

**Austin AI-Anon/Alateen Information Center
Board Meeting Minutes
Tuesday, February 18, 2020**

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 2020, a quorum is 8 voting members. 9 voting members in attendance

P	Carolyn K		GR/Past chair	Courage to Change AFG	Y
P	Kathy J		AAIC Liaison to District 6 & East TX Area; GR	Hope AFG	N
P	Don C		Rep	Bee Caves Road AFG	Y
	Joan G		Alt GR	Bridge to Shore AFG	Y
P	Anna A		Dist Rep	Faith AFG	Y
P	Kathy J		GR	Hope AFG	Y
	Phyllis B		GR	Lakeway Tues Noon	Y
	Susan H		GR	Lake Travis Parents AFG	Y
	Kate H		Info Center Rep	Let It Begin With Me AFG	Y
	Pat E		Alt GR	Northland AFG	Y
	Dianne P		GR	San Marcos AFG	Y
P	Terry F		Alt GR	Serenity Seekers, Austin	Y
	Marilyn C		GR	Spiritual Awakenings	Y
	Barbara A		IC Rep	Unity AFG	Y
	Donna R		Info Center Rep	Wimberley AFG	Y
	Steve W		Info Center Rep	HillToppers	Y
P	Paula H		AATAC Board member	Anderson Mill AFG	N
P	Susan L		AAIC Secretary	Bee Caves AFG	N
P	Louise D		Alt GR	Lakeway Noon	Y
P	Samantha Z		AAIC Chair	Northland AFG	N
P	Mara R		GR	Lakeway Tues Noon	N
P	Lynn P		Alt GR	Faith	Y
P	Tina C		Alt GR	Personal Freedom	Y
P	Brenda H		Alt GR	Buda Serenity Seekers	Y
P	Celeste T		AAIC Treasurer	Faith AFG	N
P	Janie H		Info Center Employee		N

3. **Secretary/Minutes.** Reviewed and approved minutes from the last meeting. (5 min.)
Nov 2019 Minutes were sent out via email.

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Corrections – Amended by Kathy

Motion to accept & Seconded. Passed unanimously - Accepted with modification.

4. Chair's Report. (Samantha , 5 min.) – Group Update

- Sam's introduction of herself.
- Everything is going well; Janie is keeping things going well at AAIC.

5. Treasurer's Report. Celeste Reviewed 2019 Financial Reports. Celeste T.

Treasurer's Report for February 18, 2020 AAIC Board Meeting. All reports are up to date as of 12/31/19.

- 1) *Overview: see Spread sheet, AAIC budge vs Actual revenue & expenses. Our prudent reserve is \$28,000. We are well in the black! 😊*
- 2) *On spread sheet: "modernization/technology" will be changed to technology, so that it is in same order on reports as the bookkeeper has it. All the totals are the same.*
- 3) *Treasurer created spreadsheets independent o f bookkeepers report. Debra has access to checking account and credit card. There is a monthly review and comparison.*
- 4) *Reviewing reports in order:*
 - a. *Report 1, AAIC Monthly Profit & Loss, matches Net income on spreadsheet*
 - b. *Report 2, AAIC YTD Profit & Loss, Jan thru Dec. All numbers match same boxes on the spread sheet, under "Total Actual" column.*
 - c. *Report 6, Contributions by Customer Summary.*
 - d. *Reconciliation Detail, checking matches face page from BOA statement on same date.*
 - e. *Reconciliation Detail, savings matches face page from BOA statement on same date.*
 - f. *Report 5, AAIC Last Balance Sheet.*
 - g. *Reconciliation Detail, CORP account, and credit card statement.*
- 5) *Presentation of 2020 Budget. Reviewed AAIC Comparative Worksheet, shows average of prior 3 years (2017-2019). Rent was \$900/month; increased to \$950/month as of Sept 2019. Janie's salary was raised. Overall, we are still in the black.*

Motion to accept proposed budget was seconded and passed unanimously

6. Celeste lead discussion about necessity of **printing all the financial reports** for the board meeting. She suggested just sending out the files before the meeting. So, the complete packet will be sent out by email. And extra hard copies of the Budget and Contribution by Customer Summary could be available at the meeting. There was general agreement on this, but no official motion or vote.

