

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES

Monday, November 13, 2017 at the Austin Al-Anon/Alateen Information Center
6:30 p.m.

Note: Quorum for 2017 is 10 voting members. 12 voting members present.

Carolyn K., Chair (non-voting)
Mary Evelyn M., Secretary (non-voting)
Kitty G., Information Center employee (non-voting)
Paula H., AAIC Liaison to District 6 and TX East Area (non-voting)

Don C., Bee Caves Road AFG (voting)
Nathalie S., Bridge to Shore AFG (voting)
Jenny D., Courage to Change AFG (voting)
Celeste T., Faith AFG (voting)

Joyce L., Faith AFG (non-voting)
Barbara L., Hilltoppers AFG (voting)
Sharon C., Just for Today AFG (voting)
Janie H., Let It Begin With Me AFG (voting)
Pat E., Northland AFG (voting)
Linda U., Pathways to Recovery AFG (voting)
Dianne P., San Marcos AFG (voting)
Luise P., Serenity Seekers AFG (voting)
Marilyn C., Spiritual Awakenings AFG (voting)

1. **Opening.** Call to order, followed by a moment of silence and Serenity Prayer.
Call to order at 6:37 p.m.
2. **Introductions and roll call.** Introductions of directors, officers, and visitors.
(All, 5 min.)
Determine if quorum is met. For 2017, a quorum is 10 voting members. 12 voting members present.
3. **Secretary/Minutes.** Read and approve minutes from the last meeting. (5 min.)
Motion to approve 5/22/17 minutes by Pat E., seconded by Don C.
5/22/17 minutes approved as circulated.

4. **Chair's Report.** (5 min.) Carolyn K.

Telephone bill is an ongoing issue. After issues with receiving the bill, an overpayment was made. We are seeking a credit. Joyce L. has offered to handle if hasn't been solved soon. New phone contract will be \$5 more per month.

Last week, Kitty G. submitted her retirement letter. She has worked for AAIC since April 2000. Her last day will be December 29, 2017, but she's flexible after that if someone is not hired before then. A retirement party at AAIC will be held next month. The job posting is expected to be made soon.

The board thanked Kitty for her long service to AAIC.

5. **Treasurer's Report.** Financial Reports review (Peggie, 15 min.)

Reported by Carolyn K. (Peggie unable to attend)

Joyce L. has reviewed the financials. Deborah (bookkeeper) prepared the balance sheet.

\$53,041.83 in the bank, combined checking and savings.

Current net income for 2017: \$3,760.18 (does not include embezzlement repayment)

The entire embezzlement debt repayment has been paid off, as of 9/21/17.

AAIC Prudent Reserve is now full.

Budget v. actual through October 2017: a little under budget overall. Maintenance, telephone (overpayment credit pending), and postage will be over budget.

The budget v. actual through 10/31/17 does not include literature sales for the Assembly in early November 2017.

Board will review the proposed 2018 budget at the next board meeting in February 2018.

6. **Information Center Report.** (Kitty G., 5 min.)

(see handwritten sheet)

East Texas Area Assembly in November 2017 brought in \$738.92 in literature sales.

Walk-in sales are up from the time period before the last board meeting.

Group donations are down from last period.

Walk-ins are consistent, averaging three walk-ins per day and one and a half calls per day.

7. Information Center Liaison Report. (Paula, 5 min.)

Upcoming conferences:

All Texas Al-Anon -Alateen conference in San Antonio in February 2018

East Texas Al-Anon Area Assembly, Beaumont, May 2018

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

July 5: day of workshops

2023 Al-Anon International Convention will be in Albuquerque, New Mexico.

Group contributions for 2017 to District 6 and Area 53 must be made by 12/31/17 because of changes in officers at the first of the year.

Reminder for groups to update current mailing addresses and any meeting time changes, again by 12/31/17 because of officer changes.

New officers will be published in the first *Beacon* of 2018.

Report on District 6 meeting, Taylor, 10/21/17:

New parent-grandparent book and Service Manual will be coming out in first 6 months of 2018.

New District Rep: Judy W.

New Alternate District Rep: Anna A.

