

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting
September 25, 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. was called to order at 6:40p by President Deborah C and opened with the Serenity Prayer.

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

Absent: Sam C

Guest: Ron S (LDC Treasurer)

2. LDC/Treasurer Report (Ron)

Ron presented a written report and reviewed the current financial info for the LDC:

Employee salaries to date are slightly lower than expected due to decreased hours actually worked and the 4 week vacancy of the office manager position since Marie left

Finance committee will meet on Oct 10 and will review projected year end totals. Decision may be made to request \$ 3,000 transfer into LDC checking to increase inventory before year end and for the Fall Assembly literature order from WSO

Flyer will be sent out for Fall Assembly Literature order information

3. Secretary's Report (Betsy)

The minutes from the May Annual Regular Meeting on 05/29/19 were emailed to members in June. No corrections or changes were received. Motion to accept as presented was made by Deborah, seconded by Michael. Abstained from vote: Gail since not present at May meeting.

The minutes from the Special Meeting via email on 09/12/19 were emailed to members in September. The purpose of the Special Meeting was to approve a formal offer of employment to June Porter. No corrections or changes were received. Motion to accept as presented was made by Shirley, seconded by Ann.

Interim Filing with CT Secretary of the State was completed to update info after the Annual Meeting. Cost for filing was \$20.

Deleted Sam as Treasurer (remains as Director)

Deleted Jackie as Secretary and Director

Added Michael as Treasurer and Director

Added Betsy as Secretary (remains as Director)

Added Ann as Director

Added Shirley as Director

4. Concept Sharing — Concept 7 (Gail)

Concept 7....The Trustees have Legal Rights While the Rights of the Conference are Traditional see attached sheet

5. Update on new LDC Manager (Deborah)

A formal Letter of Employment will be presented to June Porter for the position of LDC Office Manager.

Hourly wage is \$13.50 and expected start date is October 1, 2019. Background check was done.

The required employment forms will be completed (W-4, CTW-4, 1-9)

Suggestion was made to add "employment at will" in the text of the Letter of Employment

Marie B will be removed from the LDC TD Bank debit card and June will be added. A special BOD meeting will only be done via email if a motion and minutes are required by the bank to change signatories

A future "Meet & Greet" may be considered to introduce June to our members

6. Revision of LDC Manager and Assistant Manager Job Descriptions (Deborah)

The revisions were reviewed and motions made to accept as revised — see attached final versions

MOTION made by Shirley and seconded by Michael— to accept the revisions and final document for the LDC Office Manager Duties and Responsibilities.

Approved by the CT Al-Anon Family Group Services, Inc. Board of Directors on 09/25/19

MOTION made by Shirley and seconded by Gail— to accept the revisions and final document for the LDC Assistant Office Manager Duties and Responsibilities.

Approved by the CT Al-Anon Family Group Services, Inc. Board of Directors on 09/25/19

The current document for LDC Treasurer/Finance Committee Chairperson Duties and Responsibilities was reviewed and revisions made

MOTION made by Ann and seconded by Shirley— to accept the revisions and final document for the LDC Treasurer/Finance Committee Chairperson Duties and Responsibilities.

Approved by the CT Al-Anon Family Group Services, Inc. Board of Directors on 09/25/19

7. Revision of Resume form for interested BOD applicants (Deborah)

The revised document was reviewed and approved. The revisions were suggested by last year's nominating committee

8. Old Business (Deborah) — DISCUSSION TABLED TO A FUTURE MEETING DUE TO TIME Audit Committee Formation/Timeline BOD Mission Statement and Strategic Plan

9. New Business (Deborah) — DISCUSSION TABLED TO A FUTURE MEETING DUE TO TIME Fall Assembly Report Discussion of revising/updating BOD qualifications

10. Suggestions/Concerns (Deborah)

Deborah was thanked for her service for interim hours worked at the LDC

Gail (Delegate) presented copies of the 2019 WSC Summary books to BOD members

11. Close with Al-Anon Declaration (Deborah) Meeting

closed at 9:10p with the Al-Anon Declaration

Upcoming Meetings:

October 30, 2019

January 29, 2020

March 18, 2020 (Annual Meeting)

ATTACHMENT —

4. Concept Sharing — (Gail)

Concept 7....The Trustees have Legal Rights While the Rights of the Conference are Traditional Gail

read from Paths To Recovery (B-24) on Concept Seven.

