

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Monday November 20, 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:

Note: Since this Board meeting, we learned directly from the IRS that full names and contact info do not have to be recorded in the Minutes. Also, your secretary is cleaning up the Attendance Chart a bit
© Karen R.

Non-voting Board Members:

Board Member Present	Position	AFG Group Representing
Janie H.	AAIC Office Mgr/Vol. Coordinator	Serenity Seekers, Austin
Karen R.	AAIC Secretary	Northland AFG
Kathy J.	AAIC Treasurer	Came to Believe, Cedar Park
Linda B.	AAIC Liaison	San Marcos
Stephen S.	AAIC Chair	Wimberley
Terry F.	AAIC Web Coordinator	Serenity Seekers, Austin

Voting Board Members:

Board Member Present	Position	AFG Group Representing
Alan Y.	GR	Lakeway Tues. Noon
Barb A.	Info Center Rep	From Aging to Saging
Carmen W.	GR, Meeting Info Data Entry Person	Unity Group
Danielle A.	AAIC Liaison	San Marcos
Don C.	Info Center Rep and Literature Comm	Austin Men in Recovery
Holly S.	GR	Bridge to Shore
Joyce H.	Alt. GR	Serenity Seekers, Austin
Julie J.	Alt. GR	Serenity Seekers, Buda
Kimberly	Alt GR	Northland

Voting Board Members: (Continued)

Board Member Present	Position	AFG Group Representing
Marianna	Alt GR	Living Solutions, Georgetown
Marilyn C.	Finance Chair and	Hope in Recovery
Shawna E.	Info Center Rep	Wimberley

Secretary/Minutes: Karen R.

- August 2023, Minutes were sent out via email. The following corrections were made and noted in red here:

Page 5, “Don C. motioned to increase the literature budget by (not of) \$6000 which would bring it up to \$24,740.”

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

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

- Karen requested everyone’s full names an email contact info. Per By-Laws, this is required due to being a 501c3 organization. See New Business. (Later learned this wasn’t necessary and adjusted accordingly).

Chair’s Report: Steve S.

- AAIC Board Officer Elections – are conducted every year 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. 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. Treasurer’s position is open, as Kathy’s J. has reached her 3 year term limit. See New Business for Election results.
- Committee chairs do not have a term limit per the Bylaws. So, if someone wants to step down, please let Steve S. know. See New Business for results.
- Reported that the sub-committees created at the last Board meeting have been active and will be presenting their reports shortly: Advanced Search Meeting List Committee and the By-Laws Review Committee.

Treasurer’s Report: Kathy J.

- The Treasurer’s packet for Year-to-Date (YTD) for 2023 - September 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 \$43,506.06, Expenses \$47,746.41, Net income is (-\$4,240.35) (Page 3 of packet)
 - Total in Checking \$14,617.13; Savings \$20,074.25; Petty Cash in AAIC office \$40 = Total Assets of \$34,731.38 (Page 4 of packet)
 - Total Assets of \$34,731.38 balanced with this period's Total Liabilities/Equity of \$34,731.38. (Page 4 of packet)
 - Total Group Contributions = \$13,745.30 (Page 17 of packet)
- Literature Purchases for the month of September increased as did Sales, resulting in a profit:
 - Purchases \$2,934.08, Sales \$4,001.07 = \$1,066.99 profit.
- Rent: Kathy mentioned that rent went up from \$1,050 to \$1,100 per month starting September, 2023. We did not catch that at the time and paid only \$1050 for Sept, Oct and Nov so there will be an additional payment of \$150 in December. Beginning Dec we will pay the correct amount of \$1,100 per month.

Information Center Report: Janie H.