Report on Area Assembly, Austin, November 2017:

WSO is in the process of revamping meetings database on web site to be more user friendly. The goal is to find a meeting anywhere in the U.S. through the database.

New Area Delegate: Kay C., Dist. 6

New Alternate Area Delegate: Mattie T., Dist. 4

New Area Chairperson: Lynn S., Dist. 12

New Area Secretary: Paula H., Dist. 6

New Area Treasurer: Jennifer S., Dist. 8

WSO Summary is available on the WSO website.

Paula H. is rolling off as AAIC Liaison. She gave a recap of her service position: traveling to conferences and giving reports on what the AAIC is doing.

8. **Committee Reports.**

- **Literature-** (Don C. chair), Kitty G., AAIC Chair (3 min.)
Don C.: End of the year inventory will be 12/22/17, 10-2. Steve (Wimberley), Chuck (Wimberley), Don, and Kitty.
Don C. has agreed to continue to serve as the literature chair.
- **Finance-** (Joyce L. chair), Peggie F., AAIC Chair (3 min.)
Joyce L.: She monitors the bank balance once per month and finance reports – all look fine.
Joyce L. is rolling off as finance committee chair.
- **Volunteers-** (Marilyn C. chair), Kitty G., AAIC Chair (3 min.)
Marilyn C. has announced at groups a request for AAIC volunteers from 2 p.m. - 4 p.m., with no response. Kitty G. said she has plenty of volunteers.
Marilyn C. will continue to serve as Volunteers chair.
- **Meeting List-** (chair tbd), Kitty G., John, Joyce L., AAIC Chair (3 min.)
Report by Carolyn K.
John, webmaster, is stepping down.
Paula H.: groups are concerned that meeting list is inaccurate. This is a reminder for groups to report information changes.

9. **Old Business.** (10 min.)

- Technology Committee – Sara Y. (chair), Mary B., Carolyn K., Kitty G., and Joyce L. (5 min.)
Sara Y. not in attendance. Joyce L. will stay on the committee.
Carolyn K. will follow up with Sara Y.
- November ETAAA Fall Assembly Fundraiser (5 min.)
Literature sales income on Kitty G.'s report: \$738.92
AAIC provided materials. Assembly provided two volunteers.

10. **New Business.** (30 min.)

- **Election of Officers**
 - Chair – Carolyn K. elected unanimously for additional 1-year term.

- Treasurer – Celeste T. nominated herself for the position, elected unanimously for 1-year term, will not be responsible for preparing AAIC tax returns.
- Secretary – Mary Evelyn M. elected unanimously for additional 1-year term.

Other positions, non-elected:

- AAIC Liaison to District 6 and Area 53 (voting member)
Board members will announce position opening at group meetings.
Paula H. will put the position opening in the District 6 newsletter.
- Finance Committee Chair
Joyce L. will stay on the committee if the chairperson wants her to.
Joyce reports that the time commitment is 20 minutes per month.
Board will seek a new Finance Committee Chair at the next meeting.
- Web manager
Tasks include quarterly updates to board meeting minutes and updates to the meeting list.
Board members will announce position opening at group meetings.
- **Procedures for hiring AAIC employee**
Person must be in Al-Anon for 2 years.
Job description will be updated.
20 hours/week, right now 10 a.m.-2 p.m. M-F, salary negotiable, no benefits. Days off are subject to volunteers being available.
Plan: distribute job opening to groups by the end of November.
Board members are requested to tell groups now: looking for AAIC employee.

11. **Adjourn.** Close meeting with Al-Anon Declaration (All) 8:33 p.m.

12. **Additional new business: votes by email in November and December 2017**

11/25/17: A majority of voting members approved paying AAIC employee Kitty G. a year-end bonus of one-half of her monthly salary.

12/27/17: A majority of voting members approved hiring Janie H. as the new employee for the AAIC.

Upcoming conferences and board meetings

- February 16-18, 2018 – All Texas Al-Anon/Alateen Conference, San Antonio
- February 20, 2018 – AAIC Board meeting (Northland)
- May 2018 (date to be determined) – AAIC Board meeting (AAIC)
- August 21, 2018 – AAIC Board meeting (Northland)
- November 2018 (date to be determined) – AAIC Board meeting (AAIC)