

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

Note: Quorum for 2018 is 9 voting members. 11 voting members present.

Carolyn K., Chair (non-voting)
Mary Evelyn M., Secretary (non-voting)
Celeste T., AAIC treasurer (non-voting)
Janie H., AAIC employee (non-voting)

Cathy K. – Paths to Recovery AFG (voting)
Kate H. - Let It Begin with Me AFG (voting)
Devota S. - Courage to Change AFG (voting)
Linda U. - Paths to Recovery AFG (voting)
Terry F. - Austin Serenity Seekers AFG (voting)
Anna A. - Faith AFG (non-voting)
Pat G. - Westlake AFG (voting)
Nathalie S. - Bridge to Shore AFG (voting)
Susan H. - Lake Travis Parents AFG (voting)
Dani M. - Northland AFG (voting)
Karen W. - Faith AFG (voting)
Brenda H. - Serenity Seekers AFG (voting)

Opening. Call to order at 6:32 p.m., followed by a moment of silence and Serenity Prayer.

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.
11 voting members present.

Secretary/Minutes. Read and approve minutes from the last meeting. (Mary Evelyn McN., 5 min.)
Motion by Susan H. to accept 8/21/18 board meeting minutes.
Seconded by Nathalie S.
Minutes accepted as written for 8/21/18 board meeting

Chair's Report. (Carolyn K., 5 min.) - IRS

--New printer has been purchased and installed.

--Everything going well, very smooth since last meeting.

--IRS issue update: AAIC 2017 return: original mailed back, with letter stating not filed correctly. Peggie wrote back, mailed back the return, and asked for help. IRS sent another letter on 6/15/18, asking for Schedule B and list of contributors. Peggie explained that it is a freewill donation organization and that a list will not be provided. Issue turned out to be: not checking a box on the 990 EZ form that AAIC does not have contributors. IRS assessed a \$1,160 late filing fee. AAIC has sent a letter, asking for abatement of the fees. IRS has acknowledged receiving the letter and that the account is being reviewed.

--Reminder: group changes are made only with a GR-1 (group records form).

--Looking for information about Al-Anon in Recovery AFG - meets at University Presbyterian Church on Fridays at noon.

Anna A.: DR will send information out to the district to see if the group is still meeting.

Janie H. will go through all of the old receipts to look for a person's name and phone number.

Treasurer's Report. Financial Reports review (Celeste T., 20 min.)

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

See financial packet.

83% of budget at end of October.

Actual income at 87% - above projected income.

Net income in 2018 to date: about \$5,000. \$2,600 was projected for the whole year.

Prudent reserve: doing well. Have \$34,000 in savings.

Contributions for 2018 through Oct. 2018: \$16,363.63.

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

High volume days on calls since 8/21/18 board meeting:

 Wednesdays 40; after 2:00 p.m., 4 calls

 Thursdays 28

 Fridays 21

High-volume day for walk-ins:

 Wednesdays 32; 3 after 2:00 p.m.

 Fridays 29

 Mondays 15

High volume hours:

 10-11 a.m. 63 walk-ins and calls

 1-2 p.m. 52 walk-ins and phone calls

 11-12 p.m. 46 walk-ins and phone calls

Total calls per month 125

Walk-ins per month 98

After-hours messages per month 16

Top-selling literature: How Al-Anon Works, newcomer packets, Intimacy in Relationships, Blueprint for Progress, Paths to Recovery, Courage to Change (small-print version)

Room in the AAIC office is available for meetings and study groups, during office hours

 Aging in Al-Anon meets first and third Wednesdays: 10:30 a.m. - noon

Need volunteer for first Thursday of the month, 10-2 (can break up into 2 2-hour blocks)

Nathalie S.: Hillcrest Baptist Church is doing a study of the Intimacy in Alcoholic Relationships book, 10:30 a.m. - 11:45 a.m. on Mondays. Meeting is across from the Hilltoppers AFG. Also Nathalie and a friend are presenting a one-day retreat Dec. 1 on sponsorship and sponsees; must attend with sponsor or sponsee.

Information Center Liaison Report. (Cathy K., 10 min.)

Report of the AWSC (area world service committee) meeting in Longview

 Next WSC is a stand-alone meeting, Pearland, 1/12/19

 Problems with people making copies of literature: against copyright law

Report of last Assembly meeting in Longview

 Alateen budget increased

 Leadership training and discussion weekend will be set in February.