- Janie reported AAIC activity since our last meeting with 109 phone calls received; 75 walk-ins; and 10 after-hours messages.
- The center is open M, W, F, from 10:00am-3:00 pm, with staff present; and T and Th from 10:00am-2:00pm, with volunteers present.
- There is a volunteer position open for the 2ND Tuesday of the month, see AAIC website on how to volunteer: <https://austinalanon.org/members>
Note: Marilyn C. offered to switch from Thurs to Tues if needed.
- Janie thanked the group for voting to increase the literature purchase budget recently. As a result, AAIC was able to make more purchases, and sales have gone up significantly, as shared by Kathy during the Treasurer Report. AAIC is expecting another order to arrive soon.
 - Note: In January 2024, the annual budget starts over. The recently amended budget amount for literature purchases will be used for 2024's projected budget.

Information Center District Liaison Report: Linda B.

- District 6 Elections were held this month. The following positions are open: Treasurer, Archivist, Public Outreach North, and Forum Literature Coordinator.

- Area Assembly Elections were also held. Anna A. who was our District Rep was elected as Delegate to WSO!
- Natonya A. is working on hybrid meetings (in-person and zoom combo).
- Cat A. is chairing the All Texas Al-anon and Alateen Conference ATAAC which will be in February 2024, in Pflugerville, TX.
- Advanced Search Meeting List Committee – Regarding the topic of how difficult it is to find Specialty Groups via the WSO online meeting search: Linda shared that the work that this Board’s Advanced Search Meeting List Committee is doing to fix the problem is being talked about at the Area, District and WSO level. People are very impressed and eager to see what solutions our “Task Force” comes up with.

Committee Reports

Literature (Don C., Chair) – Don thanked the Board for approving the increase in the literature budget, which has resulted in more sales and the need to purchase more literature, which will result in more sales. The AAIC Inventory process is conducted every 6 months, with the last inventory being in June 2023. Last results were forwarded to the Board via email. Don asked about getting a scanner which would make the inventory process go quicker and smoother. No decisions were made, but the idea has been presented for future consideration.

Finance (Marilyn C., Chair) – Marilyn double-checks bank statements. She reported that all is as it should be, and there is no further information to add. Chairman Steve reminded us of the importance of having a Finance Chair to do these “checks and balances,” stating that in AAIC’s history, there was once a person who had actually stolen money from the Treasury. That person was criminally charged and eventually paid back the money.

Information Center Volunteer Rep (Marilyn C., Chair) – advised that AAIC has enough volunteers that one only needs to volunteer once per month. She re-iterated the need for a volunteer for the 2nd Tuesday of each month.

Webmaster and Website Committee Chair (Terry F., Chair) – reported the website is operating as it should be and there is no new info to report at this time.

Advanced Search Meeting List Committee – (Alan Y., Chair) – this committee was created to address the issue of how difficult it is to find Specialty Groups via the WSO’s online Advanced Meeting search. The committee met in an effort to find a solution, at a local level, to help people find the Specialty Groups in our area. Alan presented his report via screen share citing the Concern, Background and Recommendations made by the committee.

- Concern: aforementioned.
- Background: Each group is registered with WSO and assigned a group ID #. Each group designates what type of category they will be listed under (such as regular

meeting or type of specialty meeting). During research, the committee discovered that a group's ID # can only be listed under one type of category. So if a group (aka club) has multiple meetings, all are listed under that group's ID #. Any Specialty meetings they may have can't be listed again elsewhere, such as under the Advanced Search option. This issue is a software issue that WSO is aware of but has not addressed.

- Recommendations:
 - 1) All groups who would like to be visible to newcomers and others looking for a special type of group should designate this type at the group level when registering.
 - 2) Those groups already registered, who have multiple meetings including special types, should register special type meetings separately, as another group with the special designations included to gain the advantages of the WSO Advanced Search interface for group searches.
 - 3) Groups can choose very similar names for association (The SFA Group, The SFA Group1, The SFA Group2, etc.), but use a unique group record id for each group. The main group record (The SFA Group) should have a Group Representative (GR) and valid Current Mailing Address (CMA). Subsequent groups (The SFA Group1, etc.) may have a vacant GR field but it must have a valid Current Mailing Address (CMA).

