

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES  
Monday, August 22, 2017 at the Northland Group  
6:30 p.m.

Note: Quorum for 2017 is 10 voting members. 13 voting members present.

Carolyn K., Chair (non-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)
	Michael Z.-Anderson Mill (voting)
	Steve S.-Wimberley AFG (voting)
Barbara A.-Unity AFG/Discovering Choices AFG (voting)	Sharon C. - Elgin AFG (voting)
Don C.-Bee Caves Road AFG (voting)	Susan H.-Lake Travis Parents' Group (voting)
Pat E.-Northland AFG (voting)	Rick L.-Steps to Freedom AFG (voting)
Sara Y.-Westlake AFG (voting)	Kitty G.-Al-Anon Information Center employee (non-voting)
Joe B.-Westlake AFG (non-voting)	Alyson A.-Courage to Change AFG (voting)
Mary B.-Westlake AFG (non-voting)	Kay C.-3Cs AFG (non-voting)
Neil F.-Allandale Happy Hour AFG (voting)	

1. **Opening.** Meeting opening at 6:30 p.m. Call to order, followed by a moment of silence and Serenity Prayer.
2. **Introductions and roll call.** Introductions of directors, officers, and visitors. Determine if quorum is met. For 2017, a quorum is 10 voting members. Quorum is met: 13 voting members present.
3. **Secretary/Minutes.** Read and approve minutes from the last meeting. May 15, 2017 meeting minutes approved unanimously. Joyce L. moved, Pat E. seconded
4. **Chair's Report.** (5 min.) Carolyn K.: Survey completed. Appeal letter pending.
5. **Treasurer's Report.** Financial Reports review: Peggie F.  
Balance sheet total cash \$36,016  
One payroll liability  
Net equity \$35,079  
Review of bank statements: operating account and savings account (prudent reserve)  
Net profit year-to-date \$ 2,464  
Embezzlement payments year-to-date \$2,451  
Financials included spreadsheet of contributions by groups for the year. Groups need to let Peggie know if there are any discrepancies in the group contributions totals.
6. **Information Center Report** Kitty G. See handwritten handout. Literature sales up, donations up, walk-in sales up, big embezzlement repayment received in June. Averaging 3

calls/day and 1 walk-in/day. Three biggest literature sellers: Courage to Change (sold 264 in 2016), How Al-Anon Works (sold 1,200 in 2016), newcomer packets (sold 3500 in 2016). Alateen and Spanish literature do not sell well.

## 7. **Information Center Liaison Report.** Paula H.

Upcoming conferences:

--District 6 Assembly coming up Nov. 3-5, 2017. Need raffle baskets and hospitality workers. Email sent to GRs. Requesting group donations of food, money, and crockpots. There will not be a place for food preparation.

--All-Texas Convention in February 2018.

--Beaumont Assembly in Spring 2018.

--Al-Anon International Convention, Baltimore: July 6-8, 2018

New literature coming out in 2018: Parents and Grandparents literature; Sexual Intimacy literature. Need more sharings for new daily reader. New service manual coming out.

Alateen sponsors must get recertified yearly. Initial certification requirements include face-to-face training. Training workshop on September 30, 2017 (9/23/17 registration deadline).

9/16/17 Day in Al-Anon in San Antonio.

Kay Cs: mailed Assembly flyers and agendas. Many returned for incorrect addresses. It is important to have group mailing address up to date. Group mailing address is not same as GR.

## 8. **Committee Reports.**

- **Literature-** Don C., chair. – Report on Literature Pricing Policy

Provided a handout.

Committee recommendation: reviewed last year's literature pricing, costs, and profits.

Newcomer packet for Al-Anon and Alateen: increase from \$1.40 to \$2.00.

How Al-Anon Works: increase from \$6.50 to \$8.

Blueprint for Progress: purchase by the case to get a discount and increase profits.

Kitty G. believes it's good to increase newcomer packet and How Al-Anon Works prices.

Joyce L: have been operating at loss for last few years. AAIC is selling these more cheaply than other areas, such as Houston, San Antonio.

Concerns: costs to groups handing out How Al-Anon Works for free.

Selling How Al-Anon Works at 20% profit. Selling some other books at a 50% profit.

Peggie F.: cannot operate at a loss. AAIC would close.

Barbara A. moved to accept recommendations. Luise seconded.

Literature price increases approved: 12 yeas, with one abstention.  
Changes start immediately.

- **Finance-** Joyce L., chair, looks at bank statements every month. Everything is fine.
- **Volunteers-** (Marilyn C. chair-not present), Kitty G., AAIC employee.  
Kitty is in good shape on volunteers.
- **Meeting List-**No report. Sara Y. volunteered to be meeting list chair.

## 9. Old Business.

- Survey Taskforce Update – Results of Survey- report by Carolyn K.  
Provided a handout of the survey results.
  - Survey had 10 questions.
  - Sent 167 emails. Received 70 survey responses. (40% response rate)
  - Best AAIC services: selling literature, providing meeting lists
  - AAIC services to improve: web site, selling literature
  - Some people not aware that there are volunteer opportunities at the AAIC.
  - Trend of people wanting to volunteer.
  - Most purchase literature through their groups.
  - Losing sales to people who buy electronic literature.
  - Other services for AAIC to provide: local carpool list, public outreach, Saturday hours, web site map showing locations of meetings (meeting list on web site has clickable links to maps).
  - Web site improvements suggested.
  - Suggestion of Tuesday – Saturday hours instead of Monday – Friday hours.
  - Many praised Kitty G. for doing an outstanding job at the AAIC.

