

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Board of Directors meeting**  
**October 13, 2021, at 6:30 p.m.**  
**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 everyone present. The meeting was conducted over the ZOOM platform utilizing audio and video technology.

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

Absent: Kathy G (she notified Secretary she would not be here)

**2. Secretary's Report/May Minutes**

The minutes were emailed to BOD members on 8/16/21 asking for review and no additional changes were received. A motion to accept the Secretary's report was made by Shirley and seconded by Michael. Minutes were approved as presented.

Note: A special meeting was initiated by President Carol via email on October 29, 2021, to entertain a motion regarding hiring the recent applicant as our new LDC manager. Carol D made a motion to hire this applicant for the manager position at the LDC at \$14.50 per hour. Ann T-V seconded the motion. The majority voted in favor of this motion and motion therefore passed.

A special meeting was initiated by President Carol via email on November 15, 2021, to entertain a motion regarding continuing to pay Deborah C. current temporary LDC manager while she is training our recent hire. Carol made the motion to continue paying Deborah through the month of December (2021). Michael C. seconded the motion. Majority vote approved this motion and motion passed.

3. **Concept 5** – Katie – Katie utilized Paths to Recovery (CAL) and two main points – Listening – and be a valued participant – the Heart is listening and encouraging different points of view – ultimately better – win/win and having someone play the devil's advocate. (Report will be sent once everyone reviews the minutes).
4. Treasurer's Report All members have detailed copies.

**Current Cash Position**

We ended September with \$86,414 Cash Balance, about \$2,500 less than the July 1 balance, but ahead of the where we started the year at \$82,970. We should end the year at about \$83,000.

**Highlights**

- a) **Area Budget:** The Area spent little and made deposits in September of \$3,188 – a good number under any circumstance. The Area will be transferring \$5,000 to the Convention, \$3,000 to the LCD, plus paying annual insurance of \$2,552 in the next 30 days.
- b) **Alateen Account:** Received \$670 in contributions.
- c) **LDC:** Sales are still a fraction of 2019 their total but were fairly good in July and September (\$2,554 and \$2,697 respectively) The cash balance declined to \$9,623, driven by \$6,091 in inventory restocking in August and September. We should approve the LDC to transfer \$3,000 from the Area one more time this year, totaling \$9,000 in 2021. They will be doing a physical inventory in Q4.

- d) **Convention:** The convention bookkeeping method is very hard to work with and will be addressed before Convention 2022. I plan to give the new treasurer (Laura H.) a formatted spreadsheet to work with.
- e) **Taxes:** 2020 Corp. Taxes were sent to the IRS on July 30.
- f) **ADP and DOL Invoices:** I 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 CTAFG.
- g) **ADP Payroll:** Set up Deb C. in payroll and got pay stubs for Carol for past employees.
- h) **2021 Budget Increase:** Participated in the Area meeting on Sep 10 and asked for \$900 increase in 2021 budget to pay Don R, our tax attorney. The request was approved, and Don was paid by the Area Treasurer.

Groups are making contributions and are active. Alateen account is growing. The Convention Treasurers will work closely with Michael, and they will put together a Profit and Loss sheet. It will be put in a format that Michael can use. The LDC will be doing a physical inventory – \$10,000.00 estimates. The next six months could be difficult during the winter. Long Term P+Ls from various treasurers for tax purposes in the future should show improvement. Note the \$8597. in the chart should be \$10,600. Questions?

Much discussion followed regarding clarification of purchases of books, the \$3000.00 being added to accounts with the procedure reiterated as it is a line item, no voting required.

Ann – The purchase of books come in September or October. Michael said two payments were made – one in August and one in September from LDC that is why checking account is down. LDC purchased a lot of books. Re: the \$3000.00+ added to our LDC budget; we don't vote on this; this is a line item. Michael will be contacting Laura regarding doing a spreadsheet for convention as treasurer for convention. Noted there are not enough transactions for QuickBooks.

Convention past record keeping was challenging. He will need to put it together for Don when he works on the 2021 taxes.

Discussion about Alateen account being consolidated into the same banks as other accounts. Hopefully all accounts will be improving and being streamlined.

A motion to accept the Treasurer's report was made by Ann T-V and seconded by Janice R. The Treasurer's report was accepted.

