

**Austin AI-Anon/Alateen Information Center
Board Meeting Minutes - DRAFT
Monday, May 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: quorum = 8 voting members; 17 attending, 14 voting
3. **Board members listing, their group, and email address.** P=present, Y= voting, N= not voting

P	Carolyn ^K		GR/Past chair	Courage to Change AFG	N
P	Kathy J		AAIC Liaison to District 6 & East TX Area; GR	Hope AFG	Y
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
	Phyllis ^B		GR	Lakeway Tues Noon	Y
P	Susan ^H		GR	Lake Travis Parents AFG	Y
	Kate ^H		Info Center Rep	Let It Begin With Me AFG	Y
P	Pat ^E		Alt GR	Northland AFG	Y
P	Dianne ^P		GR	San Marcos AFG	Y
P	Terry ^F		Alt GR	Serenity Seekers, Austin	Y
P	Marilyn ^C		Info Ctr Rep	Spiritual Awakenings	Y
P	Barbara ^A		IC Rep	Unity AFG	Y
	Donna ^R		Info Center Rep	Wimberley AFG	Y
	Steve ^W		Info Center Rep	HillToppers	Y
	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
	Samantha ^Z		AAIC Chair	Northland AFG	N
	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

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

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Corrections made during meeting and Motion made to accept. Passed unanimously.

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

- Celeste substituted for Sam.
- Thanked everyone who helped make this meeting possible electronically by Zoom.
- Concern expressed over lack of **person to answer emails sent to inquiry@austinalanon.org**
- Carolyn K. described this position. This person answers and redirects emails sent to *inquiry@austinalanon.org* from website, which occur infrequently 2-3/month. Kathy J moved to table issue. **Rep's to take this need back to meeting groups for service opportunity.**

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

Treasurer's Report for May 18, 2020 AAIC Board Meeting. All reports are up to date as of 3/31/19.

- 1) *Certain documents were sent electronically to the board ahead of time (meeting agenda, treasurer's report, information center employee report, prior meeting's minutes)*
- 2) *Reviewing reports in order electronically:*
 - a. *First quarter financials were reviewed, and April update given relative to Covid-19 situation. Prudent reserve \$27,918. Spread sheet matches.*
 - b. *Contributions by Customer Summary reviewed. Louise D. voiced concern about not seeing her group's contribution listed. She will check with her group's treasurer, and Janie will double check that also.*
 - c. *Reconciliation Detail, checking balance \$26,804 matches face page from BOA statement on same date.*
 - d. *Reconciliation Detail, savings balance \$34,044 matches face page from BOA statement on same date.*
 - e. *Budget vs actual income. No income in April. Ended March with negative balance -\$2,660*
 - f. *Reconciliation Detail, CORP account, and credit card statement.*
- 3) *Celeste discussed the amount of unallocated funds at the start of the year (\$6000), in addition to prudent reserve (1 year's expenses). She stated that we have not yet had to tap into prudent reserve but will need to do so if no contributions come in June. However, we are in good shape to weather the drop in contributions for many months. In addition to prudent reserve (savings account), our regular checking account currently holds enough to cover ~8months worth of expenses. We may need to consider a quarterly appeal later in the year to re-build our prudent reserve, but we can decide about that at August meeting.*
- 4) ***We will need a new treasurer by year's end. Celeste reminded group she must step down Dec. 2020, after serving for 3 years.***

7. Reminder to board members we no longer **print all the financial reports** for the board meeting. These files are sent out electronically before the meeting.

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

- The center has been closed because of Covid-19 since mid-March
- Totals for center calls and walk-in visits (before closure):
 - 31 Calls
 - 28 Walk-in's

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- 1 After hour messages
- Top sellers: How AI-Anon Works, Newcomer Packets, Courage to Change, Paths to Recovery, Discovering Choices.
- Volunteer needs: all positions filled.
- Donations are still coming in, as checks from groups.
- 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.
- To order literature please call Janie or email her at aaicemployee@gmail.com. Can pay by check and put into an envelope, mail to center, or leave envelope at center.

