

**Austin AI-Anon/Alateen Information Center
Board Meeting Minutes – DRAFT (I)
Monday, November 18, 2019**

1. **Opening.** Call to order, followed by a moment of silence and Serenity Prayer.
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.

15 voting in attendance

P	Carolyn	K.	Chair	Courage to Change AFG	N	carolynaaic@gmail.com
P	Kathy	J.	AAIC Liaison to District 6 and East TX Area		N	kjackson2580@gmail.com
P	Don	C.	Rep	Bee Caves Road AFG	Y	donaldc1204@gmail.com
P	Joan	G.	Alt GR	Bridge to Shore AFG	Y	green_joan@sbcglobal.net
P	Anna	A.	Alt DR	Faith AFG	Y	apixie123@aol.com
P	Kathy	J.	GR	Hope AFG	Y	kljackson2580@gmail.com
P	Phyllis	B.	GR	Lakeway Tues Noon	Y	phyllis_bourque@yahoo.com
P	Susan	H.	GR	Lake Travis Parents AFG	Y	kkechnie@gmail.com
P	Kate	H.	Info Cntr. Rep.	Let It Begin With Me AFG	Y	hurstk@tsbvi.edu
P	Pat	E.	Alt GR	Northland AFG	N	peng1301@sbcglobal.net
P	Dianne	P.	Info Center Rep	San Marcos AFG	Y	papes@grandecom.net
P	Terry	F.	Alt GR	Serenity Seekers, Austin	Y	therese.foley@gmail.com
P	Marilyn	C.	GR	Spiritual Awakenings	Y	marilyncary@hotmail.com
P	Barbara	A.	IC Rep	Aging in AI-Anon	Y	taitango@sbcglobal.net
P	Donna	R.	Info Ctr Rep	Wimberley AFG	Y	donnaut77@gmail.com
P	Steve	W.	Info Ctr Rep	HillToppers	Y	stevewiman@earlink.net
P	Paula	H.	AATAC Board member		N	Haschke_paula@aol.com
P	Susan	L.	Info Ctr Rep	Bee Caves AFG	Y	susanlandersberry@gmail.com
P	Louise	D.	Alt GR	Lakeway Noon	N	L_diagrande@gmail.com
P	Samantha	Z.	Alt GR	Northland AFG	Y	szimny3232@gmail.com

3. **Secretary/Minutes.** Read and approve minutes from the last meeting. (5 min.)

Sent out for August 2019 via email

Corrections –

- Louise was in attendance and not Phyllis B. attended

Motion to accept: Susan H. as modified

Seconded: Diane P.

Passed unanimously - Accepted with modification.

4. **Chair's Report.** (Carolyn K., 5 min.) – Group Records Update

- Everything is going great; Janie is keeping things going. Everything is handled regarding AAIC.

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- Group records update: met with District 6 DR and new Records Keeper and agreed upon a new trial process to keep all information correct in a timely fashion. Process has been working well.
- **All GR-1 forms reporting any changes about your group should be sent to the District Group Records Keeper** who will keep WSO and Area up to date. Send to Vicki L. at District 6. <mailto:etx6grouprecords@gmail.com>
- Weekly updates are now being done.
- Follow-up meeting in December to discuss GR-3 (Alateen) forms and review other topics.
- Pat English is new District Alateen Coordinator and discussing with Brenda getting all the groups and CMAs collected.

5. Treasurer’s Report. Financial Reports review (Terry F., 15 min.)
Terry gave report. Since Celeste is on vacation.

Treasurer’s Report for November 19th 2019 AAIC Board Meeting

Reports are up to date as of 9/30. Celeste is out of the country so was not able to reconcile October reports in time for this meeting. Terry F will be presenting reports for Celeste (thank you Terry!)

