

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Monday August 15, 2022**

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

Introductions and roll call: Introductions of directors, officers, and visitors. 14 were present. A quorum of 8 is required and was met with 9 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
Y	Y	Don C.	Literature Com	Bee Caves Road AFG Austin Men in Recovery
Y	Y	Holly		Bridge to Shore
Y	N	Janie H.	Info Center Employee	Bastrop-Elgin AFG
Y	Y	Julie J.	Alt. GR	Buda Serenity Seekers
Y	N	Karen R.	AAIC Secretary	Northland
Y	N	Kathy J.	AAIC Treasurer	Hope AFG
Y	Y	Louise D.	GR	Lakeway Noon
Y	Y	Lynn P.	GR, Alt Dist 6 Rep	Faith
Y	Y	Marilyn C.	Info Ctr Volunteer Rep. & Finance Committee Chair	Spiritual Awakenings
Y	Y	Stephen S.		Wimberley
Y	Y	Steve B.	Info Center Rep	Hill Toppers
Y	N	Terry F.	Web Coordinator	

Secretary/Minutes: Karen

- May 16, 2022, Minutes were sent out via email. We voted in the minutes, after one correction was made to the last name initial of Peggy T. under the Information Center Liaison Report section. Don C. motioned to accept the Minutes and Aletha S. 2nd. May 2022 Minutes were Approved: Votes = 9 Yes, 0 Abstained, 0 Opposed.
- Terry F. will post the Minutes on the website.

Chair's Report: Stand-in Chair Terry F.

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

- **New Lease** – AAIC office lease is same as old lease except for raise in rent of +\$50 per month each year. The lease expires 8-31-2025. The AAIC building lease must be signed by the Chair in Sept 2022. Kathy J. was already voted in last session to be the Temporary Chairperson for the purpose of having a Chair available to sign the AAIC building lease in Sept 2022.
- **Proposal Of Raise For Janie Hulbert, AAIC Employee** – from current pay rate of \$14.75/hr to \$16.75/hr. Janie has received one bonus in the last 4 years and no raises. Reasoning behind the original hourly pay rate was discussed, and circumstances in the cost of living and comparable pay grades now make it reasonable to give Janie a raise. It was reported that we still have \$25K in the budget to work with and a \$2/hr raise (+ employer's tax) would equal only an increase of \$135/mo. After much discussion about the current budget, it was voted in to give Janie a \$2/hr raise.

Aletha S. made the motioned Steve B. 2nd. Votes = 8 Yes, 1 Abstained, 0 Opposed

Janie was advised of the decision and that the raise will go into effect October 1, 2022.

- **Payroll Processing Change** – Details are noted under the Treasurer's Report section.
- **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 in November.

Need a AAIC Chair - We still have no AAIC Chair at this time and Terry F. stood in for tonight. All were encouraged to share this service opportunity with their groups. We will be voting for new officers in November.

Treasurer's Report: Kathy J.

- The Treasurer's packet for Year-to-Date (YTD) for 2022 - June 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 – June 2022: \$14991.73 income, \$18614.78 expenses = net income of (-\$3623.05). Page 3 of packet.
- Total in Savings \$25,068.05; Checking \$13,755.87; Petty Cash in AAIC office \$40 = Total Assets of \$38,863.92. Page 16 of packet.
- Total Group Contributions = \$6393.64. Page 1 of packet.
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- It was mentioned that group contributions were significantly lower than this time last year. All were encouraged to speak with their groups about contributions.

- Also PLEASE remind your groups to put their group # on checks. It helps a lot!
- Payroll Processing Change – The software we used to process payroll online was discontinued. We now have to use QuickBooks increases our fees by \$13.85/mo. However, QuickBooks does pay our payroll taxes and files the quarterly reports automatically.

Information Center Report: Janie H.

- Location – the AAIC office will sign a new 3-year contract to stay in same location
- Janie reported that since the last board meeting in May 2022, AAIC has received 98 phone calls; 31 walk-ins; and 13 after-hours messages.
- Volunteers 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 AI-Anon.

She 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 AI-Anon. There is a form online that a volunteer can fill out.

