

Austin Al-Anon/Alateen Information Center
BOARD MEETING MINUTES – (I)
Tuesday, February 19, 2019
Northland Al-Anon Room, 2809 Northland Dr, Austin, TX 78757

Note: Quorum for 2019 is 8 voting members. 14 voting members present.

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

Kate H., Bastrop AFG, voting
Kathy S., Hilltoppers AFG, voting
Terry F., Serenity Seekers Austin AFG, voting
Anna A., Alternate DR and Faith AFG, voting
Brenda H., Buda Serenity Seekers AFG, voting
Donna R., Wimberley AFG, voting
Dianne P., San Marcos AFG, voting
Don C., Bee Caves Road AFG, voting
Kathy J., Hope AFG, voting
Barbara A., Aging in Al-Anon AFG, voting
Dave L., Serenity Trail Round Rock AFG, voting
Joan G., Bridge to Shore AFG, voting
Sharon C., Just for Today Elgin AFG, voting
Phyllis B., Lakeway AFG, voting

1. **Opening.** Call to order, followed by a moment of silence and Serenity Prayer.
6:34 p.m.
2. **Introductions and roll call.** Introductions of directors, officers, and visitors. (All, 5 min.)
Determine if quorum is met. For 2019, a quorum is 8 voting members. 14 voting members are attending.
3. **Secretary/Minutes.** Read and approve minutes from the last meeting. (5 min.)
Correction to 11/12/18 board meeting draft minutes: Bee Caves Road AFG – change on page 3 and last page.
Don C. moved to approve 11/12/18 AAIC board meeting minutes as corrected.
Kate H. seconded
Motion carried unanimously to approve the minutes as corrected.
4. **Chair's Report.** (Carolyn K., 5 min.)
Accountant Peggie is taking care of property taxes for the books.
IRS issue has been resolved. No taxes are owed. That's a savings of \$1,400.
Under new business: will discuss crowdsourcing checks.

Area has received inquiry from WSO about non-refer policy: not referring people to certain groups because those groups are not following the 12 Traditions. East TX Area doesn't have a policy and will have a thought force to explore the issue in the Area. Carolyn will be on the thought force and will circulate a questionnaire of 3-5 questions to the groups. People can also give individual thoughts. Question: what does "non-referral" mean? Carolyn will include what WSO provided about a non-referral policy.

5. **Treasurer's Report.** Financial Reports review & proposed budget (Terry F. for Celeste, 30 min.)

AAIC 2018 year in review: \$3,900 net, more than expected. Memorial for Kitty brought in additional funds, maintenance costs were lower than expected, postage was lower.

Prudent reserve is over by \$150. Question: is AAIC to distribute those funds as excess? Carolyn looked at section 9.7 of the By-Laws:

9.7 Excess Funds

If the sum of all operating and reserve funds were to exceed 1.5 times the annual operating expenses, the Board shall once per year distribute the excess, as it sees fit, to the Al-Anon World Service Office, area and/or district Al-Anon service organizations that are qualified under Section 501(c)(3) of the Internal Revenue Code.

2018 operating budget was \$63,493, so 1.5x would be \$95,240. Amount of funds in bank as of 1/31/19 are \$22,759 in operating account and \$34,027 in prudent reserve account. It was determined that AAIC does not have excess funds per By-laws.

Terry F. reviewed 2018 income and expense information and January 2019 profit and loss information.

Proposed Budget for 2019

\$68,521 in projected income: This includes an increase in group contributions.

\$63,739 in projected expenses.

Question: how do we come up with profit margin on the literature?

Don, Literature committee: work to order items by case, because AAIC receives case discounts. Also take into consideration shipping costs and what is most popular.

There's a standard markup of 50 cents on books. AAIC board voted about a year ago to increase prices on the most popular items: *How Al-Anon Works* and newcomer packets.

Concern raised: groups were asked to make more contributions to AAIC because there was a deficit of funds. Carolyn: deficit of funds was because of embezzlement, which was being slowly paid back. It was determined to increase prices on a couple of pieces of literature to raise more funds, also. Then the person who had embezzled the funds unexpectedly paid the remaining balance back in a lump sum.

Question: AAIC donation can in the AAIC office: where do the funds go? Those are deposited to the operating bank account. Janie H. will add the donation can contributions to her Information Center report.

Kathy S. moved to adopt the 2019 AAIC budget.
Barbara A. seconded.
2019 budget adopted unanimously.

6. **Information Center Report.** (Janie H., 10 min.)

See Janie's report, attached.

Reaching for Personal Freedom books are on backorder from WSO.

Spanish Service Manual-held up because WSO is having difficulty finding Spanish translators.

AAIC still needs a volunteer for the first Thursday of the month, 10-2.

Person who answers the phone should have 2 years in Al-Anon, going to meetings regularly, working with a sponsor.

Question raised about whether person should have completed the 12 Steps. Janie, with Marilyn C., will look into that.

