

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER  
BOARD MEETING MINUTES – DRAFT  
TUESDAY, AUGUST 18, 2020**

1. **Opening.** Sam Z called to order, followed by a moment of silence and Serenity Prayer. Sam said that Susan, the AAIC secretary was not in attendance and asked for a volunteer to take meeting minutes. Kathy J. volunteered to take the minutes.
2. **Introductions and roll call.** Introductions of directors, officers, and visitors. 10 voting members were in attendance as follows so a quorum was 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**

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

P	Mary O		Alt GR	Lakeway Tues Noon	N	
P	Myra C		GR	Central Tx Serenity Seekers	Y	
P	Dani M		GR	Northland	Y	

4. **Secretary/Minutes.** May 18, 2020 Minutes were sent out via email. Corrections made during meeting and Motion made to accept by Kathy J, 2<sup>nd</sup> by Don. Passed unanimously.

5. **Chair’s Report.**

- Patrice O. is now the new inquiry person for AAIC handling all the inquiries, which are mostly asking about Zoom meetings.
- Chairperson position will be up for election at the November meeting. Sam is possibly moving out of the country and cannot continue in her position.

6. **Treasurer’s Report: Below is the Financial Summary as presented by Celeste.** 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.

**Budget Update:**

1) Budget vs Actual Spread—note that “month 7” = 58% of year gone. Overall income is ~55% of where it should be this time of year (32% vs 58%). Expenses are ~62% of where they were anticipated to be (36% vs 58%)

We are “in the red” on our budget at -\$2522

2) Current resources:

In checking: \$20,776

In savings: \$34,049—mandated prudent reserved = \$28,000, so \$6049 is “excess”.

Checking plus “excess” = \$26,000 in available funds, before we tap into reserve.

3) Remaining expenses:

We have ~\$13,300 in remaining expenses for the remainder of the year (rent, salary, utilities, phone/internet)—assuming no further purchases of literature, office supplies, no shipping fees etc.

**BOTTOM LINE:** Despite being “in the red” on our budget, we will be able to pay our obligations for the rest of the year out of our remaining available funds, *without* tapping into our prudent reserve. However, by year’s end, we will be down to \$12,000 in “available” funds, so, barring further income, by spring time we will have to start tapping into our prudent reserve (which, by definition, is another 1 years’ worth of expenses, NOT including literature purchases).

\*We do still have some (minimal) income coming in which will allow the funds to last slightly longer.

**“Rewards” from credit card:** We will have accumulated ~ \$100 in rewards on our card by the end of the year (currently have \$81.00). I will apply the funds to the last credit card statement of the year (in early November), and it will be allocated on our books towards our Spectrum bill, which is auto-paid with the card each month.

**Treasurer position will need new person by end of year.**

Don C made a motion to accept the Treasurer's report; Dani M 2<sup>nd</sup> and motion was approved unanimously.

7. **SETTING UP A VENMO ACCCOUNT:** There some discussion about accepting payments for literature and donations in some electronic format. We discussed looking at setting up a Venmo account. Terry F will research how to set this up including researching safety precautions that can be implemented to avoid embezzlement. Terry F will report back at next quarterly meeting.

8. **Information Center Report.**

Janie was not in attendance, so Sam gave a short report. The Info center is closed until 12/15/2020 due to upswing in Covid cases in our area and that Janie does not feel safe in contact with other people. There were only 2 requests for literature prior to her sending an email in July that she could no longer offer literature sales. Janie goes into the center once per week to pick up the mail and deposits any checks in the bank.

There was a long discussion about finding a way for groups to purchase literature from the Center. When you order anything from WSO there is a minimum \$10 shipping charge, unless you order a case of the same book. Several people offered opinions that offering literature is critical to our groups. Some groups are meeting in person and sales are important. A suggestion was offered to solve this problem: groups could place orders with the center for pick up or shipment via Usps; Janie could come in one day per week on Friday and package up the orders and prepare the invoices for the orders. A volunteer would come in on Saturday for a limited period of time and groups could pick up their orders and pay with cash or checks; that same volunteer would take the orders for shipping to the post office the next week. Celeste volunteered to compose an email to Janie, asking her if this would work for her and also that Celeste would volunteer one Saturday per month and 3 other members in attendance volunteered for the other Saturdays (Steve, Dani, and Sam). This would minimize any exposure Janie would have to the virus at the Center  
MOTION: Kathy J made a motion that Celeste will send an email to Janie proposing this process and if she agrees they will work together to set it up; Dianne seconded the motion and motion was passed unanimously.

If Janie does not agree, then the Board will discuss other options.

9. **Information Center Liaison Report.** Copy is attached.

10. **ATAAC Representative Announcement**

- The Feb 2021 ATAAC will be held 2/19/2021 thru 2/21/2021. The committee is meeting this week to decide if the conference will be held virtually or in person. Please register at ataactx.com. You must register first, and you will get an email with the cost and other details.
- Paula was pleased to report that Kat A will be her replacement as the new rep as of 12/31/2020.
- There are still 3 board positions that need to be filled, including once from Texas East Area

11. **Committee Reports.**

- Literature- (Don C. chair), We have sufficient inventory to last at least until the end of this year. No inventory has been done.
- Finance- (Terry F. chair) – Terry had nothing to add to Celeste's report.
- Volunteers- (Marilyn C. chair) – Marilyn had no report since the center has been closed.
- **Meeting List- (chair empty).** Sam said this position needs to be filled. All meeting corrections have been sent to Adam, but Sam could not confirm the website had been updated. Anna confirmed that the meeting has not been updated since Jan 2020. Anna said she has offered to facilitate getting the meeting list updated in anyway she can and has contacted both Janie and Adam. Sam will again try to touch base with Adam to see if he has everything thing, he needs to complete the meeting list updates.

**Meeting Adjourned at 8:10pm.** Close meeting with AI-Anon Declaration (All)

**Important Dates**

- **Future District Meetings:**

- October 17, 2020 – Hosted by Zoom – virtual meeting
- January 16, 2021 – hosted by \_\_\_\_\_
- April 17, 2021 – hosted by \_\_\_\_\_
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- **Other Important Dates:**

- August 18, 2020 – AAIC Board Meeting - Zoom
- August 29, 2020 - Delegate chat with Kay C at 1:00 pm via Zoom
- September 12, 2020 – District Newsletter deadline
- November 6-8, 2020 – ETAA Fall Assembly, Houston TX
- November 16, 2020 – AAIC Board Meeting – (Info Center)

Respectfully submitted,

Kathy Jackson, AAIC Liaison  
Acting Secretary