Key points:

The Board is entrusted with administrative responsibility for AI-Anon's world services, including guardianship of our legal status, rights, and finances. The Conference is guided by the group conscience of thousands of AI-Anon groups.

The practical authority is given to our trustees to ensure that decisions are consistent with the laws that govern us and the well-being of the fellowship as a whole.

The trustees interpret the laws as they apply to AI-Anon.

The Delegates at the Conference are asked to do presentations, skits, etc. The Delegates are often asked to get feedback from their Areas on specific items that affect their Areas. At the Conference, delegates share opinions from their Areas. The delegates vote at the Conference on specific motions but the Board of Trustees always have the final decision on all motions voted on.

A harmonious and respectful working relationship can be maintained when the Conference acknowledges the rights, duties, and legal responsibilities of the trustees and the trustees remember the traditional rights of the Conference representing the group conscience of the fellowship

CT AFG Literature Distribution Center (LDC)
OFFICE MANAGER — Duties and Responsibilities

Revised and Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 9/25/2019

Tasks and Commitments

- A. Reports to the CT AFG Board of Directors' President.
- B. Performs such responsibilities as may be directed by the CT AFG Board of Directors' President.
- C. Prepares written reports related to LDC Literature for the CT AFG Area Assembly and the CT AFG Board of Directors as requested.
- D. Provides financial information regarding literature sales and office supplies to the LDC Treasurer when requested
- E. Manages/participates in the LDC's day-to-day operations.
- F. Documents hours worked for this paid hourly position and submits completed timesheets biweekly to the BOD President for payroll processing
- G. Requests for personal time off should be requested and approved by the Board of Directors' President no less than 2 weeks in advance (except in an emergency)

1. MANAGES THE OPERATIONS OF THE LDC OFFICE

The LDC Office Manager performs or delegates all or portions of the following operations to the Assistant Office Manager and/or to qualified volunteers, unless otherwise indicated.

1.1. Literature Management

- 1 .1 .1 . Inventory maintenance with proper inventory controls, biannual physical inventory.
- 1 .1.2. Ordering literature from the World Service Office (WSO) and proper handling thereof. REMOVE 1.1.3.
- Literature sales — insure all are completed and shipped in a timely manner
- 1.1.4. Communications — insure all are handled appropriately in a timely and courteous manner.
- 1.1.5. Literature Consignments — provide literature for special events and coordinate these with the CT AFG Area Literature Coordinator.
- 1.1.6. Communicates with the Board of Directors' President any suggestions for modifications of literature controls and procedures for approval by Board of Directors CHANGE
- 1.1.7. Responsible for LDC operations during Area Assemblies

1.2. Staff and Volunteer(s) Management

- 1.2.1. The LDC Office Manager oversees staff and volunteers
- 1.2.2. Insure that training is provided and that proper procedures are followed in the completion of assigned duties.
- 1 .2.3. Provide direction to volunteers

1.3 Office Operations Management

- 1 .3.1 Maintain facilities, equipment, and office supplies records.
- 1 .3.2 Responsible for facility security (including safe and office key control).
- 1 .3.3 Maintain prompt, courteous, effective relationships with vendors, landlord, members, volunteers, etc.
- 1 .3.4 Maintain appropriate 'business casual' attire and grooming

CT AFG Literature Distribution Center (LDC)
OFFICE MANAGER — Duties and Responsibilities (Cont'd.)

Revised and Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 9/25/2019

1.4 Financial Management

- 1.4.1. Cash and checks security
- 1.4.2. Daily bank deposit of cash and checks
- 1.4.3. Proper and prompt recording of all financial transactions
- 1.4.4. Proper control and use of the LDC credit/debit card
- 1.4.5. Approval of all expenses incurred by the LDC/office up to \$200, with the exception of literature ordered from the WSO, which shall be \$2,500. Amounts exceeding this must be approved by the Board of Directors
- 1.4.6. Provide timely and accurate reports and recommendations for the LDC budgeting and reporting to the LDC Finance Committee Treasurer, who presents report to the Area Assembly
- 1.4.7. Notify the CT AFG Board of Directors' President and Corporate Treasurer of any changes in the LDC operations.