- 1) *Overview: see Spread sheet, AAIC budge vs Actual revenue & expenses. At 75% through the year, we are still on track fiscally. Total income right at 75% of projected, total expenses 72%, for a net income so far of \$5330 (projected was \$4467). We also have an excess of \$5598 in our savings, over what is needed for prudent reserve, for a total “excess” of \$10,928. We are well into the black! ☺*
- 2) *A couple weird things on spread sheet to explain: “modernization/technology” line shows 181% of projected—“website” shows 0%. We ADDED the “technology” line this year, next year the “website” line item will go away for good, and modernization/tech will just become “technology”, to put it in same order on reports as the bookkeeper has it. All the totals are the same, it’s just a matter of which line the numbers are going on. Also, September utility expense is missing—bookkeeper missed a payment. It’s been paid now, with ~\$2.00 late fee, will show up in October reports.*
- 3) *Going thru reports in order:*
 - a. *Report 1, AAIC Monthly Profit & Loss, Sept 2019. Shows net income of \$3971.93, which matches Sept Net income on spreadsheet*
 - b. *Report 2, AAIC YTD Profit & Loss, Jan thru Sept. Shows Total income of \$51,612; Total expenses \$46,282; Net income \$5330—all numbers match same boxes on the spread sheet, under “Total Actual” column.*
 - c. *Report 6, Contributions by Customer Summary. September total \$1125. YTD total on this report is slightly higher than YTD total on spread sheet, because the bookkeeper’s report is including October numbers, which are not yet on spreadsheet.*
 - d. *Reconciliation Detail, checking, shows balance of \$25,365 as of 9/30, matches face page from BOA statement on same date.*
 - e. *Reconciliation Detail, savings, shows balance of \$34,035, matches face page from BOA statement on same date.*
 - f. *Reconciliation detail, petty cash, shows that we are maintaining petty cash account of \$40.00 for use by Office manager for making change (reduced from \$250 since we are now using a credit card for most office manager expenses).*
 - g. *Report 5, AAIC balance sheet, shows total current assets (checking + savings + petty cash). Also shows current liabilities: “payroll liabilities” (funds set aside for payment of quarterly payroll taxes) and “credit card”—amount that has been charged on card since last statement (9/9-9/30 charges).*

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- h. Reconciliation Detail, CORP account, and credit card statement—this is the credit card reconciliation info. This is a teeny bit confusing, because the credit card closing date does not happen at the end of the month, it happens on the 9th of the month. This report shows Total charges as of 9/9 (\$249.54), then shows “register balance” as of 9/9 also \$249.54, and then under “payments and credits” shows a payment of \$249.54 on 9/30—showing that we paid off the balance due at statement closing in full. On the card statement, I’ve indicated the allocations for the various fees.*

That’s it! I will be back in the country as of 11/22 and am happy to answer any questions then, shoot me an email and I’ll reply as quickly as possible.

*Gratefully,
Celeste*

**Motion to accept: Susan L.
Seconded: Barbara A.
Passed unanimously**

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

- High Volume Days Calls – Thursday (39), Wednesday (32 after 2 PM), Tuesday (31)
- High Volume Days Walk-in – Wednesday (29), Tuesday (22), Thursday (20)
- High Volume hours for calls – 11 am (53), 12 pm (28), 10 am (26)
- High Volume hours for walk-ins – 11 am (31), 1 pm (29), 12 pm (22)
- Totals:
 - 133 Calls
 - 102 Walk-in
 - 21 After hour messages
- Top sellers: How AI-Anon Works, Courage to Change, Paths to Recovery, Just for Tonight bookmarks
- Bastrop Let It Begin with Me donated coffee pot.
- **Volunteer needs: Beginning in Jan. 2020 on 4th Tuesday of the Month from 10-2**, but shift can be shared with others if you cannot meet full schedule.
- Janie created a volunteer packet with a variety of helpful information.

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

SUMMARY OF DISTRICT 6 MEETING MINUTES

October 19, 2019

Hosted by: The Glass House AFG, 102 N 2nd St., Temple, TX 76501

- *There were 23 voting GR’s in attendance and the simple majority is 12 votes and a 2/3 majority being 16.*
- *Our treasurer, Robert G, presented the 3rd quarter operating statement and announced we are financially strong. \$4000 was added to unallocated funds. He will present a 2020 budget at our January district meeting.*
- *Judy noted we need to elect a new DGRC (District Group Records Coordinator) to serve the remainder of the current though December 2020. Vicki L from The Glass House AFG in Temple volunteered and was subsequently elected unanimously.*
- *District 6 Alateen Coordinator Bill W recently passed away. A service was announced to be held on 10-27-19, information to be sent to Judy W to pass onto GR’s. Pat E volunteered to assume the Alateen Coordinator position for the remaining year of the term. She ran unopposed and was elected unanimously.*