By following these recommendations, all special type meetings will be visible using the online Advanced Search feature.

WELL DONE ALAN AND COMMITTEE MEMBERS!!!

Don C. motioned that the report be accepted and distributed to all GRs.

Motion 2nd by Holly S. 10 Yes; 0 No; 0 Abstained

Report will also be sent to Lynn P., who is now the District 6 Rep.

By-Laws Review Committee – (Terry F. presented) – Four people met to review the By-Laws and recommend changes, as well as actions that needed to be taken.

- Review: Terry presented the recommended updated By-Laws via screen share, showing some basic grammar corrections, as well as changing “he/she” to “they.” Some areas needed to be modernized, such as finding meetings online, since we no longer have paper meeting lists, in addition to utilizing online ballots instead of written.

The By-Laws will be sent out to the Board via email for review. The suggested changes will need to be discussed and voted on at the next board meeting in February 2024. By-Laws 6.4.1 states that By-Laws are to be reviewed annually at the first Board meeting of the year.

- Registered Agent: Non-profits must have a Registered Agent assigned. This is someone with a mailing address that the Secretary of State can send correspondence to, if needed. Research revealed that the Registered Agent needed to be updated. An emergency vote by the Board Officers (Chair, Treasurer and Secretary) led to recommending that AAIC's Office Manager/Employee, Janie H., would be the most reasonable person to fill that role, since she works at the AAIC office and receives all AAIC mail already. Janie accepted the role and she was registered with the Secretary of State as the Registered Agent.

- Full Names and Contact Info: Per By-Laws 6.4.8: “List of Board Members - The minutes shall list the full name and group of all Members of the Board who attend each Board meeting.” The minutes with full names will be kept separate and private from the minutes that get published online. Minutes published online will have last names and emails removed.
- Quorum: By-Laws 6.4.9 state that we shall determine our quorum based on a percentage of the last year’s Board member attendance.
- Paper Copies of Minutes: Per By-Laws 7.8.10 – “The Secretary shall maintain a book of meeting minutes that will be passed on to succeeding secretaries.” This means that paper copies are kept, in addition to the online copies. There were questions on if this is still necessary in modern times? Karen R. will call IRS and ask.

Old Business

None

New Business

- Election of Officers – are 1 year with a 3-year term limit. Steve Schoen and Karen Reed are willing to continue serving as Chair and Secretary, respectively. No one else expressed interest in these positions. Kathy Jackson’s term as Treasurer is up. Don Cadenhead volunteered for the Treasurer position. All 3 positions were voted on at once. Alan Y. motioned that the Board elect all three parties to the aforementioned officer positions. Motion 2nd by Marilyn C. 9 Yes; 0 No; 0 Abstained.
- Committee Chair Terms – are 1 year with no term limit. Per our By-laws, committee chairs are appointed by the Board and do not have to be elected. Steve S. asked if an election should be conducted anyway, considering that the Board is whoever shows up to our meeting representing a group (By-Laws 6.3), Marilyn C. advised that she was never voted into her positions, that she just volunteered and no one else did. The Board decided an election was not necessary unless there is more than one volunteer for a committee chair.
 - Information Center Liaison Rep – Linda B. is willing to serve again.
 - Finance Chair - Marilyn C. is willing to serve again.
 - Volunteer Chair - Marilyn C. is willing to serve again.
 - Website Coordinator - Terry F. is willing to serve again.
 - Literature Chair - Don C. would like to step down. Alan Y. volunteered for this position and was accepted.
 - *All Board Members present at the time nodded in agreement for these volunteers to serve.*

The next Board meeting is February 19th, at 6:30pm by Zoom.

Meeting Adjourned at approximately 8:14 pm and was closed with AI-Anon Declaration (All).

Respectfully submitted,
Karen R., AAIC Secretary