

**Austin Al-Anon/Alateen Information Center**  
**BOARD MEETING MINUTES**  
**Monday, May 21, 2018 at the Al-Anon/Alateen Information Center**  
**6:30 pm**

Carolyn K, Chair (non-voting)  
Celeste T, treasurer (non-voting)  
Janie H, AAIC employee (non-voting)  
Cathy K- Information Center Liaison, and Anderson Mill rep (voting)  
Linda U – Paths to Recovery ICR (voting)  
Joan G- Bridge to Shore alternate ICR (voting)  
Marilyn C- Spiritual Awakenings ICR (voting)  
Brenda H- Buda Serenity Seekers (voting)  
Aida C-P – Northland alternate DR (voting)  
Susan H – Lake Travis Parent alt GR (voting)  
Barbara L- Hilltoppers alt GR/ICR (voting)  
Anna A – Alternate district rep, and Faith AFG (non-voting)  
Sharon C – Just for Today, Elgin ICR (voting)  
Barbara A – Unity ICR (voting)  
Brian M – Wimberly ICR (voting)  
Don C – Bee Caves Rd (voting)

**Opening.** Call to order at 6:37, followed by a moment of silence and Serenity Prayer.

**Introductions and Roll Call.**

Determine if quorum is met. **Quorum** for 2018 is 9 voting members. 12 voting members present at roll call. Additional member came in when meeting was in progress, for total of 13 voting members.

**Secretary/minutes:** (Celeste T filling in for Mary Evelyn, 5 min) Read and approve minutes from last meeting.

Minor typographical error under treasurer report to be corrected: \$20,572.82 should be 20,572.82.

At bottom of item 7: Make notation that “GR-1” form is short for: “Al-Anon Registration/Group Records Change Form-1” for clarification purposes.

With corrections, with a motion by Barbara A, seconded by Joan G, the 2/20/18 board meeting minutes were approved unanimously.

**Chair’s Report:** (Carolyn K, 10 min)

New employee: Janie is doing great! Info center brightened up, cleaned from top to bottom, repaired broken items, got new ceiling fans/lights installed (for free), CK has gotten good feedback on her service.

We have tax exemption since we are 501c(3)—using form to get taxes off supplies (weren't doing this before!)—saved us money on computer, monthly Spectrum bill.

#### AAIC modernization

Computer—working out well, quicker communications. Using for book orders, GR-1 forms

Group records—updates much smoother with computer, meeting list should be more current.

Ordering literature from WSO online—but they don't have **everything** online, some things she still has to FAX to get ordered.

Have switched to Spectrum from AT&T, in process of getting AT&T cancellation fee reimbursed from Spectrum. We now have internet service!

#### **Treasurer's report.** (Celeste T, 15 min)

As of April 30, checking account balance \$17,921. Savings \$34,022. Total assets \$52,143.

We are "in the black" thus far, with a net income so far of \$2577.

Budget for income and expenses is on track with forecasted amounts, with exception of expenses for "printing and reproduction"; copies made at Office Depot for Feb board meeting exceeded budgeted amount for entire year. Celeste made copies at home on her personal printer for this meeting. Going forward, we will ask office manager to make copies ahead of meetings, using the office printer.

Reports from bookkeeper are "off" from treasurer's reports due to a bookkeeping error of \$638.10. Treasurer explained the bookkeeper's error; bookkeeper should have her reports corrected by end of this quarter, so all should be in 100% agreement at next quarterly report.

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#### **Information Center Report** (Janie H, 15 min.) Since last board meeting (Feb 21-May 19)

Total phone calls: 126

Total walk-ins: 102

Total after hours messages: 12

Walk-ins High volume days ("walk-ins" = people coming in to purchase literature):

Mondays 48, Tues 47, Wed 40, Thur 44, Fri 45, Sat 4

Fridays after 2 pm 5 calls, 2 walkins

Sat 10-2: 4 calls, 4 walk-ins (total)

High volume hours: 12-1

Mondays and Thursdays tend to be “high-call” days.

Calls can be to order literature, OR to learn about Al-Anon, or just to talk about experience/strength/hope.

Best seller books: HAW, c2c, odat, service manuals, reaching for personal freedom, hope for today (backordered), blueprint for prog, PTR (paths to recovery), PTR workbook, ncp’s (new comer packets). Spanish literature and Alateen literature “are moving”.

New employee at WSO = book orders not arriving in timely manner.

Volunteers: Janie has a core of 7 volunteers right now, they are wonderful!

Covering 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Thurs of month (if a 5<sup>th</sup> Thursday, not covered)

Sharing EO Tuesday 10-12/12-2 (Kitty was previously covering Tuesdays); would like to have MORE volunteers for Tuesdays and Thursdays.

We now have a “space” available, the back room has been cleaned and decorated and is much more comfortable. Available during business hours for groups to meet/use, at no charge (donations welcome but not required).

