

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Monday August 21, 2023**

Opening: New Chair Steve S. called meeting to order, beginning with the Serenity Prayer.

Introductions and roll call: Introductions of members: 19 were present. A quorum of 8 is required and was met with a total of 13 voting members in attendance. However, not all voting members were present at the same time for each vote; but there were always the quorum of 8. Attendance was as follows:

Attendance Chart:

Present	Voting	Board Member	Position	AFG Group Representing
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(Non-voting Members)

Y	N	Anna A.	District 6 Rep	Faith AFG
Y	N	Janie H.	AAIC Office Mgr/Vol. Coordinator	Serenity Seekers AFG - Austin
Y	N	Karen R.	AAIC Secretary	Northland AFG
N	N	Kathy J.	AAIC Treasurer	Hope AFG
Y	N	Linda B.	AAIC Liaison	San Marcos AFG
Y	N	Stephen S.	AAIC Chair	Wimberley AFG
Y	N	Terry F.	AAIC Web Coordinator	Serenity Seekers AFG - Austin

(Voting Members)

Y	Y	Alan Y.	GR	Lakeway AFG
Y	Y	Aletha S.	GR	Allandale Happy Hour AFG
Y	Y	Ashley	GR	The Bee Caves Rd AFG
Y	Y	Barb A.	Info Center Rep	From Aging to Saging AFG
Y	Y	Carol S.	GR	Living Solutions AFG, Georgetown
Y	Y	Don C.	Info Center Rep and Literature Comm	Austin Men in Recovery AFG
Y	Y	Holly	GR	Bridge to Shore AFG
Y	Y	Joyce H.	Alt. GR	Serenity Seekers AFG - Austin
Y	Y	Julie J.	Alt. GR	Serenity Seekers AFG - Buda
Y	Y	Lizz S.	GR	Wimberley AFG
Y	Y	Lynn P.	Alt. GR, Alt. Dist 6 Rep, District Liaison to AAIC	Faith AFG

Y	Y	Sharon C.	GR	Just for Today AFG, Elgin
Y	Y	Susan H.	GR	Lakeway Parents AFG

Secretary/Minutes: Karen R.

- May 15, 2023, Minutes were sent out via email. The following corrections are noted in red and will be made:

Holly S, May Attendance Chart needs to show she is GR, and not Info Ctr Rep

Anna A. referred to pg 3, Section “Information Center District Liaison Report”:

- 2nd bullet, chairs are Anna A. and Lynn P. (not Lynn A.).
- Pg 4, same heading, 5th bullet, elections for various positions should read all positions.
- Last sentence of that paragraph, officers and coordinators will be giving talks about their roles.
- Anna also mentioned: Terms for newly elected positions will begin in January 2024.

Barbara A. made a Motion to approve the Minutes, after said corrections are made. Aletha S. seconded it. Votes = 12 Yes, 0 No, 0 Abstain.

- Terry F. will post the revised Minutes on the website.

Chair’s Report: Steve S.

- Steve thanked District 6 for allowing him and Janie H. to come share at the District meeting.
- AAIC Board Officer Elections – will be held at the next meeting in November. Officer terms are 1 year but one may be re-elected, so long as they serve no longer than a total of 3 years. Treasurer’s position is open, as Kathy’s J. has reached her 3 year term limit. Chair Steve S. is willing to continue serving and Secretary Karen R. is willing to serve again, but this will be her last term to serve as she will have reached her 3 year term limit in 2024.

Committee chairs do not have a term limit per the Bylaws. So, if someone wants to step down, please let Steve know.

- Meeting List Committee - Steve advised that per the Bylaws, the Meeting List Committee is a standing committee and cannot be disbanded without the Bylaws being amended. As noted in the February 2022 AAIC Minutes, this position was discarded because the local website does not maintain the local meeting list anymore; WSO does. However, the Meeting List Committee was never officially voted out and amended in the Bylaws. Therefore, the Bylaws will be reviewed in the near future. See New Business.
- Meeting List Accuracy and Specialized Meetings - The WSO is in charge of publishing all meetings online, including specialty meeting filters (such as Men's or Women's meetings), which should be found using their Advanced Search tab. However, not all meetings that should be on the filter list are here. With the help of Terry F. screen-sharing, Steve S. demonstrated steps to find specialized meetings. The “Advanced Search” tab shows different meeting types, but not all groups hosting these meetings are listed. Examples given were finding Men’s meeting and Parents’ meetings in our area.

Anna A. shared that Mattie, our Area Delegate, has contacted WSO three times about the issue and has been told their new software issue is not compatible with the Advanced Search feature. This issue is not expected to be resolved anytime soon.

- A Temporary Meeting List Sub-Committee was formed to discuss what to do during the interim so that newcomers can find meetings they seek. See New Business.

Treasurer's Report: Terry F. presenting for Kathy J.

- The Treasurer's packet for Year-to-Date (YTD) for 2023 - June 2023 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:
 - For 2023: Income \$28,917.43, Expenses \$32,345.80, Net income is (-\$3428.37)
(Page 3 of packet)
 - Total in Checking \$15,363.90; Savings \$20,073.24; Petty Cash in AAIC office \$40
= Total Assets of \$35,477.14
Note: the initial Treasurer's Report was amended to the amounts listed here, after receiving a corrected report. The account balances matched those in the bank.
(Page 4 of packet)
 - Total Assets of \$36,527.14 balanced with this period's Total Liabilities of \$36,527.14
(Page 4 of packet)
 - Total Group Contributions = \$10,916.99
(Page 17 of packet)
- Literature purchases went up \$15,000 which also means we can expect an increase in sales/profits.
- All were encouraged to speak with their groups about contributions. It was noted that we are spending money out of our prudent reserve. This began due to loss of income during covid. We are trying to build the prudent reserve back up, and AAIC is in need of more contributions.