 2019 budget was approved and passed.

Anna: will provide summary of last district meeting minutes (see attached)

Austin AI-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

Busy meeting - 52 attendees with 30 voting GRs
Alateen poster distribution task force has a new lead.
District workshops and skits task force created.
Task force created to look into Spanish tab on web site.
Will use knowledge-based decision making for district meetings, giving reports before meetings.

1/19/19 next district meeting at Bee Cave Road AFG.

4/27/19 – district meeting at Harker Heights Serenity Seekers AFG

Looking for host groups for 7/20/19 and 10/19/19 district meetings.

2/8-10/19 - All Texas conference in Houston

Spring assembly 5/3-5/19 McAllen

Committee Reports.

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

Don unable to attend. Nothing major to report. Next literature inventory will be in December.

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

Things are looking great.

Volunteers- (Marilyn C. chair), Janie H., AAIC Chair (3 min.)

Marilyn C. did not attend.

Meeting List- (Kate H.), Janie H., Adam C., AAIC Chair (3 min.)

Kate H. - set up process for GR-1s to be filled out.

Will work on publicizing new meetings.

Old Business. (5 min.)

Still mulling idea over about a prepaid credit card (see new business from the 8/21/18 meeting).

New petty cash policy of replenishing to \$250 every week is working well.

New Business. (10 min.)

Janie suggests hours on Weds. changing - 7 calls and walk-ins after 2:00.

Suggests 10-6 instead of 10-7. Only one person has come in at 6:00.

Would keep Janie within her hours.

Kate H. moves to adjust Wed. hours to 10-6 p.m.

Pat G. seconds.

Motion carried unanimously. New hours effective immediately: AAIC open Weds. 10 a.m.-6 p.m.

- Year-end Bonus/Salary for AAIC employee

Janie is on a fixed budget because of her living situation. Limit has been raised. Can pay her more.

Proposal: give her a year-end bonus of \$302.40 - would bring her up. Generally paid the employee half a month earnings as a year-end bonus. That's all she can get. Can pay immediately.

2019: current salary is \$739.80/mo (about \$12.33/hour). Propose raising to \$765/mo - \$12.75/hour.

Increase of 42 cents per hour. That won't send her over. New salary to go into effect on 1/1/19.

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

Carolyn conducted a review: Janie is very successful at all tasks. Improved on literature inventory.

AAIC office got a deep clean.

Figured out how to reduce shipping costs - media rate

Getting and training volunteers - sends thank you notes

Learned new duties on the computer

Eager and willing to learn new procedures and processes

Devota S. moved to give bonus and increase pay

Dani M. seconded

Motion carried unanimously.

Information given to Janie.

• **Election of Officers**

- Chairperson - Carolyn
- Secretary - Mary Evelyn
- Treasurer - Celeste
- Literature Committee Chair - Don C.
- Finance Committee Chair - Terry
- Volunteers Committee Chair - Marilyn
- Meeting List Committee Chair - Kate H.
- AAIC Liaison - open

Carolyn and Mary Evelyn are willing to serve; must roll off the board after the end of 2019.

Carolyn read the eligibility requirements for officer positions in the bylaws.

Officer must be willing to have full name published in official reports, tax returns.

Officers:

Carolyn willing to continue to serve as chairperson. Reelected. Carries unanimously.

Mary Evelyn willing to continue to serve as secretary. Reelected. Carries unanimously.

Celeste willing to serve as treasurer. Reelected. Carries unanimously.

Standing committees:

Finance committee chair open: checks and balances since the embezzlement.

Terry F. volunteered and is appointed, effective 1/1/19.

Cathy K. stepping down as the AAIC District/Area liaison. Carolyn read the position description in the bylaws. Travel expenses for this position are reimbursed.

Anna willing to attend the district meetings.

Total of 8 different meetings per year to attend, plus the 4 AAIC board meetings

No volunteers to serve, so will bring open position back up at the February 19, 2019 board meeting.

Those attending tasked with telling their groups that the District/Area liaison position open. Information center reps are good candidates.

New business:

Carolyn has been asked to be on a thought force for a do-not-refer policy. World service office has groups in certain states that WSO is asked not to refer to those groups - collect dues, have a leader, don't use CAL (not observing the traditions). For WSO not to refer, have asked each area to come up with a do-not-refer policy.

