

**AUSTIN AL-ANON/ALATEEN INFORMATION CENTER
BOARD MEETING MINUTES
Monday May 16, 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 directors, officers, and visitors. 13 were present, with 8 voting members in attendance (as follows). A quorum of 8 is required and was met.

Attendance Chart:

Present	Voting	Board Member	Position	AFG Group Representing
Y	N	Anna A.	Dist 6 Rep	Faith AFG
Y	Y	Cindy C.	Alt. GR	Serenity Seekers – Austin
Y	Y	Dianne P.	GR	San Marcos AFG
Y	Y	Don C.	Literature Com	Bee Caves Road AFG Austin Men in Recovery
Y	N	Janie H.	Info Center Employee	Bastrop-Elgin AFG
Y	Y	Jessica P.	AAIC Liaison , Dist 6 Rep, GR	Anderson Mill
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	N	Terry F.	Web Coordinator	

Secretary/Minutes: Karen

- We voted in minutes for Nov. 15, 2021 (this was not voted on last meeting because the Treasurer Report portion was in error. It was corrected and sent out via email; however, some voting members did not receive said email and therefore, abstained from voting). Nov. 2021 Minutes were Approved: Votes = 6 Yes, 2 Abstained, 0 Opposed.
- Feb. 15, 2022 Minutes were Approved: Votes = 6 Yes, 2 Abstained, 0 Opposed.
- Terry F. will post the Minutes on the website now that they are approved.

Chair's Report: Stand-in Chair Kathy J.

- We have no AAIC Chair at this time as Danielle P. had to resign. Kathy J. standing in for now.
 - The AAIC building lease must be signed by the Chair in Sept 2022. Kathy J. volunteered to be the Temporary Chairperson for the purpose of having a Chair available to sign the AAIC building lease in Sept 2022.

Don C. motioned Kathy J. be voted in as Temporary Chair and Diane P. 2nd .
Approved: Votes = 8 Yes, 0 Abstained, 0 Opposed.
Note: Kathy said she can begin June 1, 2022.
- Zoom meeting requirements going forward – We have been using Kathy J.'s Zoom account to conduct board meetings. However, due to the 7th Tradition, AAIC should have their own Zoom account (which costs \$15/month). Zoom currently has a discount of 40% if you sign up by May 31, 2022. Diane motioned the AAIC obtain their own Zoom account and Julie J. 2nd .
Approved: Votes = 8 Yes, 0 Abstained, 0 Opposed. Kathy will take care of obtaining a Zoom account for AAIC.
- How to reach all GRs – We discussed how to better reach all Group Representatives, esp. now that AAIC needs a Chairperson. Anna A., our District 6 Rep., shared that she has a confidential email list for all GR's and would be willing to send an email to the GR's about the need for an AAIC chair. She said she could also let people know about the quarterly AAIC meetings, in hopes of having more participation at the quarterly meetings, and more voting members.

Lynn P. suggested changing the dates for AAIC board meeting in May and November. She said many people attend the District Assembly meetings which are held in May and Nov., the weekend just before the AAIC meeting. She shared that people may just be too tired to do more business meetings and changing AAIC board meeting dates may encourage more participation. Although the suggestion was made, there was no Motion made to change the dates of future board meetings.

Treasurer's Report: Kathy J.

- The Treasurer's packet for Jan – Mar 2022 was sent out via email prior to the meeting. The Treasurer's packet consisted of documents to illustrate and confirm assets and liabilities reported by Treasurer. These documents included: Excel spreadsheets showing Income vs. Expenses; Monthly and YTD Profit/Loss reports, Reconciliation Detail Reports for both monthly and yearly, Bank Statements for Checking & Savings, Credit Card Statements, Deposit Statements etc. Reconciliation Statements are made by a hired bookkeeper; the AAIC Treasurer Kathy J. then compares numbers to everything on her bank Statements to verify if it matches. Note: the Treasurer Report does not need a Motion to be approved.

During the board meeting, Terry F. presented Treasurer's packet as a screen share while Kathy J. reviewed with the group. Highlights of the Treasurer's Report are:

- YTD for 2022 – Mar 31: \$7,573.82 income, \$7,556.50 expenses = in the black \$17.32!
- Total in Savings \$29,066.14; Checking \$14,463.15; Petty Cash in AAIC office \$40 = Total Assets of \$43,569.29.
- Total Group Contributions = \$4,210.00.

- Checking Account Balance Minimum - Kathy mentioned that in April, she had to transfer \$4000 from savings to checking. This is because the checking balance should not go below \$15K – if it does, she is to transfer money from savings into checking.
- Prudent Reserve for the savings account was also discussed. Kathy shared that each year, a formula is used to determine what the prudent reserve should be for that year. For 2022, the prudent reserve should be no less than \$29, 464. Based on numbers listed above, we are currently below our prudent reserve.
- Bank Account Authorization – Typically, both the AAIC Chairperson and Treasurer are authorized to sign checks from the AAIC bank account. The by-laws state that we need 2 people to “approve” any expenditure to avoid fraud. Since we don’t have a chair at this time, Treasurer Kathy signs the checks and the second approval is coming from the Finance Committee Chair Marilyn C.
 - The current signatories on the AAIC account is Treasurer Kathy J. and Danielle P. former chair. Once we get a new chair, the signature card will be changed.

Information Center Report: Janie H.