Meeting on 1st and 3rd Wed. at AAIC, Aging in Al-Anon, 10:30 a.m.

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

Given by Anna A., Alternate DR.

See Anna's report, attached.

District 6 newsletter coordinator is an open position.

Kate H. has questions about Spanish information on the AAIC web site. Carolyn: requests that someone prepare the Spanish page, then send it to Carolyn or Janie. Then Carolyn or Janie will send it to the web master for posting on the AAIC web site.

Janie has on the AAIC answering machine a message in Spanish for number to call in emergency and number for a volunteer who speaks Spanish.

Carolyn asked Janie to ask the volunteer who speaks Spanish whether that person wants a private phone number posted on the web site.

8. **Committee Reports.**

- **Literature-** (Don C. chair), Janie H., AAIC Chair (5 min.)

Literature audit was conducted in December. Item that sells best: *How Al-Anon Works*.

- **Finance-** (Terry F. chair), Celeste T., AAIC Chair (3 min.) already covered regarding the budget and treasurer's report

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

Marilyn unable to attend. Carolyn: Janie and Marilyn are re-writing the AAIC volunteer manual.

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

Kate H. and Janie worked on a GR-1 spreadsheet. They also received a spreadsheet from the Area group records keeper. The Area group records keeper is sending updates quarterly.

9. **Old Business.** (20 min.)

- **Election of Officers**

- AAIC Liaison

By-laws section 8.3 is the job description for the AAIC Liaison.

This includes attending District, Area Assembly, and AWSC meetings; attending AAIC board meetings, and serving for a year

AAIC Liaison reimbursed for proper expenses.

AAIC Liaison can be a voting member if attending for that person's group.

Kathy J. willing to serve.

Joan G. nominated Kathy J. for AAIC Liaison.

Dianne P. seconded.

Kathy J. was unanimously elected as AAIC Liaison.

10. New Business. (20 min.)

Carolyn brought up crowd sourcing funds:

Janie has received one check from Great Nonprofits for \$236. Carolyn decided to hold onto the check. She logged into the Great Nonprofits website and found out that someone named Michelle C. made an end-of-year contribution to AAIC.

Carolyn also received an email from a woman named Mary Ellen, who contributed \$500 to AAIC through Facebook crowdsourcing.

7th Tradition says we are fully self-supporting, declining outside contributions.

Carolyn looked at the Service Manual section on fundraising. There are two ways to contribute to Al-Anon: (1) from a member and (2) as a bequest from a close family member of an Al-Anon member in the member's name. There are contribution limits.

Carolyn sent an email to the person who gave the \$236 and asked if she is an Al-Anon member or giving the funds as a bequest. Carolyn proposes to cash the check and give the funds back to the person with an AAIC check. We agree that we can't keep the funds if the person is not in Al-Anon/making a bequest in accordance with the Service Manual.

Mary Ellen asked her friends to contribute to Al-Anon through Facebook. If all of her friends are Al-Anon members, then we can cash the check. If we do not accept the funds, Facebook keeps the funds.

Carolyn has asked the delegate to take this to WSO.

Carolyn tasked the Finance Committee to work with the Treasurer on setting up a way to process these funds so they are not commingled with AAIC budgeted funds.

Carolyn asks that people take back to their groups: we appreciate fundraising for AAIC, but we are unable to accept funds except for from AAIC members.

Barbara A.: an Al-Anon member can accept a gift from a friend and then give it to Al-Anon. In that instance, it is directly from an Al-Anon member.

- 12. Adjourn.** Close meeting with Al-Anon Declaration (All)
8:21 p.m.

Announcements

- Mar 22-24, 2019 – P.O.S.S.E. - Gonzales
- April 27, 2019 (4th Sat) – District 6 Meeting - Hosted by Central Texas Serenity Seekers, Harker Heights
- May 3-5, 2019 – Spring Assembly - McAllen
- May 20, 2019 – AAIC Board meeting (Information Center)
- July 20, 2019 – District 6 Meeting (TBA)
- Aug 20, 2019 – AAIC Board meeting (Northland)
- Oct 19, 2019 – District 6 Meeting (TBA)
- Nov 19, 2019 – AAIC Board meeting (Info Center)
- Jan 18, 2020 – District 6 Meeting (TBA)

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

Information Center Report

February 19, 2019

(The following information begins November 13, 2018 ending on February 15, 2019)

High volume days for calls:

Wednesday - **36**; (after 2:00 pm: **4**)

Tuesday - **27**

Monday - **25**

High volume days for walk-ins:

Tuesday - **21**

Friday - **18**

Wednesday - **17**; (after 2:00 pm: **1**)

High volume hours:

11 am: **51** calls and walk-ins

10 am: **47** calls and walk-ins

1pm: **43** calls and walk-ins

Total calls: 122

Total walk-ins: 78

Total after-hours messages: 4

Top selling literature:

How Al-Anon Works; Courage to Change (small print); Newcomer Packets;

Paths to Recovery; Blueprint for Progress;

Spanish Service Manuals are not available. Also, P-24 (Groups at Work is not available). Per WSO, they have no availability date.