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- *Workshop Format Committee chair, Josie R, said she had received 10 workshop ideas from groups but asked that they be submitted on the appropriate forms which she passed out to the GR's in attendance.*
- *Unallocated Funds/Day in Al-Anon Thought Force is currently working on a form to apply for unallocated funds. Mary R presented several ideas. Two subcommittees were formed. 1. Discuss public outreach for rural areas; and 2. Discuss way to support Alateen, bearing in mind relevant principles of Al-Anon (Trad 7), i.e. we can't spend district money on groups, but we can spend money in ways that will benefit groups. These subcommittees will work on writing motions to be proposed at the next district meeting.*
- *The District 6 website domain thought force reported no progress since last meeting. However, members are preparing documents to be added to the District 6 current website tab. Spanish documents are also being discussed for addition to the Spanish tab on the current website. Judy reported that there are guidelines for hosting district meetings posted on the AAIC website under District 6. Noted as 'hosting checklist'. (Note: Kathy J could not find the checklist posted when she checked on 11-10-19)*
- *Alateen school posters have been distributed in the north portion of the district. The poster efforts have been mostly completed for this year.*
- *Lynn B, area public outreach coordinator from Houston conducted a workshop on Public Outreach. She was very thorough and provided many idea and guidelines. Lynn left copies of public outreach packets for District 6 to use. Lynn also stated if anyone wants to use Al-Anon logos or other copyrighted materials, you must get approval from WSO before you print anything.*

NOTES FROM ETAAA FALL ASSEMBLY, 2019

- *WSO is asking groups to use the P24 booklet to open meetings rather than using a typed sheet. Note there is a new P24 booklet noted as 19-30 on page 2 of the book. Old one is 18-29 on page 2.*
- *The old service manual had lots of errors. There will be a corrected service manual available online on 11-22-2019 at the WSO website, al-anon.org. This will be version 2. Printed copies of the manual will be available on 1/31/2020. Note that Spanish groups WILL receive one free manual in the mail because they have never gotten one previously. Other groups will have to purchase the manual.*
- *ETAAA approved a motion to make a commitment to have Spanish translation equipment available at all the ETAAA Assemblies for a trial period of three (3) years. Method and cost to be determined by hosting district.*

Future District Meetings:

- *January 18, 2020 – Hosted by _Hilltoppers AFG, West Austin_ (3rd Sat.)*
- *April 18, 2020 – Hosted by __Tentatively hosted by Faith AFG, North Austin_ (3rd Sat.)*
- *July 18, 2020 – Host TBD (3rd Sat)*
- *October 17, 2020 – Host TBD (3rd Sat) - Elections*

Other Important Dates:

- *Nov 18, 2019 - AAIC Board Meeting at Information Center, 6301 Manchaca, Ste F Austin 78745*
- *Feb 7-9, 2020 – All Texas Al-Anon conference (ATAAC), Houston*
- *May 15-17, 2020 – ETAAA Spring Assembly, Springhill Suites, 20303 Chasewood Park Dr, Houston 77070*
- *Nov 6-8, 2020 – ETAAA Fall Assembly, Springhill Suites, 20303 Chasewood Park DR, Houston 77070*
- *Newsletter Deadline for District Officers, Coordinators, GR and Thought Force Group Reports due by 11/30/2019.*
- *Beacon newsletter deadline is 01/01/2020 to Rene @ beaconeditor9@gmail.com*

Submitted By: Kathy J, AAIC Liaison

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Note: AAIC will not be reimbursed for old manuals so what we don't sell we will have to take a hit on the cost of those.

Discussion – See new business “service manual”

8. ATAAC Representative Announcement (Paula H. 5 min.)

- Flyers for conference distributed – All Texas AI-Anon/Alateen Conference
- February 7-9 Houston Marriott West Chase - \$94 night with free breakfast for 2 includes luncheon and banquet.
- Rick B. (formerly WSO) and Ruth C. will be speakers.
- Will be in Ft. Worth in 2021 and 2022 and in Austin 2023 and 2024
- **Paula (Austin Area Board member) will be going off the board in August 2021. Ask groups to have someone consider standing in for this position.** Requirements – 3 years, active and regular in meetings, not in AA. Need to have someone in place to help deal with the hotel. Anyone who is interested can sit in on a board meeting to see what happens. August 2021 term begins. 2 meetings – February and August. Contact Paula if someone is interested.
- Need a Texas East representative, too.