- Computer needed – Janie is the only one with a computer, which she takes home. We need a spare computer so that volunteers can easily look up meeting information, since everything is online and there are no printed meeting lists. Janie said someone had mentioned possibly donating a computer, but not sure who. Anna A. said she might know who that is and will reach out to her or give Janie the person's # to reach out.

Information Center Liaison Report: Jessica P.

- Jessica P. is out tonight and no Information Center Liaison Report was available.

Committee Reports.

Literature (Don C., Chair) –

- Literature inventory was completed at the end of June. A summary report was emailed out prior to board meeting. If we were to sell all literature that we currently have in stock, we would gross \$9497.10, which is approximately \$2300 profit.
- Janie mentioned that literature sales appear to be low at this time.
- **Literature Price Increase** by WSO as of Aug 1, 2022 - WSO went up on most of the books, book marks and flyers. They did not increase price for pamphlets and newcomers packets. Doc C. and Stephen S. have worked together on itemizing each product price and increase. Stephen has placed all of this into a spreadsheet.

Price Increase for AAIC - There was much discussion of how much to charge now? We discussed increasing our costs by the same dollar amount as WSO's price

increases. Don C. motioned to increasing our costs by the same dollar amount as WSO's price increases and Marilyn C. 2nd. Votes = 8 Yes, 0 Abstained, 0 Opposed.

AAIC Profits on Literature Sales - We currently charge customers only \$0.50 cents above our cost for books, giving us a \$0.50 cent profit. Kathy suggested an increase. However Janie advised that AAIC gets a variety of discounts when ordering in bulk plus when ordering over \$100, and in shipping costs. For that reason, Janie advised that those savings are passed on to AAIC and felt that we did not need to charge customers over \$0.50 cents above our cost.

Doc C. advised that WSO increased flyers by \$0.25. He proposed to sell the flyers at the same price that we pay to buy them from WSO, with no mark up. This was discussed but not voted on.

Finance (Marilyn C., Chair) - Marilyn shared that there is not much to add to the Treasurer's report. Marilyn reviews bank statements in addition to Treasurer Kathy J. Marilyn ensures that money coming in and out of the bank balances with reports. Since we have no Chair at this time, she has been the second person to review and approve paying invoices. She and Kathy J. have been working together to get invoices/bills paid.

Information Center Volunteer Rep (Marilyn C., Chair) – Marilyn reiterated the need for back up volunteers for the AAIC. She currently only has to work once per month right now, but she fills in for those who can't make it. Janie going on vacation for 2 weeks and fortunately, Marilyn was able to find people to cover her shifts.

AAIC Liaison District 6 Rep GR (Jessica P., Chair) – See prior info.

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

Old Business

New WSO Literature price list. Prices have gone up. Details are noted in the Committee Reports section/Literature.

New Business

- Need a volunteer to chair the next AAIC meeting
 - Elections in November 2022 – need AAIC Chairperson. Once elected, Action is Needed:
 - 1) Kathy J. will assist in getting new Chair added to bank signature card.
 - 2) There is a black file cabinet at the AAIC office with drawers specified for The Chair. Part of the Chair's job is to place hard copies of filed taxes and other items in the drawers. This has not been done in a while and needs to be gone through.
- Literature Price Increase by WSO resulted in increasing AAIC's prices that same as WSO's.
- AAIC Literature profit - Doc C. advised that WSO increased flyers by \$0.25. He proposed to sell the flyers at the same price that we pay to buy them from WSO, with no mark up. This was discussed but not voted on. **Do we need to vote on this?**

- **Board Meeting Schedule** – to increase participation at AAIC meetings, Lynn P. suggested at the May 2022 board meeting that we consider changing the dates for AAIC board meeting in May and November, so that they are not right after the Area Assembly meetings. She feels more might attend if they weren't so tired from the Area Assembly. This was discussed in May but not voted on.
- Computer for volunteers needed for AAIC.
- Printed Meeting Lists - Steve B. would like to discuss at the next board meeting if we bring back printed meeting lists. There was some discussion, but Steve asked that it be placed on the agenda for the November board meeting.

The next Board meeting is November 21, 2022, at 6:30pm by Zoom.

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

Respectfully submitted,
Karen Reed, Secretary