

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER  
BOARD MEETING MINUTES  
Monday May 15, 2023**

**Opening:** New Chair Steve S. called meeting to order.

**Introductions and roll call:** Introductions of members: 18 were present. A quorum of 8 is required and was met with 11 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
Y	N	Anna A.	District 6 Rep	Faith AFG
Y	N	Janie H.	AAIC Office Mgr/Vol. Coordinator	Serenity Seekers AFG
Y	N	Karen R.	AAIC Secretary	Northland AFG
Y	N	Kathy J.	AAIC Treasurer	Hope AFG
Y	N	Linda B.	(elected during this meeting to AAIC Liaison)	San Marcos AFG
Y	N	Stephen S.	AAIC Chair	Wimberley AFG
Y	Y	Barb A.	Info Center Rep	Aging to Saging AFG
Y	Y	Barabara D.	Subst for Diane P.	San Marcos AFG
Y	Y	Don C.	Literature Com	Bee Caves Road AFG Austin Men in Recovery
Y	Y	Holly	GR	Bridge to Shore
Y	Y	Joyce H.	Alt. GR	Serenity Seekers AFG - Austin
Y	Y	Julie J.	Alt. GR	Serenity Seekers AFG - Buda
Y	Y	Lizz S.	Info Center Rep	Wimberley AFG
Y	Y	Lynn P.	Alt. GR, Alt. Dist 6 Rep, District Liaison to AAIC	Faith AFG
Y	Y	Marilyn C	GR, AAIC Volunteer Committee & Finance Chairs	Hope in Recovery Electronic Group
Y	Y	Nicole S.	GR	Anderson Mill AFG
Y	Y	Sharon C.	GR	Elgin Just for Today AFG
Y	N	Terry F.	AAIC Web Coordinator and GR	Serenity Seekers AFG - Austin

**Secretary/Minutes: Karen R.**

- February 20, 2023, Minutes were sent out via email. Some corrections were noted such as a few typos and Lynn P.'s official title on the Attendance Chart needs to be listed as Alt. GR, Alt. Dist 6 Rep, and District Liaison to AAIC.  
Steve S. made a Motion to approve the Minutes, after said corrections were made. Lynn P. seconded it. 11 voted Yes and 0 voted No.
- Terry F. will post the revised Minutes on the website.

**Chair's Report: Chair Steve S.**

Note: Steve S. had been voted in to be the new AAIC Chair at the last meeting – Thank You Steve!

- Square Credit Card Point of Sale (POS) processor: Steve reported that it was approved through an online vote that the AAIC may obtain a Square account and POS processor in order to accept online payments, or credit card payments in person. Because there is a 3% fee charged by Square for each transaction, it is encouraged that groups pay by check or cash, whenever possible. Steve mentioned we received a promotion which gives us the first \$1000 of payments free of the 3% Square charge. We will receive the same promotion if a new Square customer is referred by us, so tell your friends.
- Group Meeting List: It was noted that we have many AFG groups on the AAIC meeting list; however, there is minimal participation. Anna A., our District 6 Representative, advised that she sends out AAIC announcements to Group Reps. She also provided Steve a list of groups and GRs, which will enable a review of the mailing list, what groups have bought literature from AAIC, what groups participate or not.

Anna mentioned that she will be rotating off from her position with District 6 at end of the year.

Someone new will take over.

- Meeting List Accuracy: The WSO is in charge of publishing all meetings online, including specialty meeting filters (such as Men's or Women's meetings), which can be found using their Advanced Search tab. However, not all meetings that should be on the filter list are here. Anna A. shared that this issue went to Mattie, the Area Delegate, who will try to get this resolved with WSO.

Joyce asked about new meetings starting up and how to get that info out, while WSO tries to correct info on their end? Anna A. advised to send this info to her and she will send this info via email to all the GRs.

**Treasurer's Report: Kathy J.**

- The Treasurer's packet for Year-to-Date (YTD) for 2023 - March 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: \$12,764.25 Income, \$19,488.33 Expenses, Net income is (-\$6724.08) (Page 3 of packet)
  - Total in Checking \$12,152.76; Savings \$20,072.24; Petty Cash in AAIC office \$40 = Total Assets of \$32,265. (Page 4 of packet)
  - Total Assets of \$32,265 balanced with this period's Total Liabilities of \$32,265 (Page 4 of packet)
  - Total Group Contributions = \$6,450.85 (Page 17 of packet)
- All were encouraged to speak with their groups about contributions. AAIC is in need of more contributions.

