

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting
March 15, 2023

1. The annual meeting of the Connecticut Al-Anon Family Groups Services, Inc was called to order at 6:32 pm by President Carol D opening with the Serenity Prayer and Welcome. This meeting was conducted via the Zoom platform utilizing audio and video technology.

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

Absent: Kathy G.

2. **Secretary's Report:** Minutes were sent to board members on 2/13/23 and 3/13/23 asking for revisions/corrections. Michael asked for corrections to be made regarding one resume received for Finance Chair be corrected to read no resumes. Correction was made.

Martha made a motion to accept January's minutes with correction and the motion was seconded by Katie. A motion to accept February corrected minutes was made by Shirley and motion was seconded by Stephanie. A unanimous vote approved minutes.

Janice announced she filed our annual report with the Secretary of State on 3/22/23 and Paid the \$50.00 filing fee. She will request reimbursement from the links of service.

3. **Treasurer's Report** – Michael reported our total cash balance at the close of February was \$78,889, which was up from \$3,294.00 from the beginning of the year. No change with Alateen. The LDC balance was \$12,232 and took the \$3,000 as budgeted in Q1. Ron S has stepped down as LDC treasurer and Michael will be overseeing this position for now. The potential of Convention use of Clover tied to the new Webster LDC account with regards to using a credit card reader was discussed. Area and Convention accounts are now associated with Webster. Waiting for online access for LDC account with Webster. Alateen account to be moved in 2023. The Merchant account with QuickBooks was closed in December and established a new merchant account with Webster via Clover. 2022 Taxes due in May. DOL issue – pending.

Some questions came up with regards to credit card reader– in terms of use, deletions, where it can be used, if it can be used let's say at convention, how when it is used, it will be automatically deposited into LDC account.

4. **Concept 11** – Carol read from Reaching for Personal Freedom – and gave some personal examples.
5. **Election of Officers** – No one challenged Carol as President, Michael as Treasurer and Janice as Secretary for election of officers. All were voted in unanimously to remain in their positions. Thank you.

Carol – 4th of 6th year

Michael – 5th of 6th year

Janice – 4th of 6th year

Old Business

6. **LDC updates** – Carol extended her thanks to Katie and Janice who have been volunteering at the LDC. Sales and contributions totaled \$999.00 the previous week. Another order was submitted to WSO for service manuals and *How Al-Anon Works* – we already sold out two cartons and we are bringing three cartons to Convention. *Reaching For Personal Freedom* is out of stock for now.

The question is how long are we staying open without a manager?

The plan is to take turns eventually – keep promoting position and once someone gets hired and trained, there will be no need for us to volunteer.

Consider bringing hiring flyers to the convention and display at Literature table. (Can't place on any walls).

USPS Labels and Boxes

We need to figure out the labels and how to get boxes since we already have a scale. Shirley can come in and use the computer to set up a postal account and mail. They will pick it up and we can weigh our packages using our scale. We can set up a UPS account and print labels for us and schedule when it needs to be picked up or leave it at the front desk. Payment is by debit card, and it can be tracked. We can go with book rate/ manuscript rate - free envelopes too – we have a lot of boxes, if we use our own boxes, we have to measure.

Lock is not currently up yet; Todd will be putting it up. Shirley – Only current board members will have master code. The LDC manager would have the entry code (not the master code). If the manager leaves the LDC, the entry code will be deleted.

Michael – we need to set up a list of passcodes and update accordingly. Good banking hygiene calls for caution and ascertaining a person's name is removed from the bank account when no longer employed by the LDC. Michael will reimburse Shirley out of the LDC account to cover the cost of the lockbox.

4. Employee Handbook – Nothing to report per Katie and Ann as they haven't had a chance to do anything. More information is needed, and Michael will access the ADT account.

5. New Business

Credit Card reader (discussed during his treasury presentation)

Tomorrow or Tuesday, Carol will download the app on the computer – she is all set.

Michael will send Katie access to the Merchant account, and it will also be tied to Carol's LDC log in on the computer so that the LDC will be set up accordingly.

Meeting Dates:

May 17th

July? Yacht Club (Consider)

October 18th

January 17th, 2024

Carol signed a contract for 36 APA Academy PA 3/26 Mystic Marriott.

Either Michael or Carol can sign contracts, no one else can sign contracts.

Martha reminded us you can have a mini scanner on the phone, and you can scan copies on phone and forward it to email.

Shirley made a motion to adjourn the meeting and this motion was seconded by Stephanie. Unanimous vote to adjourn meeting. The meeting closed at 8:12 pm with the Al-Anon Declaration.

Respectfully submitted,

Janice R.

Corporate Secretary