The back room is available for meetings, etc.; during office hours. We still need a volunteer for the 1st Thursday of the month from 10-2 and can break up the hours into 2-hour blocks; also, we could use a few as needed volunteers. Volunteering is a wonderful addition to working your recovery and to be of service. Please contact Janie at the Information Center at 512-441-8591.

Summary of District 6 Meeting Minutes

January 19, 2019

Hosted by: Bee Caves AFG

Westlake United Methodist Church

West Lake Hills, TX

- There were 27 voting GRs and a simple voting majority of 14 votes. There were four new GRs in attendance.
- District Representative Judy W. reviewed the Knowledge Based Decision Making (KBDM) format, which GRs voted to use at the last meeting. Forty percent of officers and coordinators provided advance reports to support this process.
- Judy W. announced the open service position for the Austin Al-Anon Information Center (AAIC) Liaison. Paula H., former AAIC Liaison, discussed the duties of the position for anyone interested.
- The GRs approved the 2019 district budget:
 - Increased budgets for Public Outreach North and Spanish Coordinator.
 - Increased budget for expected group donations because District 6 has received more than \$8,000 over the last two years.
 - Mail group donations to **District 6 Texas AFG, PO Box 302194, Lakeway, TX 78734.**
 - Transferred some funds to a savings account to earn interest.
- The District Workshop Task Force provided a report regarding its findings and conclusions. Work is still on-going. The aim of this committee is to:
 - Create a collaborative structure base on principles, not personalities.
 - Encourage fun while learning.
 - Dispel the notion of dull/painful district meetings
 - Offer workshops that meet an individual where he/she is in recovery, while letting go of the results.
 - Deliver workshop guidelines (not restrictions); think “best practices” for workshop presentations.
 - Create continuity through a rotation of service.
 - Assess the development of a “database” that may eventually be converted into electronic form that could be accessed from a district website.
- Other active Task and Thought Forces consist of:
 - Alateen School Posters (additional school districts have been identified for outreach; will determine whether current posters or new designs pending WSO approval will be used; this Task Force has not met since the October district

- meeting and did not meet at the January district meeting since the Chair was not in attendance due to illness)
- Spanish Web Site Tab (met at January district meeting - see information below)
 - Newsletter Distribution Costs (met at January district meeting - see information below)
 - Unallocated Funds (created and met at January district meeting - see information below)
- Broke to attend one of three workshops planned by hosting committee: 1) Hands-on crafts tied to 12 Steps; 2) Role play and charades using Al-Anon Slogans; 3) Meditation Room with a guided meditation followed by discussion and sharing. After 20 minutes, participants were allowed to switch workshops.
 - Voting members agreed to split up into parallel work groups for the afternoon. The following groups met and gave brief summaries of their findings:
 - **Safety** (led by Judy W.) – prompted by new WSO guidelines on the topic and covered what we can or should do for safety at district and group meetings. The goal is to raise awareness and be proactive, not reactive. Everyone who attended this work group meeting was asked to write down their thoughts, take those back to their groups, and possibly hold a group conscience on the topic. Everyone was also asked to share what they learned with Judy W. in a format she can share with the GRs in the district.
 - **Unallocated Funds** (led by Robert G.) – the district has approximately \$10,000 in unallocated funds, so this work group brainstormed various ideas on how to use these funds (i.e., more Public Service Announcements, holding “A Day in Al-Anon” in different areas, establishing a larger presence on social media, etc.). The members of the Thought Force were selected, and some next steps were determined.
 - **Newsletter** (led by Anna A.) – this Thought Force was created at the October district meeting to review hard copy recipients (the distribution list), the development process/costs, and the newsletter contents. Discussion determined that while some portions of the development and distribution processes can be streamlined, the content and existence of the newsletter continue to be well received and desired by members. There was a consensus by the participants in this work group that the current problem with the newsletter is its timely distribution to recipients prior to the district meeting.
 - **Spanish Web Site Tab** (led by Pat I.) – This group will work to obtain additional information on how the web site can be updated from Spanish groups and will focus on outreach with Spanish GRs prior to the fall district meeting.

Future District Meetings

- April 27, 2019 – Hosted by Central Texas Serenity Seekers, Harker Heights (4thSat.)

- July 20, 2019 – Hosted by _____ (3rd Sat.)
- October 19, 2019 – Hosted by _____ (3rd Sat.)
- January 18, 2020 – Hosted by _____ (3rd Sat.)

Other Important Dates

- March 22-24, 2019 – P.O.S.S.E., Gonzales, TX
- May 3-5, 2019 – ETAA Spring Assembly, McAllen, TX
- November 1-3, 2019 – ETAA Fall Assembly, Victoria, TX