9. Committee Reports.

- Literature- (Don C. chair), Janie H., AAIC Chair (3 min.) – January an inventory will be done.
- Finance- (Terry F. chair), Celeste T., AAIC Chair (3 min.) – no report
- Volunteers- (Marilyn C. chair), Janie H., AAIC Chair (3 min.) –
 - We need volunteer for the 4th Tuesday beginning in January.
 - **Austin Recovery wants AI-Anon in-house meeting.** This has been shared and Peter from Austin Recovery may be interested in chairing. Need to share with District 6 Outreach Coordinator. 4201 South Congress, Austin, TX. Marilyn will ask Janie to share.
- Meeting List- (Kate H.), Janie H., Adam C., AAIC Chair (3 min.) – Nothing to report.

Old Business. (20 min.)

1. GuideStar (crowd sourcing issue) – No activity. August minutes detail decisions. Very difficult to get us opted out, but Carolyn is still working on it.

New Business. (20 min.)

1. Performance Appraisal & Year-end Bonus/Salary for AAIC employee

- a. Performance appraisal shared for Janie.
- b. Additional comments: Kind and patient with volunteers. Saves money in a million little ways. Liaisons with building manager.
- c. Propose using some of the extra \$350 for her bonus. Currently limited in what she can make because of a cap in income for housing situation. Increase as of January 1 to \$885/month (\$14.75 hour).

Motion: Increase her salary to \$885 month beginning in January and give her an immediate \$350 bonus.

Motion: Susan L.

Seconded: Don C.

Amended motion: \$720 bonus and new salary starting January \$885 –

Motion: Joan G.

Seconded: Phyllis B.

Susan L and Don C accepted the amended motion.

Passed unanimously.

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2. Election of Officers

Chairperson

- a. Nominations: Samantha Z. (Northland)
Elected unanimously

Secretary

- b. Nominations: Susan L. (Bee Caves)
Elected unanimously

Treasurer

- c. Celeste has agreed to continue to serve

Literature Committee Chair

- d. Don C. will continue to serve

Finance Committee Chair

- e. Terry will continue to serve

Volunteers Committee Chair

- f. Marilyn will continue to serve

Meeting List Committee Chair

- g. Position open

AAIC Liaison

- h. Kathy will continue to serve

3. Listing Limited Access meetings on AAIC meeting list

- a. Alateen meetings limited to students at school – 2 happening currently (1 limited access). Limited only to students that attend the particular school and do not want to have them on the meeting list. Rotating meetings within in the schools are not listed.
- b. Prison meetings limited to inmates and pre-approved background checked individuals
- c. Idea 1 – If not listed people don't know about them so put designation – limited meeting with contact
- d. WSO does not list these meetings but gives information about the meeting if contacted directly. Susan H. Moved that we list limited access meetings on AAIC meeting list with the designation as "limited". Phyllis B. Seconded
Passed unanimously.

4. Service manual that is becoming out of date; we have 7 currently.

- Motion: Going forward we do not sell the out of date manual but will give it away free of charge.
Joan G. Moved Diane P. Seconded
Passed unanimously.

Adjourn. Close meeting with AI-Anon Declaration (All)

Important Dates

- Jan 18, 2020 – District 6 meeting - Hilltoppers AFG, Austin
- Feb 7-9, 2020 –All Texas AI-Anon/Alateen Conference, Houston, TX
- Feb 18, 2020 – AAIC Board meeting (Northland)
- May 6-8, 2020 – ETAAA Fall Assembly, Houston, TX
- May 15-17, 2020 – ETAAA Spring Assembly, Houston, TX
- May 18, 2020 - AAIC Board meeting (Information Center)
- Aug 18, 2020 - AAIC Board meeting (Northland)
- Nov 6-8, 2020 – ETAAA Fall Assembly, Houston, TX
- Nov 16, 2020 - AAIC Board meeting (Info Center)