Have a group meeting on 3<sup>rd</sup> Wed at 10:30 am in the room. “Aging in Al-Anon” – group focusing on needs of Al-Anon members as they age, or care for aging parents. Welcoming new members.

Brian asked about whether his group (Wimberly) is on meeting list... they don’t have a GR. Discussed importance of having a GR, and how to get their group updated.

Janie and Carolyn emphasized importance of submitting GR-1 form with group changes.

Don asked about who gets GR-1 form when it is sent in to Janie. Janie explained that it goes to:

Webmaster

District rep

Area records keeper (who can update WSO database)

Carolyn (AAIC chair)

Groups should send GR-1 form to: [aaicemployee@gmail.com](mailto:aaicemployee@gmail.com)

GR-1 form is on Texas Alanon website, under East Texas page—cumbersome to access this route. Joan commented that this sounds hard—can we add link to AAIC site? Looked and found that it IS on AAIC site, but it’s an old/incorrect form. Carolyn K will ask our webmaster to update/correct this. It is a “smart” form so once the correct form is on our site, groups should be able to fill out on our site and then submit electronically to AAIC employee. (Carolyn had the webmaster update the GR1 forms on the [www.austinalanon.org](http://www.austinalanon.org) website under the Resources page. The new form is not smart.)

(\*NOTE—once this is corrected, we will need to get the word out to groups how to easily update their group info.\* - The DR is getting the word out to the groups. )

**Information Center Liaison Report** (Cathy K, 5 min)

Summary from district meeting 3/28/18. *Extensive information-- See attached notes below.*

**Alternate DR report:** (Anna A, 10 min)

Summary of Assembly meeting. *Extensive information-- See attached notes below.*

**Committee Reports**

*Literature:* Don reported June is time for 6-month inventory, he is coordinating with Janie and Steve and Chuck, they will do last Friday of June.

*Finance:* Celeste T updated group on progress getting BOA (Bank of America) account access "cleaned up", and establishing generic emails for all service positions which can "roll" to next person serving in that position. Peggie has filed taxes.

*Volunteers:* Marilyn C.—Janie has already hit highlights. New hours (to be discussed). Get the word out to groups—prerequisites for volunteering? No! Just willingness! Call Janie and she will get them lined out!

*Meeting list:* Kate H not in attendance, Carolyn K already discussed.

**Old Business:**

New hours: Current hours: M-Th 10-2, Fri 12-7, Sat 10-2 (since Jan 3<sup>rd</sup>, has been announced at most meetings).

Per Janie's report: appears that Saturdays are not being utilized. Saturdays also not very "volunteer-oriented"—hard to get coverage!

Janie is working for MORE than the 15 hours she is being paid for (volunteering additional hours).

Suggestions:

- 1) Only open if there is a volunteer on that Saturday (people have to CALL FIRST, if no answer then not open).
- 2) Eliminate Saturday hours.

Proposal: JANIE cover Mon 10-2, Wed 10-7, Fri 10-2 (17 hours—paid 15, volunteer 2).

Tues/Thurs 10-2 (volunteers).

Sat ONLY IF volunteers available.

Aida commented that it might be useful to track WHERE walk-ins come from (proximity to AAIC).

Susan suggested we just DROP Saturdays completely. With online access and Janie being willing to SHIP, Saturdays do not seem imperative and are not being utilized.

Barbara made a motion to accept new hours as per above, with NO HOURS on Saturday.

Marilyn seconded.  
Approved unanimously.

Barbara A will cover EVERY Tues 10-12

### **New Business**

**Kitty's Memorial:** Sat June 2<sup>nd</sup>, Northland, 2-4 pm

Brief eulogy, then open sharing

Cookies/punch, informal

Bring pictures (to be put on table)

Need to let her family know—they were hoping we would do something (they are going to do something “in the bluebonnets” in spring 2019). Don said he would let Chris Kitty's son know.

Marilyn shared that Nancy took lots of pics at retirement party, may be able to get lots of those.

Proposal made to make contribution of \$100 to Northland for providing room for Kitty's memorial.

Joan G. moved to approve the donation

Don C. seconded

Approved unanimously

**Spanish tab on website:** Anna A. discussed efforts to make Al-Anon information available in Spanish on website. Not fleshed out what information would get put under the Spanish tab. We actually DO have a Spanish coordinator for district now! (Don't have to ask webmaster to do the translation work.) Asking for approval for “space” on the website to do this, in coordination with Webmaster. Will have as agenda item at next district meeting: making donation to Information Center to help support website.

Carolyn shared comments from webmaster: He can't do any translations himself.

Add “google map” in Spanish? Anna commented that they still need to “hash out” what info should go under Spanish tab.

“Cost” of website is \$207/year (web hosting).

Webmaster is volunteer.

No actual additional “cost” for adding a Spanish link.

District HAS a tab on our site, but they do not currently make any donation to site maintenance.

