

Austin Al-Anon/Alateen Information Center  
BOARD MEETING MINUTES (I)  
Tuesday, February 20, 2018 at the Northland Group  
6:30 p.m.

Note: Quorum for 2018 is 9 voting members. 13 voting members present.

Carolyn K., Chair (non-voting)	Susan H. - Lake Travis Parents AFG (voting)
Mary Evelyn M., Secretary (non-voting)	Kate H. - Let It Begin with Me AFG (voting)
Celeste T., Treasurer (non-voting)	Aida C. P. - Northland AFG (voting)
Janie H., AAIC employee (non-voting)	Linda U. - Paths to Recovery AFG (voting)
Judy W., District Representative (non-voting)	Cathy K. – Paths to Recovery AFG (non-voting)
Michael Z. - Anderson Mill AFG (voting)	Brenda H. - Serenity Seekers AFG, Buda (voting)
Don C. - Bee Caves AFG (voting)	Dave L. - Serenity Trail AFG, Round Rock (voting)
Nathalie S. - Bridge to Shore AFG (voting)	Brian M. - Wimberley AFG (voting)
Rosemary C. - Faith AFG (voting)	
Barbara L. - Hilltoppers AFG (voting)	
Sharon C. - Just for Today AFG, Elgin (voting)	

1. **Opening.** Call to order at 6:34 p.m., followed by a moment of silence and Serenity Prayer.
2. **Introductions and roll call.** Introductions of directors, officers, and visitors. (All, 5 min.) Determine if quorum is met. For 2018, a quorum is 9 voting members. 12 voting members present at roll call. An additional member came in when the meeting was in progress, for a total of 13 voting members.
3. **Secretary/Minutes.** Read and approve minutes from the last meeting. (5 min.)  
With a motion by Barbara L., seconded by Kate H., the 11/13/17 board meeting minutes were approved unanimously.
  - **Chair's Report.** (Carolyn K., 5 min.) - New employee, Printer/Fax Janie H. is new AAIC employee (office manager and volunteer coordinator). Three candidates were interviewed. Janie started on 1/3/18. Kitty G. stayed on for a month to train Janie. A retirement party was held for Kitty at the end of December
  - The AAIC has new hours. A handout was provided for board members to share with their groups. There are now extended hours on Fridays until 7:00 p.m. and hours on Saturdays, based on suggestions from the August 2017 survey
  - The AAIC fax machine broke down. Carolyn K. donated a machine that scans, copies, prints, and faxes.

#### 4. **Treasurer's Report.** Financial Reports review & proposed budget (Celeste T., 20 min.)

##### 2017 Financial Recap:

2017 Profit & Loss: Net income of \$18,835.79 includes embezzlement repayment. Net ordinary income, not taking into account embezzlement repayment, is \$646.90, in the black.  
Total 2017 contributions: \$20,572.82

##### January 2018 financial summary:

Net income, Jan. 2018: \$5,077.32

1/31/18 bank balances: \$20,696.17 in checking and \$34,020.65 in savings

##### Proposed budget for 2018:

- Costs are trending upward 2015-2017
- Comparative worksheet of costs from 2011 to present: 2017 (\$34K) up significantly from 2015 (\$27K) and 2016 (\$30K)
- Celeste took the three-year average as anticipated income for 2018 and budgeted \$66,775 in total income.
- There is a savings for the new employee, Janie H., because she works fewer hours and has a cap on what she's willing to be paid.
- Rent: currently paying \$850 per month but budgeting for an increase to \$900 per month, retroactive to September 2017.
- Anticipated surplus of \$3,000 for 2018 budget (not taking into account new technology, adopted as part of amended 2018 budget).

**New business**, taken out of order as part of 2018 budget discussion: **AAIC office modernization** recommendation by Carolyn K.

Tech committee never got off the ground, and the person who was supposed to chair that had to step out of the role.

Janie H. is having to do a lot by hand because of the technology available at the AAIC office. Recommend buying a computer, an Internet connection, Wi-Fi, mouse, Office 365, and new sign.

See attached proposal and phone/Internet projected costs with AT & T or Spectrum.

Computer: \$379, Office 365: \$49.99 annual fee

New sign: \$100

Motion to accept 2018 budget with the technology upgrades, new sign, and Spectrum Internet and phone service: Linda U. moved and Kate H. seconded.

2018 budget, as amended, approved unanimously.

Celeste will add modernization costs to the 2018 budget and circulate it to the board.

