the red. She also shared that she believes connectivity would make running the business go smoother in the long run. Carolyn K. shared that we might be better to canvas the group for needs first. Linda agreed. Beth reminded the Board that technology was originally suggested to increase literature sales.

Kathy S. made a motion that we create a task force to create a list of survey questions to find out from groups how we can serve them better. The task report is requested to bring a progress report to the next meeting. Anna A. seconded the motion. Votes were all in favor, with two abstentions. It was noted that those rolling off the Board can serve on committees. Kathy S., Carolyn K., Peggie, Joyce agreed to serve on the task force. Carolyn agreed to chair this task force.

b. A Five-Year Comparison of Income and Expense over the last five years had been asked to be shared. Peggie brought this report. Since 2013, we have had decreases in sales. She shared that we are not sure what this means, if the population of Al-Anon as a whole is going down, or if literature is primarily being bought from other sources. Joyce suggested we use the survey results to decide what this could mean for us. Doon made a motion that we table the discussion on this comparison until the survey was complete. Marilyn seconded the motion and the vote was unanimous.

c. An Appeal Letter – Joyce asked for discussion on doing an appeal letter. Carolyn suggested there is no downside to asking. Discussion was held and Rick made a motion that we send out an appeal letter. Brian seconded the motion. The vote was unanimous in favor. Joyce volunteered to send it to CMAs.

#### **10. New Business –**

a. Proposed By-Law change. Joyce presented this and gave an updated By-Law proposed change tonight. The Board struck the first sentence of the proposed change to 7.4.6. Luise made a motion to accept these By-Laws as amended and Beth S. seconded it. The vote was unanimously in favor.

b. Open House for the 30<sup>th</sup> Anniversary of the AAIC. Kitty proposed AAIC host an Open House on Dec. 3<sup>rd</sup> from 2-4 pm to celebrate 30 years of service. Bill H. who founded the center, and Pat E. who has been instrumental in its work have been invited to speak. Joyce mentioned this would require a small budget of \$50-\$75 and we would put out a donation can at the party as well. Kitty mentions that we last celebrated the center's 20<sup>th</sup> anniversary. The plans are to host two speakers from 2-3 pm, then two speakers from 3-4 pm. Pat E. made a motion that we plan for the 30<sup>th</sup> anniversary for the center on Dec. 3<sup>rd</sup> from 2-4 pm. Luise seconded the motion. The vote was unanimously in favor.

c. District 6 use of AAIC non-profit status for community outreach. The District would like to advertise with CapMetro again. The District still may decide not to use CapMetro but it does cost 50% less if they can use a non-profit status. Beth asked if it was legal for us to give them our non-profit status. Discussion was held. The District has done this previously through the AAIC Board. Carolyn K. made a motion that we pass through funds to CapMetro and the printers for a one time use of our 501(c)(3) status to District 6. The vote was 12 in favor, 3 opposed, with 2 abstentions. The motion passed.

d. Year-End Bonus for Kitty – Joyce reminded the AAIC Board how faithful and loyal Kitty has been in her service, speaking to the work Kitty does after hours in her own time on our behalf. Kitty is responsible for managing all aspects of the literature inventory, answering questions to those who come in or call, and managing volunteers who come to the office. She consistently has a great attitude with it all. Joyce recommends that the Board give Kitty a half-month's salary in this month with gratitude. The motion passed.

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

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES (II) - Approved  
Monday, November 14th, 2016 at the Northland Group  
8:20 pm

Note: Quorum for 2016 is 10 voting members.

|  |  |
|--|--|
| Joyce L., Chair (non-voting)   | Marilyn C. - Spiritual Awakenings (voting)             |
| Charlotte T., Secretary (non-voting)                                 | Anna A. – Faith AFG (voting)                           |
| Peggie F., Treasurer (non-voting)                                    | Jennifer – 617 AFG (not voting)                        |
| Paula H.-AAIC Liaison to District 6 and TX East Area<br>(non-voting) | Pat E. – Northland AFG (voting)                        |
| Kitty G. – AAIC Employee (non-voting)                                | Luise P. – Serenity Seekers AFG (voting)               |
| Linda U. – Paths to Recovery AFG (voting)                            | Doon R. – Lakeway Tuesday Noon (voting)                |
| Sharon C. – Just for Today (Elgin) AFG (voting)                      | Barbara L. – Hilltoppers AFG (not voting)              |
| Gail M. – Bee Caves Road AFG (voting)                                | Michael Z. – Anderson Mill AFG (voting)                |
| Kathy S. – Hilltoppers AFG (voting)                                  | Susan H. – Lakeway Lake Travis Parents AFG<br>(voting) |
| Carolyn K. – Courage to Change AFG - (voting)                        | Dave L. – Serenity Trails AFG (voting)                 |
| Brian M. – Wimberly AFG (voting)                                     | Rick L.- Steps to Freedom AFG (voting)                 |
| Beth S. – Unity AFG (voting)   |  |

16 voting members were present at the start of the meeting.

1. Opening – The meeting was called to order.
2. Introductions - Each director (voting members), officer, and visitor introduced himself or herself, mentioning whether they were present as a voting member or not.
3. Old Business
  - a. Proposed Change to the By-Laws - Joyce pointed the Board to the By-Law proposed at the last meeting. Beth S. made a motion to accept the proposed By-Law change. Brian M. seconded it. The By-Law change was voted on and passed unanimously.
4. New Business – Elections of Officers - Requirements for all officers are as follows: 2 years as an Al-Anon member, to have attended 2 AAIC Board meetings, to not be a member of AA, and to be at least 18 years of age.
  - a. Secretary - Our current Secretary is not eligible to serve the Board again. Carolyn K. was willing to nominate herself. She left the room for discussion. At that time, a vote was held and it was unanimously in favor of her nomination to be Secretary.
  - b. Treasurer – Peggie is willing to nominate herself for a third term. Other nominations were sought. Peggie left the room, and the vote was unanimously in favor of her serving as Treasurer for a third term.
  - c. Chair – In order to provide continuity for the Board in future years and to have rotation of service, Joyce will not run for Chair. No names were put forth. Nominations will continue to be sought from the groups. Please mention this to your group!
  - d. Liaison AAIC Liaison to District 6 and TX East Area - Paula H. shared that she is willing to do this position again, even though much travel is involved. She was asked to leave the room. Joyce reminded the Board that there are no terms of service in the By-Laws for this position. This is her third term. The votes were unanimously in favor of her continued service.
6. The meeting was adjourned at 8:40 pm