

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Board of Directors Meeting**  
**May 17, 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 4/30/23 and 5/1/23 for revisions. Corrections made with ADT account, adding in May 17 meeting date, clarifying only Board members will have master code with LDC manager having entry code. Sentence stating Michael will reimburse Shirley for lockbox also corrected. A motion was made by Ann to accept the Secretary's report as amended with Martha seconding the motion. A unanimous vote approved minutes.
3. **Treasurer's Report** – The year ended with a total cash balance of \$80,923, up \$11,073 from the start of the year. In-person meetings are reopening, which is helping the LDC. LDC has been improving since 2022 so we can remain cautiously optimistic. Convention sold literature; the Area Account is now established with Webster as is the Convention account. Although a Webster Account has been established for LDC, we are awaiting online access. The Alateen account needs to be moved to Webster in 2023. Alateen is agreeable to changing bank accounts as they are the only account that remains at Key Bank. The QuickBooks Merchant account closed in December due to errors. We have established a new merchant account with Webster via Clover. We can still use PayPal. Taxes for 2022 were filed on May 15<sup>th</sup>. Michael will still follow up with ADP/DOL. The balance of all accounts was \$69,850 in start of 2023, \$78,833 in February 2023 and as of April \$80,923.

Michael learned he is unable to change bank accounts online with one tax I.D. number, therefore, he will do so in person. Michael will set up an Alateen Account with Webster by the end of the year. Carol and Katie are authorized to have access to the Merchant account that includes PayPal and Clover. Per Carol, DOL has been resolved but keeps sending us bills, the last one \$950.00.

Stephanie clarified that the balance in Convention account was \$8,151 which included the \$5000. Seed money and \$925.00 was contributed to 3 accounts, LDC, Area and WSO.

Michael reimbursed Shirley for the lockbox. Per Shirley, "Respectively" to be changed to "Respectfully" on his report. Michael created a flyer with regards to a Finance Chair vacancy. The last time we received \$3000.00 from the Area was in January, we had purchased more WSO literature in 2022 and are now selling it. Shirley made a motion to accept the Treasurer's Report with correction and Janice seconded it. All were in favor and motion passed to accept the Treasurer's Report.

4. **Concept 12** – Stephanie read from Paths to Recovery about the Warranties. She reviewed each one briefly. Warranties remind us not to hoard cash but to have an ample reserve, authority is found in a

group conscience, which reinforces principles and that all minorities be heard, no action be punitive and principles above personalities, also demonstrates democracy.

Note: Carol added she received a bill for taxes in the amount of \$1000.00 (Board Expenses).

### **Old Business**

1. **USPS Scale** – Reviewed and tested “Pirate Ship” to get Media Mail. Katie purchased a digital scale and tested it, works very well, tested Pirate ship click, which enables Media Mail. Can do labels as well. It will be an automatic pick-up shipment from LDC on Wednesdays, envelopes and boxes will need to be measured. Credit cards are working well online.

Carol thanked Shirley for working so hard on the research and talking to the Post Office, and thanked Katie for following up on the scale, Pirate Ship and making sure our weights matched with the Post Office.

2. **Employee Handbook** – Katie and Ann – Katie received it in March and started to edit it, reasonable topics, liability coverage has a good explanation – Katie would like Ann to review it to make sure the legalities are correct- Michael will add business and Katie added CT to it. Katie will send Ann her edited piece for review. Should be set for new employee.

3. **Regarding Lockbox**- Todd wants to install lockbox but there is a complication regarding adding blue tooth to computer. Shirley thinks it can still be done without the computer. Two cards – longer and shorter instructions – come with a key as back-up, everyone would have a code, we can download an app. Set up, establish code plug in to bldg. Wi-Fi- when in hallway did not seem to allow us to use the app. Shirley will get model # and explore this further. Instructions per Katie listed no alternatives. Shirley also talked about the battery, when low, you have at least a week to change the batteries (blinks to let you know it’s time to change).

Martha wondered if there is a program that comes with the app for it to work? Shirley also reiterated only someone on Board should know master codes – there are up to 16 other optional codes available. Building mgr. can have a code but not the master code. This brought up (Michael) an issue of having a central repository for passwords, bank accounts, etc. There will be two places for storing passwords. Secretary noted the storage for them.

Regarding Procedures in LDC office – discussion followed regarding how procedures are kept, are we starting new procedures, if we set up virtual accounts, will these procedures be recorded? Systems for passwords were also discussed and suggestion was the secretary store them safely. Katie discussed how she is working on these procedures and codes were under a desk blotter – some user and password codes pre-fill when using the sites such as WSO. The majority believed the codes should remain in a safe place and the secretary will also have the codes safely in storage. Paper copies could be on a USB stick and have a central location – there will be electronic versions on the computer as well. When we hire a new LDC mgr., the former information will be purged and replaced with updated office procedures and daily operations.

## **New Business**

1. Carol indicated she signed the Camp Haz Contract. She then raised the issue of the South Congregational Church raising the rent by \$60.00 and this is the first time they have ever asked for a raise. Electronics and archives is not included as square footage and should be. Much discussion followed with Board members – concern about those rooms housing extra equipment needs to be in contract also In terms of flood insurance and/or renter's insurance in case there was damage to our equipment and/or archives what is the policy indicate?

Can we handle the rental increase. There needs to be a process and policy incorporated when the rent is raised -

Carol made a motion to ask the church to include an addendum that acknowledges the usage of archives and electronics in another storage room and to acknowledge the 60% increase monthly. Ann seconded the motion and a unanimous vote approved and passed.

2. **Lois- new hire for LDC** – Michael was the only Board member who did not have the availability to interview Lois on zoom. Those of us that did remained on zoom and discussed the interviews held. Previous email minutes conveyed the motion made to hire Lois, seconded and unanimously voted upon. Lois did receive Area Secretary's questions for the criminal check and will complete and get back to Carol. Lois can also complete the ADP paperwork online. ADP has all the forms. Janice and Carol will be available to assist Lois while Katie is away in June.

3. **Credit Card Reader** There will need to be a formal procedure for credit card readers usage, and we will need to compose a proposal from BOD about how it is to be used at AI-Anon events. Literature training – we only now have one card reader. Michael will write up a procedure. Katie made a motion to develop a procedure for the use of the credit card reader at AFG events. Literature sales are separate from the convention budget. Martha seconded the motion. All voted in favor of this motion and the motion passed.

Clover is working nicely at the LDC for credit card sales. Katie and Carol have the passwords to sign in. Katie and Janice will work on the procedure and Michael will coordinate the bank aspects fit.

An early evening for a potluck "social" meeting on Dock Rd. is tentatively scheduled for 8/2 . A brief meeting will be held.

Concept 1 – Shirley

Janice made a motion to adjourn the meeting at 8:13 pm. Ann seconded it; and all voted in favor of closing the meeting. The meeting adjourned at 8:13 pm with the AI-Anon Declaration.

Respectfully Submitted,

Janice R  
Corporate Secretary