

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting
May 29, 2019
6:00 pm dinner/6:30pm meeting
Baci Grill, 134 Berlin Rd. Cromwell

1. Opening Serenity Prayer/Welcome (Deborah)

A regular meeting of the Connecticut Al-Anon Family Groups Services, Inc. as called to order at 6:30p by President Deborah C and opened with the Serenity Prayer. Deborah welcomed our 3 new Board members Michael, Shirley and Ann

Present: Deborah C, Michael C, Shirley B, Ann V-T, Betsy
N Absent : Sam C, Gail L

2. Secretary's Report/March 13, 2019 Minutes (Betsy)

The minutes from the March Annual meeting were emailed to members in April by past Secretary Jackie B. No corrections or changes were received. Motion to accept as presented was made by Deborah, seconded by Betsy. Abstained from vote: Michael, Ann and Shirley since not present at March meeting.

Betsy reported information from AWSC Secretary Helen that background checks are valid for 9 years. All current Board members are within this timeframe.

Binders were put together by past Secretary Jackie B and handed out to the 3 new members. Binders contain past meeting minutes, motions and other pertinent information.

Worker's Comp exclusion forms (Form 6B) must be completed and signed by our 3 new members. This is required by the insurance carrier to exclude coverage for officers and members of the corporation as volunteers. Completed forms will be emailed to the insurance agency by Betsy N

3. Concept Sharing — Concept Six (Deborah)

See attached sharing sheet Gail L will share on Concept 7 at Oct Mtg

4. Welcome new BOD members (Deborah)

Welcomed new members Michael, Ann and Shirley
Notebooks distributed — all BOD minutes are on line
Bylaws are also online on members' site
All members bring unique skills and qualities — the BOD needs fresh ideas and perspectives
Special thank you to Michael for accepting the position as Treasurer

5. LDC Finance Committee Report /Treasurer's Report (Michael)

Michael reported that he attended the LDC Finance Committee and has met with Sam to transition the Board Treasurer position. He is in the process of creating a combined balance sheet for Area and LDC finance information - consolidation will provide a "snapshot" of the total financial status. He plans to meet with Sam and Ron before the Budget mtg (Aug 2). LDC budget still needs to be created by the LDC Finance Committee
Suggestion made and general discussion followed to consider reframing financial reports as "Gratitude Report" in keeping with our spiritual principles — refer to pgs 101-102 in our Service Manual

6. Budget Request/Area Budget Meeting (Deborah) Line items in 2019 budget? keep the same for 2020 BOD \$ 1,200 — Deborah reminded BOD member to submit reimbursable expenses

LDC \$ 12,000 — only \$ 3,000 used to date in 2019 (transferred to LDC)
Need more accurate documentation of LDC income and expenses

7. Spring Assembly — BOD Report discussion (Deborah)

Deborah will present a report at the Spring Assembly on June 8, 2019

8. Old Business (Deborah)

Corporation match contributions — the LDC has received corporate match donations. This procedure is when an Al-Anon member's contribution is dollar matched by their employer thru the My Cause platform. This practice not in keeping with our Traditions since the dollar match portion is considered an outside entity. Deborah contacted My Cause and they will remove Al-Anon from their list for contributions. Funds received have been returned. A letter will be place in District Baskets at the Spring Assembly to explain this

Recommendations from Nominating Committee — Deborah asked BOD members to review the Procedure for Submitting resumes for Board of Directors Membership and the Qualifications for Board of Directors Members and email any changes/suggestions to Deborah before **Sept 30** so new docs can be ready for review & vote at October BOD meeting. These need to be handed out at the Fall Assembly in November. (originals can be found on the members' website in BOD section). Recommendations from the task force included: add check-off boxes to indicate not a member of AA, has a personal and service sponsor, uses the Service Manual, has basic computer skills, include sharing on a Tradition and Concept — all to be added to Director Resume Form

Audit Committee Formation/Timeline — continued discussion. Suggestions made for the formation of a small committee with no more than 5 members however, we still need verified checkbook information and consolidated financial report from Michael before committee is formed

9. New Business

Discussion of BOD Mission Statement and Strategic Plan (Betsy)

This item was tabled until the Oct meeting since Gail L was not in attendance — she has working knowledge on this topic as Delegate

General info to review in preparation for next meeting: CT AFG Bylaws, Bill W's Essay on Leadership (pg 196199 in Service Manual, Board of Trustee info on WSO website

10. Suggestions/Concerns

Group Insurance — as previously discussed, this type of insurance cannot be provided by the Area since only the Area, as a corporation, is an insurable entity. Betsy shared that a letter was created in a District that was successfully used in a few occasions when a specific group was asked to provide a certificate of insurance for the meeting location (the letter explained what Al-Anon is and why no individual can sign forms or provide insurance for the group meeting). These groups were allowed to stay and no further requests were made by the church facility. Betsy will email a copy of the letter to BOD members. Additional information is on pg 58 of the Service Manual

11. The meeting closed approx. 9pm with Al-Anon Declaration (Deborah)

Upcoming Meetings:

Wednesday October 30, 2019 (NOTE: THIS IS A CHANGE FROM THE 10/16/19 SCHEDULED MTG)

Concept 6

The Conference acknowledges the primary administrative responsibility of the Trustees

Concept Six builds on the principles of delegation, authority and responsibility that are included in the previous Concepts.

Prior to our participation in Al-Anon many of us might have taken on everything, perhaps thinking "if I don't do it, who will?" or "No one will do it the way I want it done".

In Al-Anon we learn that no one person, group or committee can administer all things for a relationship or an entity.

We learn the importance of linking the responsibility of a job to authority. In other words, when we delegate a job to a person, group or committee we need to be clear about the tasks we assign and then give them the authority needed to fulfill the responsibility.

When I am part of a group or committee I have a task, I am responsible for. If **I** am assigning tasks to others it is important that I choose someone who is qualified to complete the task and then communicate clearly what needs to be done.

Concept Six tells me to focus on my task and not take on the responsibilities of the other committee members once assigned. This allows for more efficiency for all involved. It is also important to allow the person who is assigned a task to complete it in the way they choose. It may not be the way **I** would do it but there are many ways to complete a task.

Concept Six can be applied in my personal and work life as well. If I hire someone to do a job I need to make sure they are qualified and they are a good fit. When I ask a family member to take on a task **I** need to explain clearly what I expect and be sure they understand what I've asked of them.

Then, just as in my service commitments in Al-Anon I need to allow them to complete the task as they see fit without interfering. This also requires that I have trust in whoever **I** have assigned a task to.

On the BOD, we have Officers and Directors. They are required to submit their qualifications which are reviewed by a nominating committee and if appropriate their resumes are passed on to the Board who vote to elect both Officers and Directors. Everyone on the BOD has tasks they are responsible for. The BOD as the legal entity of CT AFG is responsible for the legal and financial aspects of the program. This allows the Area committee to focus on the traditional aspects of the CT AFG. We all work together yet each focuses on their individual tasks.

CONCEPT 6 Sharing by Deborah C 05/29/19