Carolyn invites people's thoughts.

**Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745**

Adjourn. Close meeting with Al-Anon Declaration (All) 8:17 p.m.

Announcements

January 19, 2019 – District 6 meeting, Bee Cave Road AFG
Feb. 8, 2019 – 40th Annual All Texas Al-Anon/Alateen Conference - Houston
Feb. 19, 2019 – AAIC Board meeting (Northland)
April 27, 2019 – District 6 meeting, Harker Heights Serenity Seekers AFG
May 3-5, 2019 – ETAA Spring Assembly, McAllen
May 20, 2019 – AAIC Board meeting (Information Center)
July 20, 2019 – District 6 meeting, place to be determined
Aug. 20, 2019 – AAIC Board meeting (Northland)
October 19, 2019 – District 6 meeting, place to be determined
Nov. 18, 2019 – AAIC Board meeting (Info Center)

**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**

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

Summary of District 6 Meeting Minutes

October 20, 2018

Hosted by: Serenity Trails AFG

Grace Lutheran Church

Round Rock

- There were 52 attendees with 30 voting GRs and a simple voting majority of 16 votes. Since there were five new GRs in attendance, DR Judy W. re-emphasized and encouraged the use of service sponsors.

Old Business

- Judy W. gave an update on the status of the Alateen Poster Distribution Task Force and provided history regarding the project. She requested volunteers to proceed from this point. After some discussion, Lorelei L. volunteered to head-up the effort, along with three new volunteers. In addition, Jessica P., GR from Anderson Mill AFG, took some posters and pamphlets to distribute as she is able.
- Josie R. reported-in on behalf of the District Workshops Formats Thought Force. The Thought Force has been discussing the potential of creating guidelines/suggestions for district workshops/skits. Discussion revealed a desire to provide hosting groups with workshop topic guidance, as desired. It was agreed that continuity from one district meeting to the next can be beneficial. Some things to be addressed by a Task Force would be the possibility of potential ideas being posted on the district's web site tabs and to develop, preserve, and make accessible procedural guidelines. Any guidelines developed are not meant to hinder groups from developing their own workshops/skits as long as they meet Al-Anon principles. A motion was made and passed to create a Task Force to develop guidance.
- There was a long discussion on how to get Alateen to grow. Based on this discussion, Alateen sponsorship and other information provided by the DAC was forwarded to district GRs by the DR after the meeting.
- There was a discussion of the addition of a Spanish tab to the AAIS web site. Judy W. asked for volunteers regarding the Spanish tab. Paula H., Pat I., and Jessica P. have agreed to work on the project. Pat I., Spanish Coordinator, will head it up.
- Judy W. asked for volunteers for a Thought Force on Newsletter Processes and Distribution Costs. Thought Force members are to consider development and presentation of ideas on how to spend district money and keep track of the Newsletter distribution list more efficiently to avoid duplications and keep subscriptions current. Judy W., Anna A., Tom B., and Kat M. agreed to serve on the committee. The Thought Force will be headed-up by Jessica P.

New Business

- A discussion of KBDM regarding a possible future format for district meetings was held. This would include the DR distributing officer and coordinators' reports to GRs prior to the district meeting. A KBDM format would shorten district meetings and concentrate time on new business and old business. A motion was made to go to a KBDM format, which will include providing information in advance of district meetings to GRs for review, including all reports and other information. The motion was seconded and passed unanimously.
- Newsletter Coordinator Jessica P. asked if the GRs would like her to print the Summer Newsletter, which had not gone to print. It was decided not to by consensus.

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES (I)
Monday, November 12, 2018
Info Center Office, 6301 Manchaca Rd, Suite. F, Austin TX 78745

Future District Meetings

- January 19, 2019 – Hosted by Bee Caves AFG, Bee Caves (3rd Sat.)
- April 27, 2019 – Hosted by Harker Heights Serenity Seekers (4thSat.)
- July 20, 2019 – Hosted by _____ (3rd Sat.)
- October 19, 2019 – Hosted by _____ (3rd Sat.)

Other Important Dates

- February 8-10, 2019 – All Texas Alanon/Alateen Conference, Houston, TX
- May 3-5, 2019 – ETAA Spring Assembly, McAllen, TX