

CT Al-Alon Family Groups Services, Inc.
Board of Directors Meeting
May 25, 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 6:30 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**

The minutes of the annual BOD meeting held on March 16, 2022, were emailed on 4/11/22 and 4/18/22 and were amended per Shirley B regarding post office information and Michael C regarding LDC clarification. Shirley made a motion to accept the Secretary's Minutes and Ann T-V seconded the motion. All voted in favor of accepting minutes with revisions noted.

Martha N and Laura K agree to be removed from the Convention account so the minutes for the special email meeting will be sent out to the BOD. This special email was due to the motion made by Carol D to remove Martha and Laura from the Webster Bank Account and replace with Stephanie as Treasurer, add Janice R to the account (Co-Chair of Convention) and keep Deborah on account (Chair of Convention). It was seconded by Ann and majority approved.

Janice reported she filed the Annual Report to the Secretary of State on 3/29/22 (\$50.00)

Janice also reported sending out the Workmen's Compensation form to Theresa Brandon for coverage for employees who are new officers of an INC or LLC.

The 2020 Board of Directors minutes are now on our website. 2021 to be submitted to our webmaster shortly with necessary redactions. Both sets of minutes are in BOD file.

3. **Concept Sharing** – Concept 8 Ann T-V (Copy is attached)

4. **Treasurer's Report** –

- Current Cash position – Balance \$79,937. 2022 appears to be like 2021.
- Area - \$1,954 donations in April
- Alateen – Utilized their own funds for CAWW and agreed to move their account from Key Bank to Webster when requested.
- LDC – balance set at \$6,763. which is below the \$10,000 threshold. Sales of \$1500 in March and April. LDC received a donation of \$450. from the Convention in May.
- Convention – closed their 2022 Virtual Convention with \$5,488 in April, seed money of \$5000. was returned to the Area in May. Requested they send surplus fund back to the Area from now on. Convention Treasurers have created a new spreadsheet.
- 2021 Taxes – Completed and submitted electronically by Don. Fee is budgeted.
- DOL -stay tuned – DOL claims we have a balance; we have not done anything to warrant this. No more information currently.

- Consolidation of bank accounts – Both LDC and Alateen can be moved to Webster sometime in 2022. The Area and Convention accounts are already established with Webster.
- Insurance – North American Elite Insurance Company has been downloaded and our current policies for use by the BOD. Michael has them available for BOD members.

It was reiterated by the President we do not vote on transferring the \$3000.00 to the LDC account when it falls below \$10,000.00 as it is budgeted in the Area Accounts. Carol sends an email to treasurer to send Finance Chair the \$3000.00 with the additional \$450.00 contribution to place in our LDC account.

Michael will forward accountant's tax bill to Carol who will then send it to Area Treasurer

Regarding the insurance, Carol does not have the policy, Michael will send copies, and this will be addressed later.

Janice made a motion to accept the Treasurer's minutes with the following elimination of a sentence in the LDC paragraph. "The BOD should approve \$2,550 be transferred from the Area to the LDC". This is not necessary, as it is a budgeted item in the Area Account. It was seconded by Katie. Unanimously approved.

5. **Welcome of new Board Members** – Introductions were held, and all Board members gave a little history of themselves with regards to the Board and welcomed Martha and Stephanie. Martha and Stephanie both voiced their looking forward to serving in this position.

6. **Old Business**

- Post Office USPS labels – Shirley
Scale costs \$25.00 with certain offices have them in stock. Media Mail is most cost effective. Click and Ship can be set up rather easily. Once we have accounts labels can be printed. We let postman know items we have to be picked up. Shirley will check towns for scales. With the purchase of the \$25.00 scale, labels come with it. This purchase would streamline our sales and prevent anyone from hurting themselves from putting items in the car, bringing out to the post office. No Vote is needed.
- LDC books are back ordered – LDC mgr. had 20 orders waiting; couldn't order cases as there is no discount. Note at one time we had up to 274 meetings in person, down to 60 meetings currently. Newcomers and members need to know they can order their own books from LDC themselves.
- Carol – Covid is becoming contagious due to a surge; an email went out that people are to wear masks upon entering the LDC or they can bring literature out to customers. A box of masks will be available at the LDC.
- Employee Handbook – Katie and Ann T-V.
Michael put together an employee handbook that he already had and gave it to Katie and Ann. They will review it after the June AFG Assembly. Katie and Ann do not need any more volunteers; they will review the handbook, make revisions, then ask for BOD input.
- 2nd Computer for LDC Carol – LDC mgr. indicates it should last until the end of summer. Carol reiterated the latest computer was a contribution by an AI-Anon member along

with installing it as a contribution. Mgr. can look at prices and see what is available. Nothing to be purchased at this time.

- Convention Committee contributed \$450.00 to the LDC, AWSC and WSO.

7. New Business

- LDC – Inventory – Mid June – Not feasible to complete inventory during regular business hours of LDC.
- Archives – 3 boxes – 10 years of convention tapes contributed by a former GR
- Absentee policy for LDC Mgr. – there is no policy yet, the mgr. does not get paid if he doesn't show. Volunteers cannot have a key to operate LDC mgr's. absence. VM on phone to be changed to explain he is out and LDC is closed that day.

An alternative suggested is the installation of a number pad that costs \$70.00 to install and also provides remote access. 7/5 is day after holiday and will be closed for vacation – therefore, a day that week would be appropriate for the inventory.

- Contracts – Carol – signed contracts for CAWW and Church rent – June 1, 2022-May 31, 2023 (signed it in May 2022). It is an annual contract now (following pandemic). A possibility may be to auto renew with a termination notice as a close. (90-day breach) starting in 2023.

Carol signed a contract with a church in Rocky Hill – St Josephine Bakhita and St James Parish (Merger) with the Archdiocese with regards to paying for Area Meetings that will now be held in person as their officers made an executive decision to be held in person.

8. Dates for Future meetings

- BOD voted not to meet in July for informal potluck
- Next meetings are October 19, 2022, and January 2023
- Assembly June 11, 2022

9. Closing The meeting adjourned with a motion made by Shirley and seconded by Kathy at 8:21 pm with the Al-Anon Declaration.

Respectfully submitted,

Janice R.
Corporate Secretary