2. CT AFG AREA FUNCTIONS, STORAGE, ETC.

The LDC Office Manager performs or delegates all or portions of the following operations to the Assistant Office Manager and/or to qualified volunteers, unless otherwise indicated.

- 2.1.1. When necessary, assist the CT AFG Area Archives Coordinator with archives' storage and access.
- 2.1.2. Manage signage storage and access.
- 2.1.3. Manage and/or oversee the volunteers with CT AFG Area materials, supplies, storage, inventorying and access.

3. JOB QUALIFICATIONS — LDC OFFICE MANAGER

- 3.1.1. Minimum 5 years of continuous Al-Anon/Alateen membership.
- 3.1.2. A working understanding of Al-Anon/Alateen Twelve Traditions and Twelve Concepts.
- 3.1.3. Knowledge of basic bookkeeping and accounting principles.
- 3.1.4. Computer experience Internet, basic systems operations and various software programs
- 3.1.5. Ability to prioritize, multi-task, and/or assign tasks and responsibilities.
- 3.1.6. Ability to manage assistant office manager, staff, or volunteers.
- 3.1.7. Ability to work effectively with the CT AFG Board of Directors (management).
- 3.1.8. Possess strong interpersonal skills (including telephone and face-to-face communication).
- 3.1.9. Ability to attend meetings and working groups outside of normal office hours if requested by the CT AFG Board of Directors
- 3.1.10. Pass background check
- 3.1.11. Will be bonded by the Area
- 3.1.12. Eligible to work in the United States

CT AFG Literature Distribution Center (LDC)
ASSISTANT OFFICE MANAGER — Duties and Responsibilities

Revised and Approved by the CT Al-Anon Family Groups Services, Inc. Board of Directors 9/25/19

Tasks and Commitments

- A. Reports to the LDC Office Manager.
- B. Manages/participates in the LDC's day-to-day operations as assigned by the Office Manager
- C. Performs such other responsibilities as may be assigned by the office manager.
- D. Documents hours worked for this paid hourly position and submits completed timesheets biweekly to the BOD President for payroll processing
- E. Requests for personal time off should be requested and approved by the Board of Directors' President no less than 2 weeks in advance (except in an emergency)

1. THE OPERATIONS OF THE LDC OFFICE

The LDC Assistant Office Manager performs or may delegate all or portions of the following operations to qualified volunteers at the direction of the LDC Office Manager.

1.1 . I. Literature Management

- 1.1.1. Inventory maintenance with proper inventory controls (including posting of literature orders and, annual, physical audit).
- 1.1.2. Responsible for the proper handling of WSO literature orders.
- 1.1.3. Literature sales — insure all are completed and shipped in a timely manner
- 1.1.4. Communications — insure all are handled appropriately in a timely and courteous manner.
- 1.1.5. Literature Consignments — provide literature for special events and coordinate these with the CT AFG Area Literature Coordinator.
- 1.1.6. Responsible to assist with LDC operations during Area Assemblies 1

.2 Volunteer Management

- 1.2.1 The LDC Assistant Office Manager oversees volunteers.
- 1.2.2 Insure that training is provided and that proper procedures are followed in the completion of assigned duties.
- 1.2.2 Provide direction to volunteers.

1.3 LDC Office Operations Management

- 1.3.1 Maintain facilities, equipment
- 1.3.1 Maintains facilities, equipment, and office supplies records.
- 1.3.2 Assists with the responsibilities for facility security (including office key control).
- 1.3.3 Maintain prompt, courteous, effective relationships with vendors, landlord, members, volunteers, etc.
- 1.3.4 Maintain appropriate 'business casual' attire and grooming

1.4 Financial Management

Responsible for the following:

- 1.4.1.1 Cash and checks security in the absence of the LDC Office Manager.

