

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Board of Directors Meeting**  
**May 19, 2021 at 6:30 pm.**  
**Via Zoom.**

**1. Opening Serenity Prayer/Welcome (Carol)**

A regular meeting of the Connecticut Al-Anon Family Group Services, Inc. BOD was called to order at 6:30 p.m. by President Carol D and opened with a Moment of Silence followed by the Serenity Prayer. Carol welcomed our newest BOD members, Kathy G and Katie D as well as welcoming all the members. This meeting was conducted over the ZOOM platform utilizing audio and video technology.

Participants: Carol D, Shirley B, Ann T-V, Michael C, Katie D, Kathy G, Janice R.

**2. Secretary's Report/March Annual Meeting Minutes (Betsy March Minutes and Janice)**

The annual March 17<sup>th</sup> minutes were emailed for review and no additional changes were received. A motion to accept the Secretary's report was made by Shirley and seconded by Ann. Minutes were approved as presented.

**3. Concept Sharing – Concept 3 Janice (Sharing is attached)**

**4. Treasurer's Report**

A motion to accept the financial report was made by Ann and seconded by Shirley. Approved by all. Before Michael began to review his financial report, he explained his evolving role as the Treasurer and how the pandemic has affected the treasuries. He explained all his attachment.

**Highlights (from his report)**

**a) Area Budget**

The Area spent very little (again) and collected a healthy amount of donations given the circumstances (\$2,234) (an average monthly collection in 2019 was \$2,500).

**b) Alateen Account** – Received a \$300. Contribution in April

**c) LDC:** Collected \$959 in literature sales and contributions in April. Their total cash balance declined by about \$1,000 due to fixed expenses, such as rent and payroll.

**d) Audit Committee** – Michael answered questions regarding the addendum to the Audit Committee Report at the May 7<sup>th</sup> Area meeting on Zoom.

**e) Taxes:** 2020 Taxes were extended by Don R. Michael is integrating the Area, LDC, Alateen and Convention accounts for our tax preparer this month.

**f) ADP and DOL Invoices** – Michael will be monitoring APD as we submit the incorrect invoices from CT DOL. Note that any filings with the DOL are processed by ADP not CT AFG

Zoom groups are putting the Area address in chat so people can mail their contributions as well as their groups mailing them. Alateen also had a \$300.00 contribution. A decrease of \$1000. Is noted in LDC Sales. He is anticipating improvement in the 4<sup>th</sup> quarter with more meetings opening, people purchasing books and making contributions as well. On a positive note, the Area contributions of \$2200. Was close to \$2500 contributions made in normal circumstances (pre-Covid). Carol clarified what the procedure is for the adding \$3000. To our account to keep it at \$12,000. Ron LDC Treasurer contact Carol when it is below the \$12,000 and she contacts the area treasurer by email to transfer those monies. It is not necessary to have a BOD vote.

Michael will present the P&L to the Area. In Summary, 2020 was one of our worst years, \$11,180 loss, normally Area Contributions are \$30,000, LDC Sales \$50,000 and Convention totals \$25,000. It is not even half the amount. Michael will send his completed P&L statements to our tax person. He is making suggestions to the accounts treasurers to have them submit information to him in a way that is easier to compile.

Michael included the Current Cash Position \$82,210 of all the accounts. Next was his CT AFG Aggregate Forecasted Cash Position updated through December 31, 2021, 2021 Forecasted Details and a draft of the combined P&L for 2020 taxes.

## **5. Old Business**

### **a. Audit Report – Feedback Suggestions**

There were some concerns initially as to what role the Area Treasurer would pay with regards to recommendations by the Audit Committee. Carol had clarified with out Area Treasurer further details. Discussion followed with regards next steps. In summary, BOD member Ann stated we need a better system to pull numbers in to have a complete accounting – we are a non-profit organization under scrutiny – all working for the same purpose.

### **b. BOD Mission Statement and Strategic Plan**

Carol has asked Ann to chair this mission committee. Deborah C had some concepts that Carol will share with Ann, and she has also asked Kathy and Katie to be a part of this committee. They will utilize the district 8 Zoom account or Shirley's Zoom account for further meetings. Ann would like to invite Area people to join this committee – to strengthen our connection. All agreed it was a good idea. In addition, the committee will look at WSO strategi plan.

## **6. New Business**

- a. **Contract with Church** – Carol signed the contract – although we are still open at the LDC one day per week, we can be there both Tuesday and Thursday when we are ready to return. Uncertain when this will occur. Rent amount has not changed. There is anew entrance to the LDC on the opposite side from when it was previously, parking spaces available as well. There is a camera in the process of being fixed and an ability to buzz in.
- b. **Ordering Online on Pay/Pal and or Venmo** - Carol suggested this issue be tabled for now, members agreed. Michael clarified that credit card payments do go into our PayPal account already. Carol will research Massachusetts LDC as they are open 5 days a week and have several employees.

## **7. Dates for Future 2021 Meetings**

- a. Do we want to stay on Zoom on Wednesdays? (or both on Zoom and in person)  
Dates for 2021 – 2022 meetings – October 13<sup>th</sup> January 12<sup>th</sup> and March 16 (Annual Meeting)

More discussion centered on meeting in person before budget meetings, budget preparation of BOD, and reviewing the Mission and Strategic Plan with committee. Mileage is separate Printing and copies, and case of paper is also an expense.

Michael stated we as the BOD are responsible for the fiscal health of CT Al-Anon. The pandemic has caused some upheaval in our treasuries – we all have a voice. Most BOD members agreed to meet in the summer.

**Upcoming Meetings**

**Assembly Meeting June 12<sup>th</sup> (ZOOM)**

**Next BOD meeting – July 14<sup>th</sup> in person Potluck (Pattaconk Yacht Club 62 Dock Rd Chester, Exit 6 Route 9. Potluck 6:30 pm.**

**Budget Meeting – August 6<sup>th</sup>**

**BOD meeting October 13<sup>th</sup> (ZOOM)**

**(BOD will need to find a place to meet in the future. The Bachi Grill is being renovated at this time.**

8. **Close with Al-Anon Declaration** – Katie made a motion to close the meeting and Shirley seconded it. All were in favor and meeting adjourned at 8:04 p.m.

Respectfully submitted,

Janice R.

Corporate Secretary