

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Board of Directors Meeting**  
**October 14, 2020 at 6:30 p.m.**  
**Via Zoom**

1. Opening Serenity Prayer/Welcome (Deborah)

A Regular Meeting of the Connecticut Al-Anon Family Group Services, Inc. BOD was called to order at 6:35p by President Deborah C and opened with the Serenity Prayer. This meeting was conducted over the ZOOM platform utilizing audio and video technology. Deborah stated that BOD meetings will continue via ZOOM until COVID Guidelines change to allow in-person meetings once again

Participants: Deborah C, Shirley B, Betsy N, Ann V-T, Michael C, Carol D, Janice R

2. Secretary's Report/August Minutes (Betsy)

The minutes of the Regular BOD Meeting held on August 26, 2020 were emailed for review. Betsy asked that the word "Agenda" be removed at the top of page 1. No other corrections or additions were received. A motion to accept the minutes of 8/26/20 as amended was made by Ann and seconded by Janice. Approved by all.

3. Concept Sharing – Concept 12 (Janice) – sharing is attached

Michael volunteered to share on Concept 1 at our next meeting in January, 2021

4. Treasurer's Report (Michael)

Michael reviewed the current financial report. A motion to accept the financial report was made by Carol and seconded by Shirley. Approved by all. Highlights of the report included:

- cash position continues to be very steady
- convention committee still needs to return refunds for 2020 pre-registrations and return seed money back to the Area
- 2019 Corp Tax returns were completed and submitted (due date is 11/15/20 with filed extension)
- Will need the event committees to improve bookkeeping records esp Convention and Alateen to facilitate accurate info and documentation needed for tax records
- Reviewed projections for next 12 month period of 4<sup>th</sup> Q 2020 – 3<sup>rd</sup> Q 2021
- Michael will work closely with Area Treasurer and the LDC Finance Committee
- We may need additional BOD meetings if any discussion and decisions need to be made about financial status

Deborah and other board members thanked Michael for his continued service to improve the relationships between the BOD and Area

**Old Business:**

5. Audit Sub-Committee (Shirley)

A letter was created which will be sent out to all 5 committee treasurers using checking accounts. Letter was reviewed and some revisions were suggested. The revised letter will be emailed to BOD members for additional suggestions and/or revisions.

Audit Sub-Committee will select random months for physical audit. Audits will be done in person, via ZOOM, or possibly at LDC

Michael will email a template for a simple P&L statement that treasurers may be able to use for committee financial reports

**New Business:**

6. LDC Update (Deborah)

- a Follow up on requested website changes – Deborah sent out some requests to Webmaster to possibly simplify access to LDC services after the Spring Assembly. She will follow-up for implementation
- b Dawn's 90-day employment review
- c Meeting Schedules – Group Records Coordinator (Kelly) will collect updated information by Oct 16, 2020
- d Criteria to reopen LDC 2 days/week – the volume of work at the LDC is not sufficient at this time to warrant opening for the second day. Will continue to reassess

Deborah updated the calendar dates on the forms for submittal of 2021 BOD resumes/applications and will distribute for 2020 Fall Assembly.

January 2021 meeting – plan to review LDC 2<sup>nd</sup> day opening, revisit schedules (printed vs online)

7. Closing (Deborah)

Deborah closed the meeting at 8:30p with the Al-Anon Declaration

**UPCOMING MEETINGS**

Fall Assembly via Zoom November 7<sup>th</sup> 10am-5pm Registration Required

January 13, 2021 via Zoom

March 17, 2021 via Zoom