District will discuss at next meeting making a donation toward website.

“Approved” concept informally (not a vote) of adding Spanish tab on the AAIC website. No objections raised.

**Adjourn:** 8:37 pm Close Meeting with Al-Anon Declaration

## **ANNOUNCEMENTS:**

July 21, 2018- District Meeting (East Texas Area delegate will be in attendance)—Wimberly

Aug 21, 2018 (Tues)—AAIC board meeting (Northland)

Nov 2-4, 2018- East Texas Al-Anon/Alateen Area Assembly, Longview

Nov 12, 2018 (Monday)—AAIC Board meeting (Information Center)

Feb 8, 2019- 40<sup>th</sup> Annual All Texas Al-Anon/Alateen Conference

## **Summary: District Meeting April 28, 2018**

Judy W., the District Rep asked the New Group Reps to fill-out a GR-1 form. Currently, 83% of the District 6 groups have a method for the District to contact them.

Kay C, announced that there are quite a few errors in the new Service Manual. Once corrected members will have to go online to see the corrections. No Spanish language manuals will be printed until the corrections are made.

Pat E. will document the history of the Kristy Fund. The fund is available exclusively for Alateens for a 50% scholarship for TEAAC. Bill W., reported that TEAAC is discontinuing the conference in its current form and reorganizing. Jayne G. will discuss this at TEAAC. The camp attendance needs a total of 20 participants in order to break even. Next time 12-year-olds will be included.

### **Old Business**

Josie R. outlined the KBDM process for the District Workshop Formats Thought Force Committee and presented some ideas for future District meetings.

Motion by Jessica P. was “To form a committee to move forward with the idea of a workshop committee as a Task Force which will include roles and responsibilities.” Motion passed. The Task Force will include Josie R., Kathy M., Betty B., and Mimi C.

### **New Business**

The deadline for ordering “Al-Anon Faces Alcoholism 2019” is July 11, 2018.

Motion by Jessica P. was : To order one time, 800 English and 100 Spanish “Al-Anon Faces Alcoholism 2019” for District groups totaling \$320. Motion passed.

Motion by Kathy J.: “That district 6 hold AMIAS training/recertification on the same day and same location as the District meetings.” Motion passed.

Delegate comments: Kay C. announced that GRs will be asked to vote on a document at the Assembly, May 4-6, 2018. The subject will be the possible identification of a mentor to assist those new to the Assembly with work roles and responsibilities. Kay C. will do a 15 minute workshop on KBDM at the next District 6 Meeting.

Future District Meetings:

July 21, 2018 – Hosted by Wimberley AFG (3<sup>rd</sup> Sat.)

October 20, 2018 – Hosted by Round Rock (3<sup>rd</sup> Sat.)

January 19, 2019 – Hosted by Bee Caves (3<sup>rd</sup> Sat.)

**Texas East Area 53 Spring Assembly**  
**Beaumont, Texas**  
**May 4-6, 2018**

- Delegate's Report. (For more information, see Kay C.'s full slide show located at <http://texas-al-anon.org/east-tx-area-53/> )

(Password: anonymity)

- Groups can make contributions via PayPal.
- 57.5% of groups in Area 53 contribute to WSO, with the average group contribution per group = \$165.
- "Just for Tonight" bookmark update – conceptual approval was given; the version sent out for comment will be changed slightly by WSO and final printing will proceed in bookmark format; "Just for Today" bookmark will remain.
- WSO is broadening our Social Media Outreach to include INSTAGRAM – find on [https://www.instagram.com/alanon\\_wso](https://www.instagram.com/alanon_wso) or on WSO Public Outreach web site.
- Business Meeting
  - GRs voted to accept the Guidelines for the Area Assembly Mentor (service position to provide continuity between the Spring and Fall Assemblies and be a mentor to the Area Host Committee District Representative, who is typically also the Host Committee Chair), as printed in Volume 50, Issue 2 of "The Beacon." The guidelines include a description of responsibilities, role, qualifications, selection, term, and funding. Passed by majority vote, and the mentor will be appointed by the Area Chair. Anyone interested should contact Lynn S.
  - TEA AC (Texas East Area Alateen Conference) has been put on indefinite hold until attendance increases. Jayne G, Area Alateen Coordinator, is hoping to jump start "A Day in Alateen" throughout Area 53 to see if this will help attendance.
  - New Business From the Floor – a motion to increase the budget for AWSC members using personal printers to make copies from \$.05/page to \$.10/page passed unanimously.
  - Bookmark CAL Challenge – Lead a meeting on one of the books listed on the bookmark; circle the piece of literature used, cut out the bookmark, and return it to our Area Alternate Delegate (Mattie T.) by October 27, 2018; all entries will be entered into a drawing for an amazing prize; groups can enter as many times they like, and the winning groups will be chosen at the Fall Assembly in November in Longview.