#### 5. **Information Center Report.** (Janie H., 5 min.)

- Calls, walk-ins, donations since last board meeting:
  - 150 calls – Tues-Thurs higher volume
  - 116 walk-ins – higher volumes 10 a.m. – 2 p.m.
  - Since 1/22/18: two overnight phone messages

- Literature best sellers: daily readers, How Al-Anon Works, Paths to Recovery, newcomer packets, Blueprint for Progress
- Opportunity for volunteers: fourth Thursday of the month. Reminder to groups to seek volunteers for the fourth Thursday and Saturdays 10-2. Volunteer answers phone and sells literature. Kitty is volunteering on Tuesdays.
- The AAIC is still not well-known. Janie suggests reminding groups about the AAIC.
- The big room at the AAIC is getting a facelift. Suggestions: it could be used for group meetings and workshops during open hours. It also will be kid-friendly. Kate H. suggestion: people could access AAIC Wi-Fi for Al-Anon work.

**6. Information Center Liaison Report.** (Open position, 5 min.)

Report from the district by Judy W., District rep.:

- District meeting on January 20, 2018
- All officer positions filled
- Public outreach is being increased.
- Need coordinator for updates to meeting list.
- Alateen posters are being put up in high schools.
- Goal to have district meetings more educational, deeper experience in Al-Anon work.
- Area meeting, weekend of 1/27/18: people going into new 3-year terms.
- Forums will no longer be automatically sent to groups – have to be purchased. Same with service manuals. Janie will order new service manuals in English and Spanish.
- Service manual is online – can be downloaded for free.
- Upcoming dates:  
P.O.S.S.E. 3/23-25/18, Gonzales. The deadline to register is March 9. The District has a couple of scholarships that will pay half of costs.  
District meeting, 4/28/18 – Cedar Park  
District meeting, 7/21/18 – Wimberley (WSO delegate will be in attendance)

**7. Committee Reports.**

- **Literature-** (Don C. chair), Janie H., AAIC Chair (3 min.)
  - Literature inventory \$9,251.45 cost; \$12,540.72 retail value
  - How Al-Anon Works and Paths to Recovery most popular
  - Ordering literature by the case saves money. Janie H. orders by case as much as possible.
- **Finance-** (chair tbd. chair), Celeste T., AAIC Chair (3 min.)  
No report
- **Volunteers-** (Marilyn C. chair), Janie H., AAIC Chair (3 min.)  
Report from Marilyn C. through Carolyn K.: Janie is doing well. Volunteers are still needed for the fourth Thursday of the month.
- **Meeting List-** (chair tbd), Janie H., Adam C., AAIC Chair (3 min.)  
Report by Carolyn K. Meeting changes on the meeting list require registration form.  
Judy W.: send GR1s (Al-Anon Registration/Group Records Change Form) to Area Group Record representative.

Carolyn K.: Suggest process to have everyone informed about GR1 form: Carolyn K., Janie H., and Judy W. will be on sub-committee.

**8. Old Business.** (30 min.)

- Technology Committee – Sara Y. (chair), Mary B., Carolyn C. and Janie H. (5 min.) – Sara Y. stepped down as chair. With the office technology improvements going in place, the committee will be disbanded.
- **Election of Officers -**
  - Finance Committee Chair –The chair reviews the bank statements to ensure that expenditures are appropriate. Mary Evelyn M. is willing to serve and will chair.
  - Web manager – Adam C. (Faith AFG) is the new web manager.
  - Meeting list chair – Kate H. is willing to serve and will chair.
  - Information Center liaison –Liaison between area and district meetings and the AAIC. Costs for the liaison to attend the meetings are in the budget.  
Cathy K. is willing to serve going to the area assembly meetings and AWSC meetings and attend this meeting. Cathy K. was elected unanimously.  
Anna R., Alternate District Representative (not present), is willing to report on behalf of the AAIC at district meetings and send district meeting summaries to Cathy K.

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

- AAIC Office Modernization, taken out of order: approved as part of 2018 budget (see above in Treasurer’s Report)
- 2018 board meeting dates set (see below).

**10. Adjourn.** Meeting closed at 8:16 p.m. with Al-Anon Declaration.

**Upcoming Dates**

- March 23-25, 2018 – P.O.S.S.E. – Gonzales
- April 28, 2018 – District meeting – Cedar Park
- May 4-6, 2018 – Spring Assembly - Beaumont
- May 21, 2018 (Monday) - AAIC Board meeting (Information Center)
- July 21, 2018 – District meeting (East Texas Area delegate will be in attendance) - Wimberley
- Aug 21, 2018 (Tuesday) - AAIC Board meeting (Northland)
- Nov 12, 2018 (Monday) - AAIC Board meeting (Information Center)