CT AFG Literature Distribution Center (LDC)
ASSISTANT OFFICE MANAGER — Duties and Responsibilities (Cont'd)

Revised and Approved by the CT Al-Anon Family Groups Services, Inc. Board of Directors 9/25/19

2 CT AFG AREA FUNCTIONS, STORAGE, ETC

- 2.1 When necessary, assist the CT AFG Area Archives Coordinator with archives' storage and access.
- 2.2 Manage signage storage and access.
- 2.3 Manage and/or oversee the volunteers with CT AFG Area materials, supplies, storage, inventorying and access.

3 JOB QUALIFICATIONS — LDC ASSISTANT OFFICE MANAGER

- 3.1 Minimum 5 years of continuous Al-Anon/Alateen membership.
- 3.2 A working understanding of Al-Anon/Alateen Twelve Traditions and Twelve Concepts
- 3.3 Knowledge of basic bookkeeping and accounting principles.
- 3.4 Computer experience Internet, basic systems operations and various software program
- 3.5 Ability to prioritize, multi-task, and/or assign tasks and responsibilities
- 3.6 Ability to manage volunteers.
- 3.7 Ability to work effectively with the CT AFG Board of Directors (management)
- 3.8. Possess strong interpersonal skills (including telephone and face-to-face communication).
- 3.9 Ability to attend meetings and working groups outside of normal office hours if requested by the BOD
- 3.10 Ability to have a flexible work schedule to cover for Office Manager, as needed.
- 3.11 Pass background and credit check
- 3.12 Will be bonded by the Area
- 3.13 Eligible to work in the United States

Connecticut Area Literature Distribution Center
Treasurer/Finance Committee Chairperson
Duties and Responsibilities

Revised and Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 9/25/2019

Duties

- Chairs LDC Finance Committee
- Calls quarterly Finance Committee meetings.
- Prepares and presents financial reports and projections to the committee.
- Prepares and presents financial reports at the Area Spring and Fall Assemblies
- Attends quarterly BOD meetings and provides quarterly financial reports to the Board of Directors.
- Pays all regularly recurring bills.
- Maintains checking account(s).
- Participates in the preparation of the LDC budget proposals.
- Presents the Finance Committee's LDC budget proposal to the Board of Directors, who will submit a budget request to the Area Treasurer prior to the Annual Budget Meeting
- Works with office staff and Finance Committee to develop and maintain accurate financial records and realistic projections.
- Assures that all necessary financial records are supplied to the independent auditor in a timely manner.
- Announces openings for new Finance Committee members to the Area
- Receives and reviews resumes of members interested in serving on the Finance Committee
- After receiving a vote of confidence from the Finance Committee appoints new Finance Committee member and informs the BOD.
- Notifies BOD of any changes to the Finance Committee membership

Qualifications

- Ability to prepare and present financial reports and projections.
- Al-Anon/Alateen service experience.
- Working understanding of Al-Anon/Alateen's Twelve Traditions and Concepts.
- Computer experience — Internet, familiar with various software programs
- Understanding of accounting principles.
- Pass background and credit check.
- Be bonded by the Area

Term

- The Board of Directors appoints the LDC Treasurer to serve a three-year term, which may be renewed for a second three-year term by the Board.
- Should the LDC Treasurer resign a written letter of resignation will be sent to the BOD and the Finance Committee
- Upon the resignation of the LDC Treasurer the BOD Treasurer will temporarily assume the duties of the LDC Treasurer until the vacancy is filled

Director Resume to the Board of Directors Connecticut Al-Anon Family Groups Services Inc.

Revised and Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 9/L5/2019

Name _____ Address _____
(Last, First, MI)

City _____ Zip Code _____ Phone (c) _____ (h) _____

Email _____ District Home _____ Group _____

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> not a member of AA | <input type="checkbox"/> has a personal & service sponsor |
| <input type="checkbox"/> uses the service manual | <input type="checkbox"/> has basic computer skills |

1. List your Al-Anon/Alateen experience beyond the group level (most recent to past)

Position	Dates	Position	Dates
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2. Describe your personal history, including leadership experience, specialized education, training, work and non-Al-Anon volunteer skills as they pertain to this position (most recent to past)

3. What is your vision for CT Al-Anon/Alateen and the role you see the Board of Directors playing in that vision?

4. Describe how your leadership skills and talents would make you a positive asset on the Board of Directors?

5. Choose any one Tradition and one Concept and share your thinking/understanding of each.

Signature _____

Date _____