

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

**July 20, 2016**

**Meriden, CT**

The July 20, 2016 meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 6:45 pm by President Pat Strong, and opened with the Serenity Prayer.

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

**Opening Remarks:** Pat S. said that there were numerous issues to work on regarding the new LDC office. The phone was in John B.'s name and therefore Marie originally had no authorization to make changes to service. Sue G. had sent a letter to Frontier when she left the LDC to remove her name and that of Ruth S. and Gerry V. Michael C. and John B. were listed as authorized persons. Michael called Frontier and took off his and John's names, and added Marie and Pat, who are now authorized persons for changes with Frontier. After Frontier came to the LDC and installed the phone, the voice mail did not work for 3 days, it is now working. Pat also reported that she signed a contract for Public Outreach to get posters for signage to be placed in various places. Pat also said Bruce G. wrote and asked if there was insurance in place for groups? Pat has asked Ann B. to respond to the question, Pat's thought is that maybe the Area will inquire about getting this type of insurance by forming a Task Force down the road.

Pat also sent an e-mail to the AWSC requesting volunteers for the LDC. Pat asked Marie to review Quickbooks at the office as regards LDC contributions. Total donations thus far for the year are \$4,107.65 including the \$3,753 received from the Convention committee. Pat asked Marie to periodically give us reports re: donations. Pat will create a thank you letter for Marie to send out.

Secretary's Report: Jackie B. presented the Minutes from the June 22, 2016 Board Meeting. Jackie then made the motion to accept the minutes as presented and Deborah C. seconded. Motion passed unanimously.

Treasurer's Report: Sam C. was absent, no report. Pat did report that Michael C. sent the 2<sup>nd</sup> Quarter Financials that she sent along to us. Michael said in his report that the sales for the 2<sup>nd</sup> Qtr. had made a comeback in that the qtr. ended June 2016 was ahead of the qtr. ended June 2015. Michael also said the LDC was expecting \$6,000 from the Area in the July-Dec period of this year. He suggested that as previously discussed (and already submitted by Pat S. to Carol D.) that the budget request for the LDC for 2017 should be \$12,000.00.

Pat said that in the future, a separate line item will be given re: donations in the financial reports for the LDC.

Pat said the Budget Meeting is 8/5/16, please be there. At the last Finance Committee meeting it was agreed that the Area would give the LDC \$3,000 of the total \$6,000 budgeted by June and the balance in October 2016. Pat has asked Sam as acting LDC Treasurer and the Board Treasurer to request the \$3,000 from Carol, Area Treasurer. Sam will follow up.

Discussion ensued about the \$3,753 donation from the Convention committee to the

LDC and how it might affect our 2017 Budget request. Gail L. (as 2016 Convention chair) explained how the donation by the committee came about. Since monies were received by the LDC in 2016, feeling is that this should not affect the 2017 budget request. Pat briefly went over 2017 Budget request figures to be discussed later in this meeting. Employee costs for 2017 have been figured at \$16,438, we are asking for a \$12,000 budget line item.

**Concept XI:** Gail L. shared on Concept XI using our Reaching for Personal Freedom workbook. “The WSO is composed of selected committees, executives and staff members”. Gail said this concept tells us that our diverse viewpoints allows us to share the burden of completing tasks. Using the wisdom of the prior concepts, double headed management is avoided. Planning without controlling can be achieved. Respecting others and allowing them their dignity and working together helps to accomplish a common goal.

Each person has gifts to offer when completing a task. It is like baking a cake where all ingredients are important to make a good tasting cake. Always keeping in mind our spiritual principles will help us carry out our given authority without partiality.

Gail used the example of being a trusted servant at Area meetings. She learned to detach from her own opinions and treat everyone the same. Gail also talked about a Forum article on Concept XI. The article was rich in valuable principles to be used about sharing responsibility and rotation of service. Utilization of the group conscience helps us grow and build self-esteem.

Bob K. will share on Concept XII at the next meeting.

