

**Connecticut Al-Anon Family Groups, Services, Inc.**  
**Annual Board of Directors Meeting**  
**March 16, 2022, at 6:30 pm**  
**Via Zoom**

**1. Opening Serenity Prayer/ Welcome – Carol.**

The Annual Meeting of the Connecticut Family Groups, Services, Inc. BOD was called to order at 6:30 pm by President Carol D and opened with a moment of silence followed by the Serenity Prayer. This meeting was conducted over the ZOOM platform utilizing audio and video technology. Carol D welcomed all present.

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

Absent: Kathy G.

**2. Secretary's Report – Janice** -The January 19,2022 minutes were emailed to Board members for their review both on 2/9/22 and with Carol's revisions on 2/29/22. No further corrections, additions or revisions were made. A motion to accept the Secretary's report was made by Shirley B and seconded by Ann T-V. Minutes were approved and accepted.

The secretary also reviewed prior motions made on 2/1/22 and 2/18/22 that were voted and approved via email with the Board members.

FYI – Secretary filed Annual Report with Secretary of State of CT on 3/29/22.

**3. Treasurer's Report – Michael.**

Total Cash Balance is \$79,951

- Area – \$3,220 contributions January through February
- Alateen – Their own funds were used \$500 for in person and CAWW planned for May and agree with moving bank account if requested.
- LDC – Balance is \$12,551 and having had received \$3,000 from Area in January.
- Convention - \$452. In expenses for virtual Serenity Breakfast – more expenses in March for the Convention (Virtual).
- 2021 Taxes – 3 P&L reports will be sent by Treasurer to Tax Attorney by March 31<sup>st</sup>. Our tax deadline is May 2022.
- Consolidation of Banks – Anticipate the possibility of using one bank in 2023 for all accounts. More action to follow throughout 2022 regarding moving of bank accounts to one bank, Webster.
- Insurance – Michael downloaded our current policies from North American Elite Insurance Co and can make copies available for those interested Board members.

Janice R. made a motion to accept the Treasurer's report as presented and seconded by Ann T-V. Motion passed.

**4. Concept 7 – Present by Carol D – copy attached.**

**5. Election of Current Board Officers (Carol)**

Election of Officers is usually done using paper ballots. Because we are still utilizing a Zoom platform, it will be done by voice only. All members in current officer positions indicated they would remain as current officers. All officer positions were unanimously approved.

Michael C. Corporate Treasurer (4<sup>th</sup> of 6<sup>th</sup> year)  
Janice R. Corporate Secretary (3<sup>rd</sup> of 6<sup>th</sup> year)  
Carol D. Corporate President (3<sup>rd</sup> of 6<sup>th</sup> year)

## 6. Old Business

### a. *Update on Archives Storage at LDC* - Carol

Carol attended a meeting with the pastor and Todd on 3/10/22. The only room available for storage is a closet in the grey room which is quite small. Concerns from June with regards to water damage in the past – but nothing of importance was damaged. The May contract stipulates the grey room and the closet as storage.

Discussion held in terms of signing May contract – need to make sure we are healthy – seems to take a while for contract to be drawn – hard to make decisions just coming from the pandemic and its effects. The Area has budget \$7200.00 for the year.

### b. *Equipment for the LDC Office.* - Carol

Follow-up to emailed motion regarding computer and installation at LDC via a contributing AI-Anon member.

A Computer was installed at no cost to the LDC. An AI-Anon member contributed both the computer and installation.

LDC mgr asked for a wireless mouse priced at \$60.00 – he is allowed to make his own purchases within guidelines.

There is another computer at the LDC that might last through the summer.

### c. *Update re: USPS labels, scale, and boxes* – Carol

Carol noted no scales were sold at local Post Office. No answers via postal website. LDC Mgr. volunteered to research it – Shirley also volunteered to research further.

No decision made at this time.

### d. *LDC mgr* - Carol explained the mgr. always checks with Carol in terms of purchases, etc.

There was no inventory on the following books: *Daily Readers*, *How AI-Anon Works*, *Reaching out For Personal Freedom*, *LP Courage to Change*. LDC now has a full inventory of these books, and the dates and costs of these books were \$5,018.00 for 2/21, 3/8 and 3/15. There were several orders waiting to be fulfilled based on this backlog now received. We do not yet have a total of how much \$ was ordered by members. We don't currently need to ask the Area for \$3000. more this month.

Michael indicated the 2/21 purchase order has already been paid for \$2300.00. The last two items have not been paid to his knowledge. Ron was concerned about balance leftover.

Michael suggested waiting until April to pay remaining balance. However, it looks like both have been paid. Clarification by Kate – do we pay before we receive them, and we do not. We receive them, then pay for them. More questions – in terms of what we are expecting – do we know how much.

Discussion again regarding \$2500. Being paid without approval, (but approval is not needed) so LDC mgr paid \$5,018.19 already. LDC mgr. pays WSO in a timely fashion.

Another flyer could be distributed announcing we have all the literature. Janice suggested to announce at meetings as well until flyer goes out.

Carol will make sure LDC mgr cc's Michael when he emails Carol – with regards to how many hours he works. Michael completes payroll and will make sure mgr. texts Michael.

An inventory will need to be completed.

Ron does not pay bills until April 1<sup>st</sup>. Discussion again about most people pay before they have an order of anything – How Al-Anon Works has been given out as meetings returned in person. Cases were ordered – operating almost like a bookstore. Questions – back orders? All in? Did they over order?

Carol will email Ron tonight as well as call him regarding billing for WSO.

**7. New Business - Carol**

**a. New Candidates for BOD resumes/vote**

The Nominating Committee submitted two (2) names for consideration to fill open BOD positions. The resumes had been emailed to BOD members for their review. The voting is usually done by paper ballot, but we are on a zoom platform, so it was done by voice only.

The two candidates are:

Stephanie L. Swenson - unanimously approved.

Martha R. Nunes – unanimously approved.

Discussion followed regarding their impressive resumes prior to approval. Members voiced their many positive opinions with regards to both candidates being qualified to fill these BOD positions. Carol D will contact the candidates to inform them of BOD approvals.

Secretary will request background checks from Taffy P. Area Secretary.

Secretary will add them to Annual Report to be filed with Secretary of State and complete the 6B Workmen's Compensation Exclusion form and submit accordingly.

**b. Employee Handbook Consideration**

Katie was asked by Carol to work on this handbook. She has asked Ann to help her.

Ann indicated this has been discussed for years and ADP has a handbook which Michael will review and send to them. He is welcome to join them as well. Katie searched online and CT specific would be very helpful.

**8. Dates for future 2022 Meetings – stay with Zoom on Wednesday**

**May 25, 2022 (will also talk about possible July meeting informal) Concept 8 Ann**

**October 19, 2022**

**January 18, 2023**

**All on Zoom**

**Closing** – Carol made a motion to adjourn meeting at 7:48 p.m. Shirley seconded the motion to adjourn meeting. The meeting closed with the Al-Anon Declaration.

**Upcoming Meeting May 25, 2022 at 6:30 p.m. Zoom**