

CONNECTICUT AL-ANON FAMILY GROUPS SERVICES, INC.
Board of Directors Meeting

May 25, 2016

Meriden, CT

The May 25, 2016 meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 6:40 pm by President Pat Strong, and opened with the Serenity Prayer.

Present: Pat Strong, President, Jackie Bontems, Secretary, Sam Chaney, Treasurer, Robert Kane, Sue Guilford, Gail Larkin, Stacie Van Deusen and Deborah Cavanaugh.

Opening Remarks: Pat S. reported that e-mails to BOD seem to be working ok now. Marie is the only candidate at this time for the LDC Office Manager position, all others who had applied withdrew. E-mails were received from two others interested in the Asst. Manager position. One inquired about money for the position, the other did send a business resume and Pat is awaiting her Al-Anon resume. There are no applicants for the LDC Treasurer thus far. Pat did receive a request for a tax exempt certificate from the answering service. She also signed a rental agreement for AWSC meeting location in Meriden. The Spring Assembly is 6/11/16. There have been some questions on what the Personnel Committee is doing. Maybe there should be a discussion about a 6 month plan for work to be done by the Committee. Pat encouraged Board members to thank Marie, MaryAnn and Michael for their service.

Secretary's Report: Jackie B. presented the Minutes from the April 2016 Board

Meeting. Jackie then made the motion to accept the minutes as presented and Stacie V. seconded. Motion passed unanimously.

Treasurer's Report: Sam C. said if anyone wanted copies of the Area Treasurer Report he could provide them. For the period ending March 31, 2016 there is \$21,000+- in the Area checking account. Sam said he had received 2 more letters from the IRS re: the 990 for year end 2014. The penalty previously charged was removed per one of the letters. The second letter said our amount due is \$0.00. The letter did say though that we may be audited in the future. When Sam sat down with the Tax Preparer to do the Year End 2015 tax return he realized that the previous year's tax returns did not include the assets of the LDC(checking account and inventory). Not including LDC assets on Returns from previous years has no impact on earnings.

He has talked to our tax preparer and decided to do an extension for the filing of 2015 taxes (due May 15, 2016 originally) in order to include LDC assets. Sam has also done research about amending prior years' tax returns and he feels amending the year end 2013 and 2014 tax returns is sufficient at this point. Discussion followed. Sam C. made the motion to amend the year end 2013 and 2014 tax returns. Gail L. seconded. Discussion then vote taken and motion carried unanimously.

LDC Treasurer's Report- Michael C. presented an amended 1st Qtr. 2016 report which now includes Convention literature sales and shows a somewhat more positive picture than the original first quarter report. Michael said he did meet with ADP re: Payroll Service and for 1 employee it would be \$91.00/month and the cost includes preparing year end tax forms and direct deposit for employee(s). This price is below our budgeted amount. Michael said he would be at the Assembly to give a report. Right now the balance in the LDC checking is around \$30,000.00 which is where it has been for some time. YTD sales are around \$14,000.00, a year ago they were at \$19,000.00. There are no outstanding bills to be paid at this time. Michael suggests that employees be paid bi-weekly rather than weekly, it is less expensive. Short discussion ensued about how the Area will provide the funds in the budget to the LDC to pay employees. Stacie reported this is still being taken under advisement at the Area level. Michael also said the Finance Committee feels that it is a conflict of interest for the LDC Manager to be on the Finance Committee while a paid employee. The Finance Committee did review the revised job descriptions for LDC Manager, Assistant Mgr. and LDC Treasurer that the Board of Directors provided.

Discussion took place on how it would work with a Payroll Service, including paying employee(s) bi-weekly v. weekly re: CT Labor Dept. laws. Pat will send the pamphlet to us provided by them for employers. Method by which Mgr./Assistant Mgr. would document hours (excel sheet?) was discussed. Sam outlined what needs to happen as we move closer to the June 28, 2016 employee start date:

1. Make a form to track hours worked.

2. Document process of how hours worked will be submitted to a Payroll Service.
3. Who will be approved to submit information to the payroll service?
4. Have a back up person re: providing information.
5. Hire a Payroll Service Co.

Michael noted that donations to the LDC are not being differentiated re: income right now, maybe putting donations as a separate line item on LDC Treasurer reports could be done in the future. Sam commented that cost of goods sold line item last April v. this April is about the same so going forward we should replenish stock as we sell it. Over the last year about \$8,700 worth of literature inventory has been converted to cash. The Board thanked Michael C. for all of his service the last three years. He will not be continuing in the role of LDC Treasurer after the end of June, but will provide a report at the Spring Assembly. He will provide whatever paperwork, bank statements, etc. that may be needed at the end of his term. He will also send spreadsheets for the last 3 years, month by month.

