

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, May 15, 2017 at the Al-Anon Information Center
6:30 pm

Note: Quorum for 2017 is 10 voting members. 11 voting members present.

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| Carolyn K., Chair (non-voting) | Ursula G.-Doce Pasos de Al-Anon AFG (voting) |
| Mary Evelyn M., Secretary (non-voting) | Barbara L.-Hilltoppers AFG (voting) |
| Peggie F., Treasurer (non-voting) | Joyce L.-Faith AFG (voting) |
| Paula H.-AAIC Liaison to District 6 and TX East Area (non-voting) | Luise P.-Serenity Seekers (voting) |
| Barbara A.-Unity AFG (voting) | Lynn P.-Anderson Mill (voting) |
| Don C.-Bee Caves Road AFG (voting) | Brian P.-Personal Freedom AFG (voting) |
| Pat E.-Northland AFG (voting) | Steve S.-Wimberley AFG (voting) |
| | Luci T.-Lakeway Tuesday noon AFG (voting) |

1. Opening. 6:43p.m. Meeting called to order with a moment of silence and the Serenity Prayer.

2. Introductions. All present introduced themselves and mentioned whether voting.

3. Secretary/Minutes – The minutes from the February 21, 2017 meeting were presented and read. Corrections were submitted and made. Joyce L. made a motion to accept the minutes as corrected. Don C. seconded it. The minutes as corrected were accepted unanimously.

4. Chair's Report – By Carolyn K. Business matters, including banking and email, have been transferred from Joyce L. to Carolyn K.

5. Treasurer's Report – By Peggie F.

- The federal tax return has been filed.
- Financials as of April 30, 2017 were circulated to the board, reviewed, and will be incorporated in these minutes.
- Discussion about the Prudent Reserve: it is supposed to equal total expenses for the previous year, less cost of inventory (literature). The prudent reserve for 2017 should be \$34,018.
- The AAIC financial policy includes that the operating account will not fall below \$10,000. The treasurer can move funds from the Prudent Reserve to the operating account to maintain a \$10,000 balance. The board does not need to vote on this.
- Luci T. offered to review the AAIC insurance policy.

6. Information Center Report – submitted in writing by Kitty G. (not present at meeting). Carolyn K. will ask Kitty G. to provide sales information for specific pieces of literature.

7. Information Center Liaison Report – By Paula H.

- District 6 is hosting the November Assembly. Flyers are available.
- There will be an Assembly in Sugar Land this coming weekend, May 19-21, 2017.
- Paula H. attended the District meeting on April 8, 2017 in San Marcos. Some groups expressed concern about not being included in the AAIC survey if a group doesn't have an email address. The survey will be mailed to the current mailing address (CMA).
- For each group: CMA needs to be correct. Paula H. has forms for updates.
- Public Outreach South needs women sponsors for the Lockhart prison meeting.
- There is a new Alateen meeting at Cedar Ridge High School in Round Rock. Over the summer, meetings will be at Grace Presbyterian Church on Gattis School Road in Round Rock, Thursdays at 7:00 p.m.
- Groups will be voting on the Alateen certification process (see p. 6 of *The Beacon*).
- The July 15, 2017 District meeting will probably be held in Smithville. Volunteers are needed. Delegate will be there and will give report from April World Service Office meeting.
- The October 21, 2017 District meeting will probably be held in Taylor.

8. Committee Reports –

a. Literature: – By Don C. He reported on the status of the Literature Committee reviewing the literature pricing policy. AAIC has been in the red for several years. Literature sales and contributions are down. The committee will need more time to prepare recommendations, so this is tabled until the August 2017 meeting. Steve S. stated that on many of the books, make 40% more than what is paid (30% after shipping). Some books only make 10%.

Carolyn K.: Because we will not vote on literature pricing until August, three-quarters of the way through the year, she suggests sending out a mid-year appeal to all of the groups to ask for donations to the AAIC. Joyce L. moved for sending mid-year appeal letter. Luise P. seconded. The motion carried unanimously.

Barbara A: suggests making announcement at groups about giving more than a dollar.

Peggie F.: suggests adding in appeal letter that longer-term members give more to make up for newcomers. AAIC has had most years since 2012:

2012: (\$2,840)

2013: (\$9,894)

2014: \$ 379

2015: (\$5,575)

2016: (\$3,543)

Suggestion made to increase price of literature because more people know to pay for literature than they do to donate to the basket.

b. Finance:- By Joyce L. She reviews the bank statements and expenses every month. Also receives alerts if account balance goes below certain amount. Everything looks good.

- c. Volunteers: Marilyn C. was not at the meeting, so no report was made.
- d. Meeting List: Carolyn K. reported that a chair for the meeting list committee is needed. Joyce L. can answer questions about the duties of the chair.

9. Old Business –

- a. Survey of Groups about the AAIC – Carolyn K. handed out the draft survey for review. This will go through Survey Monkey for free. She will email and mail surveys to groups with a response deadline after the July 15, 2017 District meeting. Carolyn K. requested assistance with collating group address information and tallying survey results.
- b. Technology Committee Update – tabled until after receive survey results.
- c. How to Increase Literature Sales – tabled until after receive survey results.

10. New Business –

New AAIC stamp with the zip code. Carolyn K. reported that the AAIC stamp is worn out. Barbara L. moved to buy new stamp with zip code. Luise P. seconded. The motion carried unanimously.

It was suggested to add to the financial policy that the chair may approve an expenditure up to a certain amount without a need for board approval.

Need someone new to answer emails at inquiry@austinalanon.org. Steve S. has been handling this and is stepping down. The address receives approximately 6 emails per month.

Meeting minutes: Mary Evelyn M. will circulate draft meeting minutes to the board and others who attend the meetings. The draft will not include last names to preserve anonymity and so that the draft minutes may be shared with groups. Carolyn K. will send to the general distribution list.

Web site hosting cost: \$500 for three years, due in September. A suggestion was made to renew for a shorter time while reviewing lower-cost options. Carolyn K. will talk to web master about this.

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

Upcoming 2017 board meetings: Aug. 22, 2017 at Northland and Nov. 13, 2017 at AAIC.