

**CONNECTICUT AL-ANON FAMILY GROUPS SERVICES, INC.**  
**Board of Directors Special Meeting(Via Teleconference)**

**November 2, 2016**

The Nov. 2, 2016 special meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 7:05 pm by President Pat Strong, and opened with the Serenity Prayer.

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

**Secretary's Report:** Jackie B. asked how voting would take place for this meeting since it was by telephone. Pat S. said that each Board member would be asked to share their thoughts for 2 minutes on a subject and then the Secretary would ask each member by name to cast their vote. Jackie presented the Minutes from the October 19, 2016 Board Meeting. Jackie then made the motion to accept the minutes as presented and Deborah C. seconded. Motion passed unanimously.

**Discussion and Vote re Modified Form for LDC Sale of Schedules and Modified Order Form:**

Pat S. gave some background information, reminding us that she had sent to Board members the LDC Task Force Report from May 2015, the Schedules Thought Force Report of May 2016, the Schedules Task for Report of October 2016 and the yet to be approved Modified LDC Order Form. Each Board member then expressed their thoughts on this matter. Deborah C. then made the motion that the Board of

**Directors approve the sale of the 2017 Schedules and adding that item to the LDC order form effective November 3, 2016 and going forward. Jackie B. seconded. The vote was 4-yes, 2 abstentions. Motion passed. Pat S. will inform Ron S. of the BOD's decision.**

**Changes on Signatories of LDC Bank Account:**

**Jackie B. made a motion that the name of Michael Cadden be removed as an authorized signatory from the CT AFG LDC TD Bank Checking Acct. #4248139707 and that the name of Sandy Salvato of 366 Park Avenue, Naugatuck, CT 06770 be added. The names of Patricia Strong, Sam Chaney and Marie Blain shall remain on the account as authorized signatories. Motion was seconded by Stacie V. Motion passed unanimously.**

**Discussion re 2016 Budget Line Item for LDC**

**Pat stated she didn't feel there was a consensus at the last Board meeting on whether or not to request the funds allocated to the LDC in the 2016 Area Budget. All Board members were given time to express their thoughts on this matter. The LDC received funds from the Convention committee in excess of \$3,000 and other funds have been donated to the LDC by some districts. Stacie V. made the motion that the Board of Directors not request the funds as allocated for the LDC in the Area 2016 Budget. Deborah C. seconded. Motion passed unanimously. There was also some discussion about future funds for the LDC and having a plan in place going forward as to when funds for the LDC from the Area might be needed and then requested.**

**Pat S. told the Board that she met with Sandy S. the new LDC Treasurer and went**

over her job description, 3 months of bank statements and the LDC 3<sup>rd</sup> Quarter Report Pat had prepared. Sandy will be doing a budget for next year for the LDC.

**Discussion of Proposed Background Check Guidelines:**

Stacie outlined the document she had provided to the Board re: Background Checks. Pat requested the document have a title to it and be dated. Discussion followed Stacie's presentation focusing on the section of the report which asked for the BOD to take responsibility for the background checks for LDC Employees, the LDC Finance Committee and any Board members as necessary. It was suggested that the criteria in the report re: Pass/Fail be put into any new contract with the background check company. Stacie will add wording in the document as to the process whereby the Area Secretary will liaise with the BOD Secretary when there are background checks to be performed that are the responsibility of the BOD. Stacie will ensure Pat S. as Chairperson sees the contract with the Background Check company before it is executed. All six Board members in attendance concurred with the contents of the Background Check document presented to the Board as revised tonight, including the title of "2016 Area Officers Request to the Board of Directors for Background and Financial Checks" and the date of Nov. 2, 2016.

**Personnel Policies-Referral to Personnel Committee:**

Pat said that in numerous places on the applications she completed for our insurance and employer documents for the state there were questions regarding our Personnel Policy, including any anti-discrimination policy. Since we do not have a Personnel Policy Pat asked that we discuss whether the BOD Personnel Committee

should now take a look at formulating a Personnel Policy? There were suggestions during the discussion as to where to find other companies personnel policies/handbooks that could be used as a basis for this new Policy. Those members present tonight who were on the original Board Personnel Committee were asked if they would continue to serve. Depending on time needed and other commitments, Deb C. and Stacie V. are willing. Pat will contact Bob K. as Chair of the Personnel Committee to discuss.

The next regular Board of Directors meeting will be held January 25, 2017. By that time we should also have a LDC 4<sup>th</sup> quarter 2016 report to review from Sandy S..

The meeting adjourned at 8:16 p.m. with the “Al-Anon Declaration”.

Respectfully Submitted,

Jackie Bontems/Corporate Secretary