Concept IX: Sam C. shared on Concept IX utilizing the Service Manual. He said that for good leadership to function there must be structure. Finding people with the special skills needed to fill service positions is important. A good leader never passes the buck. A good leader shares the credit when warranted and takes the blame for failures. Sam also talked about leadership that is hampered by the “our way or no way at all” type of thinking. A good leader also has vision and the ability to make good estimates for the immediate and for the future. Sam shared from the ODAT and related it to the challenges the Board is going through now and that they

are even more difficult than what he had conceived of. He talked about the choices to be made regarding the LDC, keep volunteers v. hiring personnel and that we still have a lot of work to do. Our Legacies, the Steps, Traditions and Concepts have given him a foundation he uses in both his professional and personal life. We must use the principles of Al-Anon to think about our service needs as they relate to general economic conditions, group capability and willingness to contribute. Our service leaders at all levels are blessed with the attributes of tolerance, responsibility, flexibility and vision.

Deborah C. will share on Concept X at the next meeting.

Changes on Signatories of Fall Workshop Bank Account-

Motion made by Jackie Bontems and seconded by Stacie Van Deusen that the names of Ann Tramontana-Veno, Kary Lewis and Mary Ann Reid be removed as signatories from the Fall Workshop Webster Bank checking account #9320129053 (this checking account will also be used by the Sponsorship Workshop to be held October 15, 2016) and the names of Marcia Minervini of 221 Long Swamp Road, Wolcott CT 06716 and Pat Regis of 121 Birden Street Torrington, CT 06790 be added as signatories to the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The Secretary will provide the bank with the minutes from today's meeting. Motion passed unanimously. Question raised about balances in the bank accounts of special events like Convention and Workshops. Pat said these accounts have only about \$50.00 in them after expenses are paid and the seed money and any excess revenue

from each event are returned to the Area.

Discussion and Vote Re: LDC Office Manager:

Pat reported there was only 1 candidate at this time, Marie B. Discussion followed including comments by those Board members who were in attendance at Marie's interview. Bob Kane moved to offer the position of LDC Office Manager to Marie Blain. Deborah Cavanaugh seconded. Motion passed unanimously.

Next step is to provide a letter of employment outlining hours, pay, etc. Pat S. will draft a "hiring letter" and will send to the BOD. She will also call Marie to ask if she will accept the position.

Payroll Service Discussion: Discussion of quote received from ADP, others on Board will look into getting additional quotes to compare. The first paycheck will be issued sometime in July. May need to have the Board meet on June 11 at the Assembly for a short meeting re: Payroll Service. Info. regarding same can be distributed via e-mail prior to the meeting.

Pat will clarify with the member who inquired about Assistant Officer Manager to ensure she understands about the hours to be worked and the pay for same. Pat will also write article for the Lifeline regarding this open position and that of LDC Treasurer. Mary Ann L. has said she will volunteer on an occasional basis at the LDC.

It was agreed that if there is no LDC Treasurer in place on July 1, Sam C., BOD Treasurer, will have the responsibility with assistance from Marie B. using the Quickbooks program to obtain financial information that will be needed for reports.

LDC Fundraising Task Force:

Stacie presented a Draft of a "LDC Task Force Proposals With BOD Involvement"

Report. Per Stacie, item #2 (the report listed 3 options for the BOD/LDC to consider doing). Stacie's objective is to present ideas to the Board of Directors so that we can determine at some point if we are interested and/or open to some of the options in the report. She would like an answer from the BOD as to our interest by August 15th. She also explained there may be another Task Force formulated to look at actually running some type of fundraiser.

Insurance Issues:

Sam reported about the issuance of Insurance Certificates to groups for their individual meetings. There have been e-mails back and forth with the insurance agent as the agency originally said that they could issue certificates of liability to churches but upon further investigation it has been determined that the groups/churches would not be covered because they are not part of the corporation. Our policy covers specific Area events like Assemblies, Convention, Workshops, etc. Sam will look into why CAWW does not seem to be listed as one of the events that are covered. Sam and Pat will look at sections of the insurance policy re: fundraising events and provide info. about same to the BOD.

Motion to adjourn the meeting was made by Sue G. and seconded by Stacie V.

The Meeting closed at 8:52 pm with the "Al-Anon Declaration".

Respectfully Submitted,

Jackie Bontems/Corporate Secretary