## 5. Old Business

- a. Mission Statement and Strategic Plan – At this time, Ann indicated the Area is not interested in working with the Board on a Mission Statement or Strategic Plan per her discussion with the Area. However, without Area input, there is no reason to have it currently.

- b. Carol – Discussion followed regarding Department of Labor and a former employee.

## 6. New Business

- a. New applicant's Resume – BOD members reviewed submitted resume. He is fine with working one day per week. Concern regarding his overqualifications and will he remain at the LDC. – He is very flexible and can work two days if needed.  
Interview will be set up as a group interview – not to forget that we have a 90-day probationary period as well. Do we start at \$14.50. Shirley suggested maybe three BOD members interview first, then have a second interview of three more BOD members.
- b. Archives Two main issues are 1) room where Archive moved - the boxes got damaged – Carol – (some looks like junk) – so Carol is in process of setting up meeting with Pastor and Todd — Carol will be at LDC on 10/26/21 and hopefully will see both then. The Contract with LDC only mentioned office space and the Storage Area – no mention of an extra closet and Archives. Originally talked about putting Archives with electronic equipment in a room off of Grey Hall. This room is not available. Carol measured room; it is a large room but not large enough for Archives, electronic equipment and everything in our Storage closet. Some confusion regarding the use of the Grey room. Ann asked what the contract says about Grey Hall – We have assemblies there, but it doesn't mention Archives. Carol is still working on it

and some members are asking to come in to LDC during closed hours. Someone would need to be there – could be one person – they come in and listen to tapes and CD's?

Our Archives coordinator is very dedicated. She has excellent experience in organization. Do we have policy for people viewing the archives? Someone would need to present while there is someone viewing archives. Katie – look at it as an asset owned by the Board. It should be accessed during regular business hours, and they can't sign anything out. Who is responsible for viewing Archives? Some discussion followed here.?

The issue is that the Archives are physically located at the LDC – that is why we are being asked. Carol – said the archives are used for assemblies and events. Shirley said she was fascinated by the Archives – over the span of 40 years – the pamphlets, etc, hold onto them and display them, so we won't have to pull them out of boxes, so that it can be managed another way. June has asked for an increase in her budget from \$100.00 to \$200.00 due to the damaged boxes and will be purchasing plastic containers that will protect the archives records. Question came up if we can do something permanent, digitally or thumb drives – but it is very costly, perhaps consider a digitalized electronic version – but again very costly.

June – put all the Lifelines in chronological order. Carol did six boxes and Aiden (volunteer) did 12 boxes. Aiden will be speaking at the Round Up and wants to continue to do service.

- c. DOL Hearing – Discussion followed regarding former employee and meeting held with this employee along with Deborah and Shirley. The interview meeting was recorded. It was decided to send in the paperwork. Michael C , said we can help with all the forms if necessary. It sounds like the same thing per Michael C (Treasurer) that there was an overpayment to another employee with DOL. Did individual pursue any alternatives and were there alternatives available? A Probationary Period was offered – yes (alternatives) – explained to individual.
- d. Finance Committee – Confirmation of \$3000.00 added to LDC account. The Finance Committee voted in two new members (4 resumes) to replace Nick and Pat S. When Ron's term is over as treasurer – does Board recommend who would be treasurer then? She thought so and that they had to come to the Board, is he stepping down? Ron is not stepping down; he has some time left. We usually appoint someone from the Board to be on the Finance Committee it is a separate role.

Note: Carol is covering for Deborah (at LDC) on 10/26/21 and will handle the duties accordingly. She will be sending in flyer regarding BOD updates for resumes and qualifications etc.

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

- Stay on zoom through January 2022?
- Next meeting is on January 12, 2022 – Annual meeting is on March 17, 2022; May 18,2022.
- Set up interview with Stephen (on Wednesday)

Note: A contract has been signed for an outside company to handle Zoom for Assembly. There will be PO spots for Kathy from WSO shown at Assembly by Kathe from PO \$3000.00 contract signed.

8. A motion was made to adjourn meeting by Shirley B and seconded by Ann T-V. The meeting adjourned at 7:48 p.m. with the AI-Anon Declaration.

Respectfully submitted.

Janice R.  
Corporate Secretary