

CT Al-Alon Family Groups Services, Inc.
Board of Directors Meeting
October 19, 2022 at 6:30 pm
Via Zoom

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

A regular meeting of the Connecticut Al-Anon Family Groups Services, inc. was called to order at 6:24 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.

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

- 2. Secretary's Report** – Minutes sent to BOD members on 9/22/22 and 9/23, with revisions to add names of Ron (Finance chair) and Steven (LDC Manager) to minutes and send them a copy. Secretary also corrected first motion vote from non-opposed to none opposed, none abstained. Shirley made a motion to accept the amended October minutes with corrections and Ann seconded the motion. All were in favor and minutes were accepted.

- 3. Treasurer's Report** – Michael indicated sales are up at the LDC and with the assembly and convention – sales will continue to increase. However, the ending balance for September was \$73,191 (down \$6746. from April. Michael will follow up with DOL. Alateen used their own funds to subsidize CAWW. LDC did not need the \$3000.00 from Area as September balance was \$12,723. Michael will soon consolidate banks so that all accounts will be at Webster. Insurance premium is \$104.00 less – LDC \$30,000 a year. Liability is reduced as inventory was reduced and we were being charged for two staff and two days. The convention account budget balance per Stephanie is corrected to \$3,982.89 and Ron's name should be listed current co-treasurer instead of former treasurer's name. Janice made a motion to accept Treasurer's report with corrections and Ann seconded the motion. All voted in favor, none opposed, and none abstained. Motion passed and report accepted.
Ann asked that the 2023 budget be sent to all of us. He will send it to secretary, and she will email it to all board members. Michael also stated he could use some help and a co-treasurer may soon be necessary.

- 4. Kathy – Concept 9** Kathy read from How Al-Anon Works on Concept 9.

5. Old Business –

- **UPS Labels, Scales and Boxes –**

Problem – current system is not cost effective – we can save ½ hour of LDR's mgr paid time in post office, if he can just drop off what needs to be shipped. Shirley researched further and learned that non-profits (which we are) may receive a better deal – she downloaded the form for Carol to sign. LDC need is approximately 20 boxes a month maximum; looking for a cost effective and efficient method – meteringstamps.com gives a breakdown of costs involved – best way to complete form and simplify with the PO - scales are available – will need to know how to set up on computer– It was an average of 5 packages costing \$8.00 a week but much more lately –There is the IRS question of minimum \$5.00 if higher (on LDC Order form) will need to be resolved.

- **Employee Handbook** – Katie is ready to begin work on this and is looking forward to working with Ann. Michael will re-send software info to Ann and can download it from ADP from the CT template. It does change from year to year – or can be updated as needed. Should have 2022 in there.

- **New Computer for LDC** – Carol – we already replaced one computer with a donation from a member – Current problem - the other computer is very slow and old and needs to be replaced. LDC mgr is exploring prices and different ideas– from \$500. - \$1000 and We have approval of \$1000.00 in budget. Issue remains pending.

- **Plan for LDC Mgr. absence** – send email to Area Secretary and District, sent out that LDC is closed **10/18/22**. Spanish Order form – is in QuickBooks – he is working on it. He could not change vm as he got locked out of it. Carol discussed LDC responsibilities – do we have documented procedures if he is out, passwords, etc. There is a book binder (with procedures) in the desk that is available per Carol. This will need to be reviewed.
- **Keypad** – Discussion followed cost is \$80.00 some feel it is totally worth it – the selected person will have a code. If someone no longer works there, code is obsolete. Carol has key to side door and volunteers could come in front door and go to LDC.
We need permission from church – She will contact church to see how it works, perhaps call a locksmith – see manual – status – TBD (more discussion may be needed).

New Business

- **Problems with QuickBooks** – A former LDC employee's name is still on account. LDC Mgr is seeing that QuickBooks is challenging especially in regards to Merchant Services– he sent Carol a link QuickBooks Merchant services – all owned by the same company. The last employee's name was taken out of their accounts – Current LDC mgr. may need a new security code – if something goes wrong - He is doing new forms on Website and on computer. The LDC had their finance committee meeting – Finance Chair must convince QuickBooks we need a new password – he will send checks to those erroneously billed.
- **Does BOD need another member?** No one's term is up in May 2023 – do we send out announcement looking for BOD members – open it and allows people to think about it – The Delegate appoints a nominating committee – There were 6-8 resumes the previous year but only two resumes were sent to the Board and then were voted on. We can have up to 10 members. (a special email vote was later taken, voting in favor of adding a BOD member and request resumes.
- **Carol signed contract for the Assembly and a PO Event (Women's Better Living Expo).** PO Coordinator sent (PO) email to Area Treasurer how to pay for it, - charge card – reimbursement from Area Treasurer will send a check. Links of service need to be reminded and followed for signing contracts.
- **Ron's term for new Finance Chair** – he is looking for people as he plans to step down in January 2023 – Board had recommended him – Discussion held with members offering their opinions.
- **Do we remain on zoom** – All voted yes to remain on zoom
- Janice made a motion to adjourn meeting and Shirley seconded it. The meeting was adjourned at 7:30 pm. We closed with the AI – Anon Declaration.

Respectfully submitted,
Janice R. Corporate Secretary

Upcoming Meetings – Sunday November 6, 2022, Fall Assembly

January 18, 2023

March 15, 2023

May 17, 2023

July 2023 (TBD)

October 18, 2023