**Information Center Report: Janie H.**

- Janie reported AAIC activity since our last meeting, with 50 phone calls received; 50 walk-ins; and 8 after-hours messages.
- Volunteers are needed – for the third Thursday of this month, as well as people to take after-hours calls. Volunteers can sign up on the AAIC website: <https://austinalanon.org/members> Click on Get Involved and complete the online form.
- The back room of the Information Center is available for meetings or study groups etc.
- 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.

**Information Center District Liaison Report: Lynn P.**

- The District has established one location for a hybrid site for District meetings: the Cedar Park Recreation Center, on Main Street in Cedar Park. This enables both in-person and Zoom meetings to be held at the same location. A Host group will still be needed but now the meeting can be held at one location.
- Anna A. and Lynn P. are co-chairs for the upcoming Area Assembly May 19-21, 2023. Volunteers are needed for hospitality rooms to: bring food, be food servers, and especially to provide lunch on Saturday. If interested, reach out to "Nichole." Nichole's phone number was verbally provided to the Board but cannot be listed in Minutes due to anonymity.

Tom C., from the WSO Literature Advisory Committee, will be the speaker Friday night. He is also leading a workshop that weekend about how to write and submit forum articles.

- The Area Assembly would like to know if people want to receive the newsletter online or in paper form, or both.
- Kathy M. is the District Group Records Coordinator. Any local meeting changes go to her and she can make changes to the data base and copy Lynn P. or Anna A. At the last Assembly, she asked that groups review their meeting information online and look at it from the perspective of a newcomer. Make sure it is clear and easy to understand. Send any changes to Kathy M.
- In October 2023, District 6 will be holding elections for all positions. Note: Anna A. (District 6 Representative) has full-filled her term and will no longer hold that position. At the July meeting, officers and coordinators will be giving talks about their roles. Terms for newly elected positions will begin in January 2024.
- Anna A. mentioned if anyone has any questions about the District or the Assembly, please email her at [etx.district6@gmail.com](mailto:etx.district6@gmail.com)

### **Committee Reports.**

Literature (Don C., Chair) – Don shared that the AAIC Inventory process is conducted every 6 months, with the next being in June 2023. Steve S. asked about reviewing a spreadsheet of salable items, their costs and retail prices. This would be to determine if there have been any cost increases from WSO, and if AAIC needs to increase sale prices. Don reported that the last increase from WSO was in August 2022.

Finance (Marilyn C., Chair) – Marilyn advised she would like someone to take over the Finance Chair position. She shared that her job is not difficult and that she is simply a part of the checks-and-balances of the AAIC's bank records. Weekly, she reviews reported income and expenses and compares it to the bank records. She had nothing to add to the Treasurer's Report and agreed with all information reported.

Information Center Volunteer Rep (Marilyn C., Chair) – she re-iterated the need for more volunteers and did not have anything extra to add to Janie's Information Center Report.

Webmaster and Website Committee Chair (Terry F., Chair) – There were 375 interactions with the website this month.

### **Old Business**

- Election of the Austin Information Center Liaison:

Linda B. from the San Marcos AFG was present at the Board meeting tonight and expressed interest in this position. Prior to this meeting, she had sent in her AI-Anon "resume" noting her years of various service positions, including being a part of the WSO Literature Advisory

Committee. Linda also shared tonight that she is very impressed with the AI-Anon volunteer work that we do locally. After some discussion, a Motion was made by Holly to elect Linda as the new Austin Information Center Liaison. It was seconded by Lizz S. A vote was taken resulting in 9 Yes and 0 No and 0 Abstain.

Linda was congratulated and encouraged to review the position duties on the AAIC website under AAIC bylaws.

### **New Business**

- Kathy J. can only be Treasurer for 1 more meeting. At that point, she will have served 3 years (which is the maximum amount of service allowed for Treasurer.) Kathy mentioned that we have a bookkeeper, who is paid, and does a great deal of work. But we will need to elect a new Treasurer.

**The next Board meeting is August 21, 2023, at 6:30pm by Zoom.**

**Meeting Adjourned at approximately 7:52 pm and was closed with AI-Anon Declaration (All)**

Respectfully submitted,

Karen R., AAIC Secretary