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

- High Volume Days for calls and walk-in's Nov. 2019-Feb. 2020 reviewed.
- High Volume hours for calls and walk-ins Nov. 2019-Feb. 2020 reviewed.
- Totals:
 - 77 Calls
 - 94 Walk-in's
 - 9 After hour messages
- Top sellers: How AI-Anon Works, Newcomer Packets, Courage to Change, Paths to Recovery, Discovering Choices.
- **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 has a volunteer packet with a variety of helpful information. Call her at 512-441-8591.
- Austin Recovery Center on South Congress has space for AIAnon meetings. Call Janie if interested.

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

SUMMARY OF DISTRICT 6 MEETING MINUTES, held January 18, 2020. Hosted by: Hilltoppers. At Hillcrest Baptist Church 3838 Steck Ave. Austin, Tx.

- *There were 32 voting GR's in attendance; the simple majority is 17 votes, 2/3 majority being 16.*
- *Treasurer presented 2019 report. Net income \$4,483.84.*
- *POSSE weekend planned 3/27-29 in Gonzales, Tx.*
- *ATAAC meeting in Houston 2/7-9/20.*
- *Letter from Austin Recovery Center.*
- *Treasurer presented 2020 Budget. Total annual budget \$12,135.00*
- *District group records coordinator has changed to Cathy M.*
- *New District Rep nominated and elected. Alternate DR nominated and elected.*
- *District 6 Alateen Coordinator Bill W recently passed away. Pat E volunteered to assume the Alateen Coordinator position for the remaining year of the term. She ran unopposed and was elected unanimously.*
- *Workshop Format Committee chair, Josie R, created a new form on which all of the workshop ideas from groups could be submitted.*
- *Unallocated Funds/Day in District accounts: currently \$13,000 available unallocated funds. Discussion on how to use these funds. Motion passed to increase POSSE scholarships to \$1,750. Motion passed to donate one-time donation of \$4,000 to WSO.*
- *Spanish groups held a conference on 10/18-19/19.*
- *The idea of a District 6 website has been dropped. Not necessary at this time. We can post info on the East Texas Area and AAIC websites.*

Notes from ETAAA Fall Assembly. No activity.

Future District Meetings:

- *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:

- *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*

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

- *Flyers for conferences were distributed – All Texas AI-Anon/Alateen Conference*
- *Meetings 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 – Please contact Paula if someone is interested.*
- *Need a Texas East representative, too.*

10. Committee Reports.

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- Literature- (Don C. chair), Janie H., AAIC Chair (3 min.) – Inventory done 12/27/19. Showed greater than past years. Literature cost \$11,000 with sale value of \$15,000, giving 38% profit, increased over past years because of more buying in bulk. Committee will send out inventory report twice each year, in Feb. and Nov.
- Finance- (Terry F. chair) – no report
- Volunteers- (Marilyn C. chair), Janie H., AAIC Chair (3 min.) –
- Volunteer spots all covered.
- Meeting List- (Kate H.), Janie H., Adam C., AAIC Chair (3 min.) – Carolyn, past chair reported that meeting list chair keeps list AND website. Website needs updating and Carolyn has sent changes to Adam and Sam, AAIC Chair. Janie also sends her changes to Adam.

Old Business. (5 min.)

1. GuideStar (crowd sourcing issue) – No activity.

New Business. (20 min.)

1. **Meeting List Chair Position is open.** The job description is in the by-laws and should go out to all the groups. Adam C is on the committee. Carolyn to summarize the position duties and Sam to distribute.
2. **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. We will list limited access meetings on AAIC meeting list with the designation as “limited”.
 - d. Motion was made and passed to add a disclaimer to greater ATX area list “groups listed as limited access by request...”

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

Important Dates

- 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)

Current Officers:

Chairperson - Samantha Zimny (Northland), elected Nov 2019
Secretary - Susan Landers (Bee Caves AFG), elected Nov 2019
Treasurer - Celeste has agreed to continue to serve
Literature Committee Chair - Don Cadenhead will continue to serve
Finance Committee Chair - Terry will continue to serve
Volunteers Committee Chair - Marilyn will continue to serve
Meeting List Committee Chair - Position open
AAIC Liaison - Kathy will continue to serve