

**CT Al-Alon Family Groups Services, Inc.**  
**Board of Directors Meeting**  
**November 30, 2022, at 5:00 pm**  
**Via Zoom**

**1. Opening Moment of Silence, Serenity Prayer and Welcome (Carol)**

A special meeting of the Connecticut Al-Anon Family Groups Services, inc. was called to order at 5:04 p.m. by President Carol D. This meeting was conducted via Zoom platform utilizing audio and video technology. Carol indicated BOD meetings will continue to meet on Zoom for now. The purpose of this meeting was to discuss and vote on the option of adding Venmo to the LDC account and to also vote on adding our new Area Officers as signatories on the Webster savings and checking accounts.

**2. Present: Carol D, Janice R. Michael C. Shirley B, Stephanie S, Martha N, Kathy D, Katie C, Ann T-V.**

Carol opened the discussion with a few remarks explaining Finance Chair. initiated the request to Venmo being added to the LDC account, with setting it up with the office number and that 1.9% + .10 fee would be added for each purchase. Our tax person thought it could be a potential issue as Venmo does not support non-profits. However, PayPal owns Venmo.

Much discussion was held with some agreeing that Venmo is not set up for non-profits, more for personal transactions and PayPal is more set up for business.

A glitch in the system was discussed with QuickBooks – and Merchant (a venue that handles credit card purchases) and people were being billed for purchases more than once. This Merchant venue has been a problem because their staff won't talk to anyone but a former employee, since she is the one that set it up (should never have been set up and may have been set up in error). According to Finance Chair, this has been going on for a while and BOD members asked can it be rejected, deleted? Michael has reiterated we are not to use Merchant and should never have used it in the first place. It also appears we don't receive a statement from Merchant.

Problem: Merchant Problem - Former employee needs to be in the LDC office, which is not doable or realistic, so hopefully LDC can issue the phone number and let former employee know so when they send the code, she will receive it and give it to LDC mgr.. Finance Chair stated link the phone to the cell phone and access it so we can get the code and resolve it once and for all. The BOD never approved this Merchant venue – The LDC mgr. has worked extra hours to resolve it with frustrating results.

Solution: Transfer LDC phone to LDC mgr's phone – he has to be there, and the former employee will walk him through as she finally talked to someone at Merchant. As treasurer, Michael will call them and cancel the account.

Michael confirmed we only use PayPal – and explained QuickBooks has a Merchant Service Co that runs credit cards – we are not to use it.

If purchases are paid by credit card (PayPal – does it automatically go through Merchant Services. It may appear QuickBooks saves credit card information, but it is questionable.

More discussion followed: Concerns per LDC mgr with Venmo – Could just put invoice number on it. If business – 2.9% +.30 additional costs.

Shirley stated several businesses use Venmo – she uses Venmo; people use Zelle, PayPal or Venmo to handle credit card payments. When set up – set it up as CT-AFG-LDC – and use debit card – Michael suggested not using hyphens. Michael will contact Don to glean information from him about Venmo. Shirley uses Venmo and they do not give discounts to nonprofits. Finance Chair seems to think it is a Board issue to set up Venmo. Question – Who sets it up?

Michael said it gets complicated as we need to know who the person is – usernames used may be different. Once someone is in Venmo – you can transfer into account and track it to an order invoice number.

Michael will consolidate banks in 2023 Finance Chair will be stepping down in January – Reminder: Cannot use a business profile as a non-profit.

Shirley made a motion to proceed with Venmo and go to the next step. Stephanie seconded it. Unanimous vote- all were in favor. Motion passed.

Janice made a motion to remove Marsha M and Jackie B as signatories on the Savings and Checking Webster Bank accounts (Area Accounts) and add Lisa G. and Stephanie to these accounts. Elaine M to remain as authorized signatory. Seconded by Shirley B - unanimous vote, motion passed.

Stephanie made a motion to close the meeting and Ann seconded it. Unanimous vote – motion passed. The meeting adjourned at 5:56 pm

Respectfully submitted,

Janice R.  
Corporate Secretary