

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting
January 18,2023 at 6:30 p.m.

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 6:31 pm 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.

Absent: Stephanie S.

2. Secretary's report- Janice October 2022 Minutes sent to BOD members on 11/17/22 with corrections noted and November minutes sent 12/26/22 with correction of time from 6:00 pm to 5:00 p.m. Both minutes went out again on 1/15/23 and there were no further revisions. Ann made a motion to the accept October and November minutes and Michael seconded it. Unanimous voted taken and minutes were approved.

3. Treasurer's Report- per Michael, Ron completed his time as of last night and Michael will be taking on Ron's role for now until this position is filled. He will network at the Serenity Breakfast; no resumes have come in for the finance chair to date. In summary, 2022 started out with \$78,693 and ended with \$75,595. Michael discussed each account as is listed in his report. LDC and Alateen accounts will still need to be moved to Webster, with the first being LDC. The merchant account was finally closed in December due to errors. Another QuickBooks account will not reopen but a new account at Webster will accommodate the LDC Merchant Account. Regarding income taxes, Michael will gather information for taxes – last year went very smoothly – the treasurers did a very good job, and he believes the convention will use the same format as last year. Tax reports aren't due until May. Area Contributions coming in slowly – meetings are opening slowly -will continue watching LDC to observe its sustainability. Having a credit card reader will help things along and move us into the 20th century. Some discussion followed – Shirley stated Venmo has set up for non-profits now. Carol sent a request for an additional \$3000. 00 for the 1st quarter in 2023 to the Area. Glitches occurred with regards to former names coming up in the accounting system. Michael will handle this. Janice made a motion that a new checking account being opened at Webster Bank to activate the credit card availability as well as the Merchant availability. Katie seconded the motion. Discussion held and clarified by Michael this account will replace the TD account with LDC and be changed to Webster bank. (Alateen is the sole account left to consolidate to Webster). Katie seconded the motion. The vote was unanimous and approved. The secretary will prepare letters, get the letter notarized and give it to Michael at Serenity Breakfast. Carol will be the added signatory to account. Michael has her paperwork and just has to bring it to the bank and open the account. Carol made a motion to accept the Treasurer's Report; Martha seconded it. The vote was unanimous and approved.

4. Concept 10 Martha *Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.*

Martha read from *How Al-Anon Works and personalized how this step has clearly assisted her in her service responsibilities, career responsibilities as well as family issues. Service authority became very clear to her.*

5. Old Business

- a. New Computer Installed – Computer works well, installed at \$25.00 an hour – approval cost was \$1000.00, and it cost well under \$600.00.
- b. Update re: getting USPS labels, scale, and boxes. Carol had a form to review and complete but it was very detailed and unnecessary. We would not save much money if we filed as a non-profit with the PO. The postage would be a little less but nothing substantial. Shirley will research and purchase a small scale – postage labels can be printed on computer or handwritten. There is a separate book rate. Shirley made a motion to purchase a PO scale not to exceed \$150.00 for the LDC. Ann seconded it. No further discussion – Vote unanimous – motion approved.
- c. Employee handbook update Katie will set up meeting with Ann – Michael will send updated (if there are any) copy to Katie. Deborah had completed a loose-leaf binder for new employees.
- d. DOL paperwork – Michael will follow up; not rectified with ADP or DOL.
- e. Member to assist Michael. Michael can use some assistance as he begins to take on Ron's role until that position is filled. The insurance issue was completed and as that comes up Katie can assist him with some of the insurance questions. However, he is anticipating asking a current treasurer when she completes one of her current treasurer positions.
- f. LDC and Finance Chair – Michael talked about job descriptions of both.
- g. Dawn still on QuickBooks bookkeeping – Michael to handle.
- h. Church approved Lock and Mail pick up – Church approved lockbox and Todd will install it at no charge. Discussion followed regarding just using the front door to get in but that is not always reliable if no one can be found to let someone in. A motion was made by Carol that Shirley research and purchase a lock pad that Todd will install not to exceed \$100.00. Michael seconded it. Discussion held – unanimous vote – motion approved.

6. New Business

- a. Merchant Account and Credit card info – This will be resolved with a new bank account at Webster. See Motion under Treasurer's Report.
- b. Tap member for BOD – Carol reported no resumes have come in. Deadline is 1/31/23. Currently, we have nine BOD Members, which is sufficient.
- c. Stephen's Resignation: LDC Mgr. extended his resignation to be effective 2/7/23.
- d. Contracts signed (2) 2023 Assemblies (June and November Assembly contracts signed. Area confirmed no contracts are needed for Area meetings. PO along with other positions will be reminded of links of service with regards to contract signing.
- e. 2nd Phone line and new email
Webmail is the current server – if we go with Comcast or Infinity – emails – can be changed which are free – google mail and that will be solved regarding email issues. The internet is currently with Xfinity. No phone line is needed at this point.
- f. BOD received one resume for LDC position. – Carol will clarify availability with this person. If this person can only work on Saturdays, the church does not have security that day and they pay \$75.00 for four hours and \$ 25.00 if over 4 hours. Carol will ask her if there are any other days she can work. Comments were shared affirming this person's excellent computer skills, knowledge and good problem-solving skills. Members shared that they have worked with her on various service committees including the Convention committee. She was very reliable, creative, and bright.

Carol indicated another person showed interest in another program but did not send in resume yet. Other members again talked about her diligent service to the program, juggles a lot and gets the job done.

Discussion followed about opening on Saturday – generate more business? Costs? Carol will call her and if it can't be Saturday which days are best. Hours?

Footnote: not many LD orders at the last assembly.

LDC – literature – Courage to Change is back ordered.

Brief discussion regarding interviewing prospective candidates – can we talk about promoting LDC, marking and creative skills –

Can always put on chat on zoom – LDC information – Look at job description –

The finance committee talked about things LDC could do beyond survival mode.

7. Dates for future 2023 Meetings Stay with Zoom on Wednesday

March 15, 2023 (Annual meeting)

May 17, 2023

October 25, 2023

January 17, 2024

A motion was made by Michael to adjourn at 8:06 pm and seconded by Ann. The vote taken was unanimous. The meeting was adjourned at 8:06 p.m.

Katie closed the meeting with the AI-Anon Declaration.

Respectfully submitted,

Janice R. Corporate Secretary

**Note: Upcoming Meeting: March 15, 2023, Election of Officers
Concept 11 To be determined.**