

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Monday November 21, 2022**

Opening: Stand-in Chair Kathy J. called meeting to order, followed by a moment of silence and Serenity Prayer.

Introductions and roll call: Introductions of members: 12 were present. A quorum of 8 is required and was met with 8 voting members in attendance (as follows):

Attendance Chart:

Present	Voting	Board Member	Position	AFG Group Representing
Y	Y	Aletha S.	GR	Allendale
Y	N	Anna A.	Dist 6 Rep	Faith AFG
N	Y	Don C.	Literature Com	Bee Caves Road AFG Austin Men in Recovery
N	Y	Holly		Bridge to Shore
Y	N	Janie H.	Info Center Employee	Bastrop-Elgin AFG
N	Y	Julie J.	Alt. GR	Buda Serenity Seekers
Y	Y	Jessica	GR	Anderson Mills AFG
Y	Y	Kimberley H.	GR	Northland
N	N	Karen R.	AAIC Secretary	Northland
Y	N	Kathy J.	AAIC Treasurer	Hope AFG
N	Y	Louise D.	GR	Lakeway Noon
Y	Y	Lynn P.	GR, Alt Dist 6 Rep	Faith
N	Y	Marilyn C.	Info Ctr Volunteer Rep. & Finance Committee Chair	Spiritual Awakenings
Y	Y	Patrice	AAIC Enquiry email checker	
N	Y	Stephen S.		Wimberley
Y	Y	Steve B.	Info Center Rep	Hill Toppers
Y	Y	Susan L.	GR	Bee Caves Rd AFG
Y	Y	Sharon C.	GR	Elgin Just for Today AFG
Y	N	Terry F.	Web Coordinator	

Secretary/Minutes: Karen

- August 15, 2022, Minutes were sent out via email. The group present approved the minutes, unanimously, after one correction was made to change District to Area in two places.
- Terry F. will post the Minutes on the website.

Chair's Report: Acting Chair Kathy J.

The Acting Chairperson's Report was sent out via email, outlining items for discussion:

- **Board Meeting Schedule** – discussed if our quarterly meetings should all on a Monday or alternate Monday and then Tuesday? The Acting Chairperson had sent the Board Meeting Bylaws via email for review ahead of time. It was decided to Keep It Simple and keep all meetings on the 3rd Mondays of each quarterly month.
Holly made the Motion and Don C. 2nd. Votes = 9 Yes, 0 Abstained, 0 Opposed
- **Reminder** that we will be voting for new officers this meeting.

Need a AAIC Chair - We still have no AAIC Chair at this time and Kathy J. stood in again. All were encouraged to share this service opportunity with their groups.

Treasurer's Report: Kathy J.

- The Treasurer's packet for Year-to-Date (YTD) for 2022 – Jan - Sept 2022 was sent out via email prior to the meeting, as well as a screen share during this board meeting. The Treasurer's packet consisted of documents to illustrate and confirm assets and liabilities reported by Treasurer. These documents included: Reports showing Income vs. Expenses; Monthly and YTD reports Profit/Loss reports, Reconciliation Detail Reports, Bank Statements for Checking & Savings, Credit Card Statements etc. Note: the Treasurer Report does not need a Motion to be approved.

Highlights of the Treasurer's Report are:

- YTD for 2022 – Sept 2022: \$29,657 Income, \$32,398 Expenses, Net income is (-\$2741.)
 - Expenses are up due to increased postage delivery fees, and increased payroll taxes. Also travel expenses were new.
 - Year to date Profit-Loss -\$2,721.63.
 - Total in Savings \$25,069.78.
 - Total Assets of \$40,610, balanced with liabilities of \$40,610.
 - Total Group Contributions = \$12,974
- All were encouraged to speak with their groups about increasing contributions. Also **PLEASE remind your groups to put their group # on checks.** It helps a lot!

Information Center Report: Janie H.

- Location – the AAIC office signed a new 3-year contract to stay in same location

- Janie reported increased AAIC activity since our last meeting, with 99 phone calls received; 46 walk-ins; and 16 after-hours messages.
- Volunteers are still needed – Please mention to your groups that AAIC needs back-up volunteers! She needs at least 1 or 2 people to take after-hours calls. Requirement for after-hours call-takers is 1 year in Al-Anon.

Janie needs backups for in-office people, in case they call in sick, vacation etc...

Current volunteers are in-office Tues. & Thur. from 10am-2pm. Requirements to work in the office are 2 years of being in Al-Anon. There is a **form online** that a volunteer can fill out.

- Computer needed – Janie’s computer has issues. She received a donated computer for the volunteers.
- The literature budget only provides a remaining \$296 for literature for the remainder of the year. That will not last until Feb 2023 when new budget is approved.

Information Center Liaison Report: Jessica P.

- Jessica P. our District 6 Rep gave a lengthy report. She attended the Nov 4-6
- Assembly meeting in Lake Jackson. There is an AWSC meeting coming up Jan 28 in Kerrville. There are big changes coming to the Houston area; it will be divided into multiple areas by zip code.
- There are plans to make all literature into the format of eBooks in the future.
- This is Jessica’s last meeting as she is moving to Dallas. Her position needs a replacement.

Committee Reports.

Literature (Don C., Chair) – absent, no report

Finance (Marilyn C., Chair) – absent, no report.

Information Center Volunteer Rep (Marilyn C., Chair) – absent, no report, except for Janie’s announcing need for back up volunteers for the AAIC.

Webmaster and Website Committee Chair (Terry F., Chair) – no new info.

Old Business

Steve B. recommended publishing printed meeting lists again. He mentioned that being a critical need for newcomers. Anna A. explained the reason for a printed list being discontinued and the current recommendation for using WSO list on their website. There was no motion, and there will be no change. Area meetings are listed on our website, and on the WSO website. No printed list is available.

The Board meeting schedule was discussed. It will not be changed unless its proximity to an area Assembly meeting creates a conflict in May 2023. This will be decided on an individual basis.

New Business

- Kathy J. brought up insufficient literature budget. Susan L. motioned to increase in literature budget to \$1,500 through Feb 2023. Motion was seconded and passed unanimously.
- Elections were held. According to our by-laws committee chairs are appointed by the board and do not have to be elected. These include Finance Chair, Literature Chair, Volunteer Chair, Website Coordinator, and AAIC Liaison. However, two positions remain unfilled:
- AAIC Liaison Chair is appointed by the Board. Jessica had a few people express interest, and she will follow up with those email addresses for the chair.
- Board Chairperson – no candidate. Kathy L will continue to serve as acting chair. She will send out a new appeal to the 67 people on the chairperson's email list. Hopefully, someone will be interested.
- Board Secretary – Karen R. re-elected. Group voted to continue for another year.
- Board Treasurer – Kathy J. re-elected. Group Voted to continue for another year.
- Website Coordinator – Terry F. stays on another year.

The next Board meeting is February 20, 2023, at 6:30pm by Zoom.

Meeting Adjourned at approximately 8:15pm. Closed the meeting with AI-Anon Declaration (All)

Respectfully submitted,
Susan L. Acting Secretary