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

Future District Meetings:

- *District 6 quarterly meeting cancelled.*
- *October 17, 2020 – Host TBD (3rd Sat) - Elections*

Other Important Dates:

- *May 15-17, 2020 – ETAAA Spring Assembly, Houston. Cancelled.*
- *June 27 Zoom meeting planned for ETAAA*
- *August 18, 2020 AAIC Board meeting (Northland or Zoom) undecided.*
- *Nov 6-8, 2020 – ETAAA Fall Assembly, Springhill Suites, 20303 Chasewood Park DR, Houston 77070*
- *November 16, 2020 AAIC Board meeting (AAIC)*

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

- 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.

11. Committee Reports.

- Literature- (Don C. chair), Janie H., AAIC Chair (3 min.) – Inventory done 12/27/19. No recent inventory needed.
- Finance- (Terry F. chair) – Terry thanked Celeste for her service.
- Volunteers- (Marilyn C. chair), Janie H., AAIC Chair (3 min.) – Volunteer spots all covered.
- Meeting List- (chair empty), Janie H., Adam C., AAIC Chair (3 min.) – Carolyn K., past chair reported duties of meeting list chair from the by-laws. (attached to these minutes) Website needs updating and Carolyn has sent changes to Adam, website manager, and Sam, AAIC Chair. Janie also sends her changes to Adam.
- See attached duties of Meeting List Chair.
- Susan L., secretary, agreed to submit approved minutes for Aug. 2019, Nov. 2019, and Feb. 2020 to be posted onto website, with approval of Chair. This is required to ensure our 501c3 not-for-profit status.

Old Business. (5 min.)

none

New Business. (20 min.)

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1. Patsy English, District Alateen Coordinator announced June and July Zoom meetings for Training for recertifications. Also, POSSE meeting tentatively scheduled for July 2020.
2. Anna A. keeps list of Zoom meeting happening in our district. **Please send your groups Zoom meetings to her: etx.district6@gmail.com**
3. Barbara announced Aging in Alanon meeting is being held outside first and third Wed. at 10:30am

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

Important Dates

- Aug 18, 2020 - AAIC Board meeting (Northland or by Zoom, TBD)
- Nov 6-8, 2020 – ETAAA Fall Assembly, Houston, TX
- Nov 16, 2020 - AAIC Board meeting (Info Center)

Current Officers:

Chairperson - Samantha Z (Northland), elected Nov 2019
Secretary - Susan L (Bee Caves AFG), elected Nov 2019
Treasurer - Celeste has agreed to continue to serve
Literature Committee Chair - Don C 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

**Addendum to the minutes - submitted by Carolyn K.
Meeting List Committee - Job Description**

From the By-Laws of the AAIC

8.1.4 Meeting List Committee -- The Meeting List Committee shall compile a list of WSO-registered Al-Anon and Alateen groups in the area served by the Austin Al- Anon/Alateen Information Center. A list of group meeting times, places, meeting format and special meeting conditions shall be periodically confirmed, updated and made available to the groups. The Meeting List Committee shall be responsible for the Austin Al-Anon/Alateen Information Center web site and its content. The person who maintains the web site is a member of the Meeting List Committee.

- Work with District Group Records Coordinator to keep the meeting list up to date
- Provide technical assistance to the AAIC employee and guidance on updating the AAIC Meeting List
- Committee is responsible for AAIC website and its content. Chair of this committee works with the AAIC web-manager to keep the [austinalanon.org](http://www.austinalanon.org) website as up to date as possible

Outstanding tasks that need to be coordinated with the AAIC web-manager:

1. Add to AAIC meeting list – Alateen in School meetings
2. Add updated WSO GR1 which can be found at <https://al-anon.org/pdf/Group-Records-Change-EN.pdf> on the <http://www.austinalanon.org/resources.htm> page.
3. Not sure where to find this but a Spanish version of GR1 needs to be updated as well on the <http://www.austinalanon.org/resources.htm> page.

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4. Aug 2019, Nov 2019 and Feb 2020 Board meeting minutes need to be added to the <http://www.austinalanon.org/board.htm> page. Meeting minutes are necessary to keep our non-profit status. Susan L. volunteered to do this.
5. Upload the updated AAIC Financial Policy from Aug 2019
6. Update the <http://www.austinalanon.org/events.htm> page with current events– dates are from 2018. Keep events updated.
7. Review all website pages and ensure they are up to date and all links work.