

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Tuesday, February 21st, 2017 at the Northland Group
6:30 pm

Note: Quorum for 2017 is 10 voting members.

Carolyn K., Secretary and Acting Chair/Chair
(non-voting)
Charlotte T., Interim Secretary (non-voting)
Peggie F., Treasurer (non-voting)
Paula H.-AAIC Liaison to District 6 and TX East Area
(non-voting)
Kitty G. – AAIC Employee (non-voting)
Joyce L. – Faith AFG (voting)
Nell F. – Allendale Happy Hour AFG (voting)
Rick L. – Steps to Freedom AFG (voting)

Don C.– Bee Caves Road AFG (voting)
Michael Z. – Anderson Mill AFG (voting)
Mary Evelyn M. – Courage to Change AFG
(voting)
Luise P. – Serenity Seekers AFG (voting)
Darlene K. – Serenity Trails, Round Rock (voting)
Marilyn C. – Spiritual Awakenings (voting)
Brian M. – Wimberley AFG (voting)
Dani M. – Northland 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, mentioning whether they were present as a voting member or not.

3. Secretary/Minutes – The minutes from our Nov. 16th meetings were presented and read. Corrections were submitted. Joyce made a motion to accept the minutes as corrected. Luise seconded it. The minutes were accepted unanimously.

4. Chair's Report – For 2017, a quorum is set at 10 voting members based on attendance in 2016. (This is set by a formula in the By-Laws.) Our Information Center Open House had 21 people in attendance with cake and speakers on a very rainy day. There were four speakers and many said what great speakers they were. Pictures of the festivities are available on Kitty's desk. Joyce (prior Chair) shared that the phone company (AT&T) was contacted about long distance and it was renewed at \$15 a month (\$20 with \$5 discount). This is a March 2017 to March 2018 contract.

5. Treasurer's Report – Peggie gave a 2016 Financial Statement. We had \$31,000 in assets at the end of 2016. Peggie also shared an embezzlement payment report, and the budget vs. actual revenue and expenses for 2016. (Peggie reminded us that the embezzler has two years to finish paying before further consequences.) In 2016, \$20,087.27 was donated by groups to the Literature Center. In 2016, \$45,167.35 was paid in Literature Sales. It costs \$34,778.75 to buy the literature we stocked. To verify and show what we have in the bank, Peggie shared our actual bank statement at the end of Dec. 2016. Our prudent reserve is \$20,176 which is growing thanks to embezzlement repayment. She also shared AAIC Contributions from different AFG groups. Peggie emphasized that for the year, we were in the red \$3,543. Peggie presented a 2017 Budget and discovered that inventory is priced with gross price + \$.50. We do get a discount on cases. We pay about 11% in shipping costs which are not reimbursed by the inventory pricing we use. Peggie suggested we raise the price of costs 10% to pay shipping. Further discussion was held as to the solution to balance the budget. One suggested we raise money on both fronts, the cost of literature and the requests for contributions from groups. Another suggested more time for analysis. Peggie also suggests a written policy for how to price our literature from the Board. Carolyn suggested the Literature Committee should take the information from Peggie, and create a policy about how to price the literature. Since we still need to approve a budget tonight, she suggested we could make corrections to the budget in the future based on the literature committee's work. Mary Evelyn made a motion to approve the Proposed Budget #1, and Brian seconded the motion. The vote was unanimously in favor.

Peggie requests that future inventories should be done with literature priced at WSO cost not at retail price.

6. Information Center Report – Kitty shared her report from Nov. 16 to date. She sold books at the District meeting and sold \$550.25. General literature sales were up in this period, too. Contributions were also up from groups (although only one mentioned the appeal letter directly). There was about an average of three calls a day,

and two walk-ins a day. Carolyn asked if Kitty could bring a count showing how many answering machine calls are being received and how many calls are being forwarded to be answered as well. Kitty agreed.

7. Information Center District and Area Liaison Report –

a. Paula gave a report from the District meeting and they are seeking writers for the newsletter. Paula reported that the District does not need to borrow the AAIC's non-profit status in the near future. At the May Assembly there are votes concerning Alateens and a training for Alateen sponsors is coming up. She shared fliers for upcoming events in the District. April 8th is the District meeting in San Marcos instead of the previously announced date.

8. Committee Reports –

a. Literature: There was an inventory done in December by this committee. They have been tasked to come up with a policy on pricing the literature, and a plan to price the literature sales. The Board is seeking a chair for this committee.

b. Finance: Julie will continue as chair, until the Board elects another. The Finance chair checks the bank statements and approves payments from our account.

c. Volunteers: The Board is seeking a chair. Otherwise, there is no report at this time. Kitty says she has the volunteers she needs right now, although she is always seeking volunteers to work after 2 pm weekdays or on Saturdays.

d. Meeting List: The Board is also seeking a chair. Otherwise, there is no report at this time. Candy Neal at the District shared the meeting list with Joyce when she sent out the appeal letter, and Joyce reconciled that to the Meeting List available online when she needed a meeting list.

9. Old Business –

a. Survey of Groups about the AAIC – Kathy S., Peggie, Carolyn, and Joyce served on a task force that created a draft survey to conduct concerning the AAIC and shared it with the Board. Carolyn suggested that it could be shared with the groups and local Al-Anon members to research how the groups perceive and understand the AAIC's work. This survey will be put forth and distributed by the next Board meeting. The results will be brought back to the Board once compiled.

b. Technology Committee Update – Tabled until survey results can be obtained.

c. How to Increase Literature Sales – Tabled until survey results can be obtained.

10. New Business –

a. Current By-Laws were reviewed after being distributed. Carolyn highlighted Article 2 – the AAIC Purpose, among others. (Our By-Laws are available on the AAIC website.)

b. Elections – Carolyn stepped down from the position of Secretary and nominated herself to be Chair of the AAIC. Carolyn stepped out of the room while the vote was taken. (Joyce conducted the election by paper ballot.) With a vote of 9 in favor and 2 abstentions, Carolyn became AAIC's Chair. Mary Evelyn nominated herself to the Secretary position. With 9 votes in favor and 1 abstention, Mary Evelyn became our Secretary.

c. Standing Committees – Chairs were sought for the Board's standing committees. Carolyn requested a Chair for Literature Committee. Don agreed to be appointed to be Chair of the Literature Committee. Joyce agreed to be appointed Chair of the Finance Committee. Marilyn agreed to be appointed to be Chair of the Volunteer Committee. The Meeting List Committee is still seeking a Chair.

d. Contribution to Northland for use of the Space – Luise made a motion to give \$25 every time we meet at Northland this year to the Suburban Alcoholics Foundation (SAF). Darlene seconded the motion and the motion passed unanimously.

e. Meetings for the Board were planned: Feb. 21st at Northland, May 15th at AAIC, Aug. 22nd at Northland, Nov. 13th at AAIC and the vote on these dates was unanimous.

11. Meeting Adjourned at 8:30 pm with the Al-Anon Declaration.