

**Austin Al-Anon/Alateen Information Center**  
**BOARD MEETING MINUTES (I)**  
**Tuesday, August 21, 2018, 6:30 p.m.**  
**Northland Al-Anon Room, 2809 Northland Drive, Austin, TX 78757**

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

Carolyn K., Chair (non-voting)  
Mary Evelyn M., Secretary (non-voting)  
Janie H., AAIC employee (non-voting)  
Anna A. – Alternate District Representative and Faith AFG (voting)  
Sharon C. – Elgin AFG (voting)  
Susan H. – Lake Travis Parents AFG (voting)  
Jeannie H. – Unity (South) AFG (voting)  
Brenda H. – Serenity Seekers AFG, Buda (voting)  
Kate H. - Let It Begin with Me AFG (voting)  
Barbara L. - Hilltoppers AFG (voting)  
Cathy K. – Paths to Recovery AFG (voting)  
Nathalie S. – Bridge to Shore AFG (voting)

**1. Opening.** Call to order at 6:38 p.m., followed by a moment of silence and Serenity Prayer.

**0. Introductions and roll call.** Introductions of directors, officers, and visitors. (All, 5 min.)

Determine if quorum is met. 9 voting members are present. For 2018, a quorum is 9 voting members.

**1. Secretary/Minutes.** Read and approve minutes from the last meeting. (Mary Evelyn M., 5 min.) With change that the district meeting was on April 28, 2018, the May 21, 2018 meeting minutes are approved. Kate H. – moved. Nathalie S. – seconded. Motion carried unanimously.

**2. Chair's Report.** (Carolyn K., 5 min.) - IRS, Spectrum Buyback, Elections, Website renewals

--Over past several months, there have been a couple of issues with the IRS. AAIC received a letter from the IRS saying taxes were not filed correctly. After many months, Peggie F. found out she had not checked a certain box on the return. Now the IRS wants penalties. Peggie is filing a letter asking the IRS to forego penalties.

--Spectrum was to pay \$105 for switching from AT&T. AAIC received \$105 after six phone calls and many months. Then AAIC received another \$105 check, which has been marked as void.

--Web site hosting is coming up for renewal. It will be \$208 for one year.

--AAIC Board elections will be at the November 12, 2018 board meeting. All positions are open: chair, secretary, treasurer, and committee chairs.

**5. Treasurer's Report.** Financial Reports review (Mary Evelyn M. filling in for Celeste T., 30 min.) Mary Evelyn M. gave the Treasurer's Report provided by Celeste T. See notes attached.

**6. Information Center Report.** (Janie H., 15 min.)

High volume days – calls and walk-ins – Thursdays 66; Wednesdays 52; Tuesdays 50 (compiled from 5/22/18 through 8/18/18). High-volume hours are 10:00 a.m.: 76; noon: 60; 1:00 p.m.: 52 (calls and walk-ins combined)

Total 152 calls

98 walk-ins

15 after-hours messages

Long day changed from Friday to Wednesday

Wednesdays: 2-7 p.m.: 8 calls and walk-ins

New literature:

*Hope and Understanding for Parents and Grandparents* pamphlet (initial order is sold out and on re-order)

*Intimacy in Alcoholic Relationships* (four cases initially ordered, sold out, and two cases on re-order, with two additional cases expected to be ordered)

*One Day at a Time*: 50<sup>th</sup> anniversary edition

Top-selling literature:

*How Al-Anon Works*: Ordered 6 cases and after 2-3 weeks down to 15 books. Janie just ordered 6 more cases.

New *Intimacy in Alcoholic Relationships* book

Newcomer packets

New *Hope and Understanding* pamphlet

*Paths to Recovery* workbook

*Courage to Change* daily reader

*One Day at a Time* daily reader

If a group has any changes, submit the GR-1 (Registration/Group Records Change Form) to the AAIC. Then Janie will scan it and email it to appropriate people. It will be updated on the meeting list more quickly if it is sent to AAIC instead of WSO. A group cannot change anything by phone. The GR-1 form is on the [austinalanon.org](http://austinalanon.org) web site.

Reminder: Put your group number on donation checks. Some groups have the same name.

AAIC has a great group of 9 volunteers: AAIC needs volunteers for Tuesdays (second, third, and fourth) and Thursdays (first and fourth). General volunteer hours are 10-2. You can also work a shorter shift. People interested in volunteering can call Janie at AAIC, 512-441-8591.

AAIC back room is available for meetings.

It's booked for a group meeting on first and third Weds. at 10:30 a.m. (Aging in Al-Anon)

Call Janie to reserve the day and the time, during office hours only.

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

See Cathy K's notes, attached.

Carolyn suggested updating the District newsletter and meeting information on the [austinalanon.org](http://austinalanon.org) web site. Carolyn and Anna A. discussed procedures for sending information to the AAIC web master for updates.