Information Center Report: Janie H.

- Janie reported AAIC activity since our last meeting with 79 phone calls received; 79 walk-ins; and 11 after-hours messages.
- The center is open M, W, F, from 10am-3:00 pm, with staff present, and T and Th from 10am-2:00pm with volunteers present.
- Literature sales have gone up significantly and AAIC is running out of literature. AAIC is fully self-supporting via literature sales and group donations. We need to purchase more literature to sell, but due to demand and purchase of the new daily reader, the budget for literature has

been expended. The budget for literature purchases was increased during New Business discussions. See New Business.

Information Center District Liaison Report: Linda B.

- Welcome Linda B., as tonight is her first board meeting in this position!
- Credit Card Payments - Linda went to the Assembly in May where it was decided that AAIC would take credit card payments. However, people are still encouraged to pay via check or cash, to avoid the 3% credit card fee.
- New Daily Reader - “A Little Time for Myself” is out and sold out quickly at AAIC. WSO is also sold out and they don’t know when they’ll be back in stock. Once back in stock, we will order more.
- Specialized Meetings Search - Linda spoke with our area delegate, who advised that WSO is aware of the problem, as mentioned in the Chair’s report. Fixing the problem is on their “To-Do” list but, they do not know when it will be fixed.
- District 6 Elections - In November 2023, District 6 will be holding elections for all positions.

Committee Reports.

Literature (Don C., Chair) – The AAIC Inventory process is conducted every 6 months, with the last inventory being in June 2023. Results were forwarded to The Board via email. Almost \$9,000 was spent on literature and if we sold it all, we would make just over \$12,000.

Finance (Marilyn C., Chair) – Marilyn was not available for the meeting tonight, thus, no news.

Information Center Volunteer Rep (Marilyn C., Chair) – Marilyn was not available for the meeting tonight, thus, no news.

Webmaster and Website Committee Chair (Terry F., Chair) – There were 345 interactions with the website this month.

Old Business

None

New Business

Literature Budget – Increase requested

Don C. shared a brief history of the how the literature budget has changed over time. Last year, the budget was around \$12,000, but still we were still in “covid” thinking. Prior to covid, the budget was around \$35,000 per year. July 20, 2023, a digital vote was taken via email to increase the annual

budget from \$17,190 to \$18,740 (a \$1,550 increase), which allowed the AAIC to buy the new readers and other literature.

Janie shared that the AAIC is currently out of several popular items such as Discovering Choices, ODAT, Paths to Recovery, Groups that Work, and The 12&12. She said people want more literature, but the budget has been spent. Linda B. also pointed out that if groups don't have the literature for sale, we lose the sale and people go online to find it. It is very important that we get more literature.

Janie projected the literature financial needs up to February 2024. At minimum, \$4,500 is needed, but \$6,000 is more likely needed, based on recent purchases and sales. She asked The Board to approve adding \$6,000 to the literature budget, keeping in mind that selling literature generates more profits.

Lynn P. inquired how, from the Treasurer's point of view, would the requested increase in the literature budget work, with AAIC's overall budget being in a deficit? Don C. shared that the AAIC makes about 23% profit on sales. Since it is one of our income sources, the projected sales will benefit the overall yearly budget in the long run.

Don C. motioned to increase the literature budget by \$6,000 which would bring it up to \$24,740. Lynn S. seconded. Votes = 11 Yes, 0 No, 0 Abstained.

Hard Copies of Past Minutes - Secretary Karen R. shared that the prior secretary passed onto her a file folder of past AAIC Board Meeting Minutes and a few other items. All Minutes are already on our website. Given modern technology, Karen asked if there is a need to keep the hard copies? Steve advised that it is in the Bylaws that we keep a hard copy, in case of a web server crash. In order to do something different, we would need to amend the Bylaws.

- Bylaws Sub-committee: Steve S. suggested a temporary sub-committee be created in order to review the Bylaws and come up with suggested changes, if any. Said temporary sub-committee was formed to include Steve S., Karen R., Terry F. and Julie J. Karen volunteered to lead the committee.

Meeting List Committee – as mentioned during the Chair's report is a "standing committee." The need for this committee will be reviewed by the Bylaws Sub-committee.

Austin Area Meetings - More discussion about the fact that the WSO new system does not show Specialized meetings and we don't know when it will be fixed. With District elections being held in November, an entirely new panel will begin to work together in January 2024. This may be a good time to bring it up again to the new delegate, in hopes that WSO will be contacted again.

Holly advised that she has a background in software engineering and may be able to speak with WSO in their "language" to help resolve the problem. If so, she may reach out to the District Group Records Coordinator at etx6grouprecords@gmail.com and the District Representative at etx.district6@gmail.com. Per Holly's request, Lynn P. will research the process of how WSO collects meeting information, especially for filters, and if there are special forms to complete etc...

- Sub-committee: Meanwhile, what can we do in the interim for Austin area meeting seekers? Steve S. suggested a temporary sub-committee be created in order to brainstorm ideas on how to make accurate meeting information available to newcomers and others in our area. Said temporary sub-committee was formed to include Steve S, Terry F, Lynn P, Lizz S, and Alan Y. Holly was also asked to attend.

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

Meeting Adjourned at approximately 8:25 pm and was closed with AI-Anon Declaration (All)

Respectfully submitted,

Karen R., AAIC Secretary