- Re-opening - The Information Center re-opened on March 4th! Great news! Since then, they’ve had 32 phone calls; 33 walk-ins; and 11 after-hours messages.
- Location - Landlord is not selling the building, so AAIC may remain at its current location! The landlord is pleased with the AAIC and would like a 3 year contract. Our contract would only go up \$50 each year. Very good price! The AAIC building lease must be signed by the Chair in Sept 2022. Kathy J. volunteered to be the Temporary Chairperson for the purpose of having the authority to sign the AAIC building lease in Sept 2022. As noted earlier, a Motion was made and approved.
- Volunteers needed - Janie shared that the AAIC could use some as-needed volunteers. There are some people assigned to work in the office Tues. & Thur. from 10am-2pm, but she needs back-up volunteers. Requirements to work in the office are 2 years of being in Al-Anon. Janie provides training. Janie also needs volunteers for the after-hours phone line. Currently, Janie is the only one on the call list, and she needs people. There is a form online that a volunteer can fill out. Requirement for after-hours call-takers is 1 year in Al-Anon.
- Computer needed - A volunteer asked for a computer, laptop, or tablet to be available at the Info. Center so they can look up Al-Anon meetings online. Since we have gone digital, there are no printed meeting lists, and Janie is the only one who has the most up-to-date meeting list. Volunteers need to be able to access a meeting schedule to help people needing a meeting right away. Janie said a volunteer may consider donating a computer and will find out. If not, she is asking if anyone can donate a computer.

Information Center Liaison Report: Jessica P.

- Jessica attended the most recent Area Assembly this past weekend and is registered to attend the Lake Jackson Assembly in Nov. 2022.

- Electronic meetings/groups - Peggy T. has been leading the Task Force for Electronic Meetings. There are now 200+ electronic groups that are registered! Electronic groups don't have to join the Area 53 Assembly, which is in-person. Electronic groups have their own Area that they report to. However, if an electronic group would like to be a part of the in-person Area Assembly, then, they will be allowed to join provided that 1. The group must have a current mailing address within the Area 53 area and 2. A GR from that electronic group must attend Area Assemblies, which are only in-person.

For area meetings, there may be hybrid groups including both in-person and electronic meetings. The Task Force is working on how to manage that.

- Jessica shared that background checks for potential Alateen sponsors went up by \$0.23. She will be sending over a financial report soon.
- TEAC – Texas East Alateen Conference has \$5,917 in their bank account. They will keep this money there as they hope to start holding this conference again now that covid restrictions have lessened.
- Jessica shared that our Area Delegate for WSO, Maddie, was at the last Area Assembly. At the Assembly, Maddie gave a report that the Al-Anon World Service Conference (AWSC) held an electronic meeting where 249 people attended.
- Jessica relayed that at the last Assembly, Area Delegate Maddie shared that WSO still struggling to get donations from groups. They are looking at payment options for people to donate via PayPal and Venmo etc., hoping this will encourage more group donations.
- Jessica relayed that at the last Assembly, Area Delegate Maddie also shared that WSO is looking for more ways to encourage people to participate in service. Please encourage participation in your groups.
- Next AWSC is Aug 6, 2022. They still need a host for this meeting. Note that all AWSC reports are available on the website.

Anna A. also shared info about the Spring Assembly:

- District 6 is hosting a Spring Assembly in Round Rock, at Windgate Hotel. They are taking reservations for hotel rooms now. Please share with your groups:
The host committee has 4 positions that need volunteers: Literature Chair, Entertainment Chair, AA liaison (double winner), Alateen Coordinator Chair (must be an al-Anon involved in Alateen Service, such as a group sponsor).
If you'd like to get emails from Anna regarding this conference, email her at etx.district6@gmail.com

Committee Reports.

Literature (Don C., Chair) –Not much to add to what Janie already shared about the Info Center. They will be doing an inventory end of June.

Finance (Marilyn C., Chair) - Marilyn shared that there is not much to add to Kathy and Terry's presentation. Marilyn reviews bank statements in addition to Treasurer Kathy J. Since we have

no Chair, 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) – She requested that people put their WSO Group Number on donation checks to AAIC. Marilyn also shared the helpfulness of having volunteers every Tues. and Thur. 10am-2pm. They currently have enough volunteers that one person only has to work once per month. However, they do need back up volunteers for this, in case people are sick or go on vacation. She also reiterated the need for an internet computer at AAIC because we no longer have meeting lists on paper list anymore.

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

- Lease – Landlord not selling. We will sign a 3 year contract in Sept., with rent only going up \$50 each year.

New Business

- Need a volunteer to chair the next AAIC meeting - Jessica P said she would do it. Kathy will contact her about an email distribution list.
- Election – Need to elect a new AAIC Chair. Duties of the Chairperson were discussed with some highlights being that it is a one-year position. You can be re-elected but cannot serve for more than three years. The Chair must be attending AFG meetings for a least 2 years, may not be a double-winner (AA/AI-anon), and must have attended at least two of these AAIC board meetings. The Chair organizes the Board meetings and maintains the group email list. The Chair also negotiates the lease for the AAIC office and is also a signer on the bank account. For more info, the Bylaws are on the website and lists what the job description is.
 - 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.
- Dates of AAIC meetings – to increase participation at AAIC meetings, Lynn P. suggested changing the dates for AAIC board meeting in May and November, so that they are not immediately after the District Assembly meetings.
- Computer needed for AAIC - Janie said a volunteer may consider donating a computer and will find out soon.
- Zoom Account – Kathy J. to obtain a Zoom account for AAIC, in accordance with the 7th Tradition.
- New WSO price list. Prices have gone up.

The next Board meeting is August 15, 2022, at 6:30pm by Zoom.

Meeting Adjourned at approximately 8:00pm. Closed the meeting with AI-Anon Declaration (All)

Respectfully submitted,
Karen Reed, Secretary