**8. Committee Reports.**

- **Literature-** (Don C. chair), Janie H., AAIC Chair (3 min.)

Presented by Carolyn K. Don C. on vacation.

For the Literature Committee Report, the June 30 Inventory reflects a cost of \$8,422.69 for the inventory on hand. The retail value was \$11,203.91, which means, if it were all sold, the profit would be \$2,781.22.

- **Finance-** (Mary Evelyn M. chair), Celeste T., AAIC Chair (3 min.)

By Mary Evelyn M.: She reviews the weekly bank balances and monthly bank statements. Finances are in good shape.

- **Volunteers-** (Marilyn C. chair), Janie H., AAIC Chair (3 min.) Janie included volunteers in her meeting report.

- **Meeting List-** (Kate H.), Janie H., Adam C., AAIC Chair (3 min.) No report.

**9. Old Business.** (5 min.)

- Kitty's Memorial (see donations and expenses included in the treasurer's report, attached)

Memorial at Northland in the main room was packed. Family members attended and were so appreciative. Kitty's grandson spoke.

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

- AAIC Sick/Vacation Leave Policy Proposal – Carolyn C.

AAIC employee job description allows for one day off at Thanksgiving and one day off at Christmas.

Carolyn's proposed, revised guidelines in AAIC employee handbook:

--Holidays for 2018: Labor Day, Thanksgiving Thursday and Friday, Christmas 24, 25, 26

--2019: January 1, May 27 Memorial Day, July 4, Labor Day, Thanksgiving Thursday and Friday, Christmas 24, 25, 26

--Inclement weather: AAIC will be delayed or closed according to the AISD or Bastrop ISD decisions to delay or close school.

--Sick days: employee will try to call volunteer to fill in and notify chair person

--Vacation days: get coverage by a volunteer and approval by chair person, no more than 6 days per year

All of this is paid leave.

Discussion about unpaid personal leave: Kate H. suggested 2 days.

Susan H. moved to approve changes to office employee leave policy.

Barbara L. seconded.  
Motion carried unanimously.

- Printer – the current printer is at the end of its life.  
\$100 from the modernization will be spent on the new printer – 4 in 1, fax, copy, scan, print (including duplex printing). \$89.99 with tax exemption.  
Carolyn will pick up and install the printer.  
Funds are already budgeted.

New business from the floor: explore whether to pay for items online with a prepaid credit card or a credit card with a low limit. Item was tabled for possible later discussion.

- 11. Adjourn.** Close meeting with Al-Anon Declaration (All)  
8:01 p.m. adjourn

#### **Upcoming events**

- October 20, 2018 – District 6 meeting, Serenity Trails AFG, Round Rock
- October 20, 2018, Houston WSO Trustee event, “Meet the Board.”
- Nov 2-4, 2018 – East Texas Al-Anon/Alateen Area Assembly, Longview, TX
- Nov 12, 2018 (Monday) – AAIC Board meeting (Information Center)
- January 19, 2019 – District 6 meeting, Bee Caves AFG
- Feb 8, 2019 – 40<sup>th</sup> Annual All Texas Al-Anon/Alateen Conference, Houston
- April 20, 2019 – District 6 meeting (location to be determined)
- July 20, 2019 – District 6 meeting (location to be determined)

**LET IT BEGIN WITH ME**  
**When anyone, anywhere reaches out for help,**  
**Let the hand of Al-Anon and Alateen always be there and**  
**Let it begin with me**

## August 21, 2018 Treasurer's Report, by Celeste T.

### First sheet: "Budget vs Actual" spread sheet.

**OVERVIEW:** We are at 58% of budget as of July 31.

We are exactly on target for contributions, down slightly for literature sales, but down MORE for literature costs and shipping. (Janie has done a fabulous job of recovering shipping costs from groups, as well as REDUCING those costs through attention to packaging.)

**Net result is that we are at 55% of budget for income, 52% of budget for expenses, so net income is ahead of schedule.** We currently have ~\$3300 "profit" (we were anticipating ~2600 by years end.) We have not had to tap into prudent reserve for anything. **We are well in the black and IMO doing fine!**

Details/"Outliers" on the spread sheet:

"Contribution Northland" at 250% of budget due to 100 donation for Kitty Memorial fund. This was offset by a collection of \$104 at the service (noted in July contributions as "Kitty G."), so net zero.

We have not yet spent the funds on a new sign for the AAIC, so "modernization" is still UNDER budget.

Printing/reproduction budget was "blown" earlier in year when I took materials to first board meeting to Office Depot. We decided at last meeting that Janie would run off copies for future meetings from the AAIC printer, so this cost is being rolled into office supplies.