Carolyn K. requested technology committee to formulate and bring back recommendations based on the survey results.

Peggie F. suggested notice to groups about what the AAIC offers.

Paula H.: April 2016 District 6 newsletter has information about the AAIC. Report also made to the District meeting. Peggie F. suggested circulating Paula H.'s letter at every group.

Kay C.: could have committee members make presentations to groups about the AAIC.

Sara Y. volunteered to be on survey/tech committee. Joyce L. volunteered. Mary B. volunteered. Carolyn K. and Kitty G. will be on the committee. Plan to bring something back at the November meeting.

Joyce L. suggested sharing the AAIC budget with the groups.

- Need someone to answer emails sent to [inquiry@austinalanon.org](mailto:inquiry@austinalanon.org).  
Carolyn K.: Steve S. gets about 5-8 questions/mo. He has handled this for 4 years.  
Carolyn K. has a volunteer, Holly, willing to answer them. She's been in Al-Anon for 8 years.
- New Stamp for AAIC with zip code purchased.

## 11. New Business.

- Fundraiser for AAIC – November ETAAA Fall Assembly (Nov. 3-5, 2017)  
Kay C: District 6 hosting the Assembly. Area does not buy and sell literature at the Assemblies. Invite AAIC to have a table at the Assembly and sell literature. Assembly literature committee will provide volunteers. AAIC needs to provide literature, a cash box, receipt pad, and drop off and pick up literature.  
AAIC can make up to \$1,000.  
Potential buyers include: Small groups, Alateen, Spanish speaking, newcomer packets.  
Literature chair: Kelly from Waco. Will find volunteers.  
Kitty G. will help.

Proposed literature sale hours at ETAAA Fall Assembly:

Friday: 4 p.m. -7 p.m.

Saturday: before 8 a.m., Saturday afternoon 4-8 p.m.

Sunday morning: 7-9 a.m.

Don C. willing to help.

Also people can request volunteers from their groups.

Joyce L. moved for the AAIC to sell literature at the Assembly. Don C. seconded.  
Carried unanimously.

- Website – amend budget to one year vs. 3 years  
Carolyn K.: budget is \$535 for 3 years or \$192 for one year of web site hosting.  
Recommends adjusting budget to \$192 for a one-year contract because the AAIC web site hosting may move.  
Web hosting and a backup: one-year period is Sept. to Sept.

Barbara A. made a motion to approve. Pat E. seconded motion.

Motion to approve \$192 for one year of web hosting carried unanimously.

- Phone: AT&T phone bill for AAIC increased to \$100 at end of 12 mos. Carolyn has reduced to \$55. Bill didn't arrive for two months, so AT & T charged two months' late fees. Bill was up to \$450. Have paid \$240.  
Other options: Sprint appliance \$25/mo. for local and long distance.  
Time Warner: \$75/mo with Internet.  
Carolyn K.: will task this with the Finance committee.

Joyce L. will talk with AT & T.

Sara Y. will look into other options, will send to Joyce L.

Kay C: Asked if this were a new annual contract with AT & T. No. It's month-to-month.

- Need new web manager – skills in Word, coding pages in simple HTML, being familiar with FTP, understanding of web hosting and domains and the control panel from the hosting company.

Carolyn K.: John has been serving as web site manager for 10 years. He's retiring from this position. He is willing to spend time with successor to transfer the position.

Web site is on Blue Host.

Carolyn K. will ask John if he has someone in mind and if he's willing to serve until a successor is found.

People to take the request back to the groups. Interested people should contact Carolyn K.

- Tabled until survey results - Technology Committee Update  
Will transfer knowledge to new committee chaired by Sara Y.  
Joyce L. is only person on Board now who was on the Technology Committee.
- Tabled until survey results – Committee on how to increase Literature Sales  
Literature policy took care of this.  
Literature committee suggested reviewing sales data annually.
- Elections at the next meeting: 11/13/17  
Peggie F. is rolling off the board, having served 3 years, so will need a new treasurer, starting in January. Have a bookkeeper. QuickBooks knowledge helpful.  
Kay C.: requirements for treasurer position are in the AAIC Bylaws and financial policy guide.  
All terms are one year. Allowed to serve 3 years.  
Carolyn K. will stay as Chair. Mary Evelyn M. will stay as Secretary.  
Paula H. will step down as AAIC Liaison to District 6 and TX East Area. Position requires travel, with reimbursement by AAIC (with efforts to limit travel costs).

--Discussion about the appeal letter: hesitant to send appeal letter right after raising literature prices.

--District 6 meeting: October 26, 2017. Encourage groups to send representatives.

**12. Adjourn.** Closed meeting with Al-Anon Declaration.  
Meeting adjourned at 8:21 p.m.

Upcoming 2017 board meeting: Nov. 13, 2017 at AAIC.