

Austin AI-Anon/Alateen Information Center
Board Meeting Minutes – (I)
Tuesday, August 20, 2019
Northland AI-Anon Room, 2809 Northland Dr, Austin, TX 78757

Note: Quorum for 2019 is 8 voting members. 12 voting members present.

Carolyn K., Chair (non-voting)

Mary Evelyn M., Secretary (non-voting)

Celeste T., Treasurer (non-voting)

Terry F., Serenity Seekers Austin AFG, voting

Devota S., Courage to Change AFG, voting

Kathy S., Hilltoppers AFG, voting

Samantha Z., Northland AFG, voting

Anna A., Faith AFG, voting

Dianne P., San Marcos AFG, voting

Donna R., Wimberley AFG, voting

Louise D., Lakeway Tuesday AFG, voting

Dave L., Serenity Trail Round Rock AFG, voting

Kathy J., Hope AFG, voting

Sharon C., Just for Today Elgin AFG, voting

Susan H., Lake Travis AFG, voting

Pat E., Northland AFG, not voting

Mara ____, Lakeway Tuesday AFG, not voting

1. **Opening.** Call to order, followed by a moment of silence and Serenity Prayer. 6:32 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. 12 voting members are present.
3. **Secretary/Minutes.** Read and approve minutes from the last meeting. (5 min.)
Kathy J motion
Kathy S second
Approved unanimously

Mary Evelyn M. filed the Nonprofit Periodic Report with Texas Secretary of State's Office on 8/19/19. This report needs to be filed at least every 4 years to show that AAIC is a non-profit in good standing.

4. **Chair's Report.** (Carolyn K., 5 min.)
Carolyn met with the new District Group Records Coordinator, District Representative, and Alternate District Representative. They discussed plans for having the meeting list at the Info Center and at WSO as up to date as possible. They have a trial process in place for a couple of months: All GR-1s (change form for group information) and GR-3s (Alateen group information) are to be sent to the District Group Records Coordinator, Kim. Judy W., the DR, will email monthly updates to all GRs. This was previously done quarterly. Carolyn and this group will meet again in October to evaluate the process, before the next District meeting and before the next AAIC board meeting.
5. **Treasurer's Report.** Financial Reports review (Celeste T., 15 min.)
Income is up. Expenses are down. Janie H. runs the Info Center efficiently, which keeps expenses down. Per decision at last board meeting, Celeste sent crowdsourced donation back to the person who sent them. It was treated as a pass-through, not income or an expense.
Celeste reviewed income and expense report , balance sheet, and bank statement reconciliations.
6. **Information Center Report.** (Carolyn K. for Janie H., 10 min.)

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- High volume days and walk-ins: Tuesdays
- High volume hours for calls: 10 a.m.
- High volume hours for walk-ins: noon
- Top-selling literature: How Al-Anon Works, new Just for Tonight bookmark, Courage to Change, newcomer packets, ODAT, Paths to Recovery, Understanding Ourselves and Alcoholism
- Spanish service manual will be available in Nov. 2019.
- Janie H. still needs volunteers on as-needed basis at any time during office hours. Please pass this along to your groups.

7. Information Center Liaison Report. (Kathy J., 10 min.)

See written report attached.

In discussion: creation of a separate District 6 web site that would be linked to AAIC web site.

District 6 has need for Al-Anon members involved in Alateen service (AMIAS), especially bilingual in Spanish and English.

8. Committee Reports.

- **Literature-** (Don C., chair), Janie H., AAIC Chair (3 min.)
Presented by Carolyn K. In July, the committee conducted an inventory of the Info Center literature.
- **Finance-** (Terry F., chair), Celeste T., AAIC Chair (3 min.)
Rolled into new business.
- **Volunteers-** (Marilyn C., chair), Janie H., AAIC Chair (3 min.)
No report.
- **Meeting List-** (Kate H.), Janie H., Adam C., AAIC Chair (3 min.)
Kate H. and Janie H.'s work helped Carolyn's meeting with the District Group Records Coordinator (Kim), DR, and Alternate DR.

9. Old Business. (20 min.)

- Crowd sourcing update – Celeste T. & Carolyn K.
The returned crowdsourced donation solved that issue.
Carolyn K. is attempting to opt out on accepting donations on the Guidestar web site.
- Credit card update – Celeste T.
The Info Center now has a Bank of America small business services with a \$500 credit limit. The AAIC employee and treasurer both have the card. Celeste will link some ongoing monthly expenses to the credit card. BOA wanted to give a higher credit limit, so we may consider a higher credit limit in the future, such as to purchase literature. There's no annual fee for the card. Because AAIC is a nonprofit, the credit card balance must to be paid off every 30 days. That way, there will be no interest and no late fees.

10. New Business. (20 min.)

- Financial Gift Policy Proposal – Terry F.
Discussion held about the proposed AAIC Financial Gift Acceptance Policies and Guidelines.
Purpose: to determine steps to take if a person making a gift cannot be reached to determine whether that person is an Al-Anon member.
Suggestion: empower gift acceptance committee to make determinations based on the Traditions.
Financial chair, Board chair, treasurer, Donna R., and Kathy S. will be on the gift acceptance committee.

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- November Elections – Positions & Eligibility Guidelines – Mary Evelyn M. Chair, Secretary, and Treasurer are elected to serve one-year terms. See By-Laws on the Austin Al-Anon web site.
Carolyn K., Chair, and Mary Evelyn M., Secretary, are not eligible to serve another term. An officer can serve for a maximum of 3 years in a row.
Celeste T. is willing to serve as Treasurer for 3rd year.

Officer Eligibility: See By-Laws section 7.4

At least 2 years in Al-Anon

Cannot be member of AA

Member of AAIC Board or attended at least 2 board meetings in past

Willing to have full name in government records, such as tax returns and state non-profit records

Regularly attend Al-Anon meetings during term

Time devoted by Carolyn K., Chair: about 5 hours per month

Time devoted by Mary Evelyn M., Secretary: about 20 hours per year

Time devoted by Celeste T., Treasurer: about 4-5 hours per month

12. Adjourn. Close meeting with Al-Anon Declaration (All) 7:54 p.m.

Announcements

- August 24, 2019 – Area World Service Committee (AWSC) Meeting, Schertz
- October 18-19, 2019 – 5th Texas-wide Convention of Spanish-speaking AFGs, Pflugerville
- October 19, 2019 – District 6 Meeting (Glass House AFG, Temple)
- November 1-3, 2019 – ETAAA Fall Assembly, Victoria
- November 18, 2019 – AAIC Board meeting (Info Center)
- January 18, 2020 – District 6 Meeting (Hilltoppers AFG, Austin)
- February 7-9, 2020 – All Texas Al-Anon Conference (ATAAC), Houston
- February 18, 2020 – AAIC Board meeting (Northland)
- April 18, 2020 – District 6 Meeting (tentative-Faith AFG, Austin)

**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**