Utilities running higher than budgeted for; part of this is that the first bill in Jan was covering some of the 2017 4<sup>th</sup> quarter bills that had been paid late, but even adjusting for that, utilities are running higher than last year. I am assuming that's just due to rise in energy costs. We will need to look at total at year's end and adjust on next year's budget.

### Report 2, AAIC YTD Profit & Loss:

Note that net income matches the net income line on the spread sheet.

I've made note that our bookkeeper INCLUDES "modernization expenses" under the "office supplies" category.

Also she SEPARATES telephone from TV/internet—on our spread sheet, those are combined into one expense (telephone/wifi).

### NEXT 4 PAGES:

Bookkeeper's reconciliation details for checking and savings, along with bank statement from 7/31/18, showing that bookkeeper's balance is reconciled with bank statements.

### Report 5, AAIC Balance Sheet:

Shows our total assets/value. Note that Petty Cash has been increased from 200 to 250. This was done to reduce the frequency of the bookkeeper needing to reimburse Janie for receipts. It does not affect our income/assets at all, it is just a shifting of funds to make slightly more cash available to her.

**Report 6, Contributions by Customer Summary:**

DISTRICT MEETING income is included in July contributions. Total for district meeting was \$286.05 (\$261.05 literature sales, \$25.00 donation).

Please remind your groups to write their ENTIRE group name on their checks! Also please write GROUP # on checks!! Otherwise may get attributed to wrong group.

For example: we have three different groups that use the name “Serenity Seekers” in their name. In July, there were two contributions, of \$25.00 each, made under the name “Serenity Seekers”, but we don’t know WHICH of the two groups these should go under (so they’ve been allocated to one group).

**Austin Al-Anon Information Board Meeting, Austin, Texas, August 21, 2018  
Summary Report of District 6 Meeting, July 21, 2018, Wimberley, Texas  
By Cathy K.**

Judy W., District Representative, asked for support for the October 20th and the January 19th District Meetings. She presented new literature and summarized her experience at the WSO Conference.

The Oct. 20th District Meeting will be the same day as the Houston WSO Trustee event, “Meet the Board.” Judy asked for GRs going to the Trustee event, to send a voting member to the District meeting.

Secretary, Doon R., stated there were 44 attendees and 25 voting GRs present. She discussed the April 21 minutes. They were approved as printed.

Judy W. stated she would like soft copies of the minutes in advance in order to distribute them to GRs. The Newsletter submittal deadline was 8/20/18.

Treasurer, Robert G., presented the 2018 District 6, 2<sup>nd</sup> Quarter Operating Statement.

Kay C., WSO Delegate, answered a question about the difference between the WSO meetings list vs. the Austin Information Center meetings list. The only meetings WSO lists are those which are registered and active. WSO weeds out meetings from which communications are “returned to sender.”

**New Business**

Alateen Coordinator, Bill W. stated that \$204 has been spent this year on AMIAS training. A motion was presented and passed for \$500. to be allocated to the Alateen training 2018 Budget.

Anna A. presented information regarding sharing the cost of the website with the Austin Information Center. The AAIC has been paying \$207. per year. A motion was made that District 6 budget \$100.00/year to give to the Information Center to offset the cost of the [austinalanon.org](http://austinalanon.org) website. The motion passed. Anna also discussed adding a Spanish tab to the AAIC website.

Paula H. volunteered to serve on a Thought Force Committee to define what information is to go on the Spanish tab of the AAIC website. Judy will discuss this with Spanish Coordinator, Pat I., and another member.

Distribution costs of the District Newsletter was tabled. Current distribution costs are approximately \$575./quarter.

#### Old Business

Judy W. reported on the Alateen School Poster Distribution Task Force. Progress continues on the distribution of Alateen school posters, with the coordination of the School Health Advisory Committee. More volunteers, posters, and pamphlets are needed. There are currently no budgeted funds. A motion was presented and passed, to spend \$1,500 on Alateen posters and pamphlets for school distribution.

Paula H., Austin Area Representative for ATAAC, gave details regarding the February 8-10, 2019 conference in Houston. There is an opening on the ETAAA Board. In addition, per Kay C., there is an immediate opening on the WSO Literature Committee.

A Knowledge-Based Decision-Making (KBDM) Workshop was led by ETAAA Delegate, Kay C.

#### Future District Meetings

October 20, 2018 – Hosted by Serenity Trail AFG, Round Rock (3rd Sat. \*)

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

April 20, 2019 – Hosted by \_\_\_\_\_ (4th Sat.)

July 20, 2019 – Hosted by \_\_\_\_\_ (3<sup>rd</sup> Sat.)

#### Other Dates:

October 20, 2018, Houston WSO Trustee event, “Meet the Board.”

November 2-4, 2018 – ETAAA Fall Assembly, Longview, TX

February 8-10, 2019, ATAAC in Houston