**LDC Move to New Location:**

Pat reported that with the help of Al-Anon volunteers including the Delegate and some students from the Hartford Project, the move has been made from the old location to the new location at the church. We have a working phone but no A/C, Pat will talk to the minister on Monday. Ductwork reaches only to the front door of the office and needs to be brought into the office. We now have Rooms 29+30 and a large storage closet, previously we had Rooms 16+17. The LDC now has its own entrance at 1 Buckingham Street. The church will be doing signage to direct people to this new entrance. Marie has suggested we have a Grand Re-opening down the road. Pat also said there is a large room near the office that we can use in the daytime, M-F. Discussion on ideas for use of this larger space ensued, including the possibility of holding a meeting there, maybe set up Archives in order to draw people to the LDC.

**Update re: Payroll Service:**

Since we voted to hire ADP (at an approx. cost of \$1,100/yr) as our payroll service, Pat has followed up with them to set up the payroll with ADP for our new employees. It has been time consuming. As a corporation we needed to register with the Dept. of Revenue and also with the Dept. of Labor as a non-profit employer. There were 2 ways to registers for payroll unemployment tax as a new employer. 1) We could pay a tax on the payroll of 4.8% as we go along or 2) use another method whereby if someone applies for unemployment, the Dept. of Labor will figure out how much we owe at that point. Pat chose to go with this second

method of payment. ADP has the responsibility to file all payroll withholding returns/payments (including Quarterly returns + W-2's). They will also provide to our tax preparer any figures needed for the corporate income tax returns.

ADP had asked some questions about our original incorporation which did not make sense since officers are different now than at the time of original incorporation. Pat provided ADP with the list of our annual report filings which satisfied them that she, Jackie and Sam are current officers. ADP will also e-mail copies of reports and any bills. Marie will report hours worked via on-line to ADP. ADP will withdraw their fees automatically from our checking account. Pat hopes that once the new LDC Treasurer is in place, they will be on top of things like the phone, bank accounts etc.

**Update and Vote re: Workers Compensation Insurance:**

In June we voted to accept a proposal for workers compensation insurance from The Hartford as provided by MBI Insurance. Jackie explained that subsequent to receiving the quote from MBI, she was informed that because during the period of obtaining original workers compensation quotes The Hartford had been contacted by another insurance agency and at that time had been given misinformation regarding our employer classification type, the quote from the Hartford for given to her was now not viable. Pat went on to talk about the Dept. of Revenue and Labor Dept. applications and how important it was once again to be classified properly. She described CT AFG as a non-profit business providing services to members and stayed away from the Sales classification which might potentially cause us to have to pay sales tax. The description of the corporation she used was obtained from the

service manual. Jackie then made the motion to approve the action of obtaining from NCCI a workers compensation insurance policy with American Zurich commencing 7/1/16 for \$434.00/year. Motion was seconded by Bob K. and passed unanimously. Pat will obtain the actual policy down the road and will sign it. The Board members present also signed “exclusion forms” at the request of NCCI as to being covered by workers compensation. Absent Board members will be sent the forms to sign and return.

**Update re: LDC Assistant Office Manager:**

Pat reported the new LDC Assistant Office Manager Veronica started on July 12. She is processing orders and inputting them into the computer and utilizes Quickbooks. She seems very happy in her new position.

**Update re: Budget Requests:**

Pat has submitted two 2017 budget requests, one for the LDC and one for the Board of Directors. Pat said everyone that attends the budget meeting has a vote. Pat asked that we remind members that the LDC budget request is now \$12,000 since employees hired in 2016 for a ½ year will now be working a full year in 2017.

Volunteers are still hard to find so it is good that we now have employees.

Discussion followed on how we as a Board may want to do another workshop prior to the Assembly in November as to why the \$12,000 budget request for 2017 is necessary.

**Update re: Search for LDC Treasurer Candidates:**

Members continue to be asked to fill this position. Pat will send out again a flyer to

the AWSC about the open LDC Treasurer position and thank them at the same time for helping with the move of the LDC. Current flyer was reviewed followed by a discussion. Deborah C. will work on a revision of the flyer, making it simpler when describing responsibilities and requirements for the Treasurer position.

**Any Other Business:**

Discussion about the Sponsorship Seminar in October and whether the LDC should be open or not. The Sponsorship Seminar committee has said they do not want the LDC to open. As the Board is responsible for the LDC, it could be open but because the Committee asked that it not be open, it will be closed that day.

Motion to adjourn the meeting was made by Deb C., seconded by Gail L. and passed.

The Meeting closed at 9:00 pm with the “Al-Anon Declaration”.

Respectfully Submitted,

Jackie Bontems/Corporate Secretary