

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting Minutes
October 18, 2023 on Zoom platform

Present: President Carol D., Secretary Janice R., Shirley B., Ann T-V, Kathy G., Katie D, Stephanie S.

Absent: Treasurer, Michael C. Martha N.

1. **Opening – Serenity Prayer/Welcome** - Carol D opened with the Serenity Prayer and welcomed all board members.
 2. **Secretary's Report** – Janice reiterated she emailed minutes twice to members with amendments made. Katie made a motion to accept the minutes and Carol seconded the motion. All voted unanimously to accept the minutes.
 3. **Treasurer's Report** – Sales are continuing to increase with Katie working on a trending analysis. We have a total of \$10,000.00 in combined accounts. Webster's balance is from credit cards. We did take \$3000.00 from Area in the first quarter and took it again this last quarter. Our balance is \$7,323. We use the TD account to pay bills. Note: Carol is unable to transfer from Webster to TD and will discuss with Michael upon his return. \$57.00 for the Fall workshop to is there to keep account open. Convention account – is seed money. Michael is taking care of the DOL issue. We received a letter from IRS stating the Form I-90 was not filed with our taxes; this will be taken up with our tax attorney. Insurance bills explained, we have three policies. Alliance is for accidental insurance; Zurick is for workmen's compensation and our commercial crime policy is through the Hartford. Stephanie (Area treasurer pays all the premiums and LDC then owes her 1/3 of the Alliance Premium to be sent the same month. Some discussion followed with regards to insurance bills sent to Area and Carol rectified address to be sent to Area Treasurer c/o PO Box. Katie can transfer the amount to the Area account. However, she will discuss this with Michael first.
Note: Shirley presented the question regarding the Alateen account not being transferred yet and how can we assist Michael with getting this done? This will be approached with treasurer.
A motion was made to accept the Treasurer's report by Ann T-V and seconded by Carol D. All unanimously approved the Treasurer's report.
 4. **Shirley spoke on Concept 1.** She spoke of the history and how the Concepts were written by Lois in 1984 using AA concepts as a resource. Concepts became permanent in 1963. Shirley emphasized again guidance and business being led by group consciousness and polling members – directs how program work beyond that of staff and trustees, leaders are trusted servants, they do not govern, HP guides us. One authority a loving God. Groups can stay true to themselves but must stay within WSO guidelines.
- Old Business**
- Employee Handbook**
- a. Ann T-V is stepping down from this service. Katie did not have well documented policies and procedures. Katie and Lois (LDC Mgr.) are working on a notebook with updated procedures. The employee Handbook will be tabled at this time. Carol thanked both Katie and Ann T-V
 - b. Clover card for convention – need a protocol for setting up the credit card reader for literature table for Convention and will test it out at LDC. We don't have Venmo– we have PayPal. Need to write up protocol.

New Business

- a. **Flood in storage closet** – Archives and some Properties signage was damaged. Shirley will inquire about the cost of restoration. Janet and Shirley (Properties Chair/Co-Chair for AFG Convention surveyed the damage and will get a price on replacements. A claim will be filed by the church not

us. Some archives were damaged as well, and our Archives Coordinator will be notified. The question is how to put a price on the archives that were damaged? The Archives Coordinator will be given Shirley's phone number.

- b. Finance Committee Dissolution – Discussion followed with regards to finance committee members and having an option to become a board member or assistant treasurer. Carol D stated she never received any resumes for BOD last year. She will look at resumes she has; Ann indicated the Finance Committee is a separate issue from what happens afterwards. We have one treasurer and most of the Finance committee is from LDC treasurer. Discussion followed regarding job descriptions of LDC treasurer from Finance Committee and Treasurer on the Board. Michael took over LDC treasurer when Ron left. The treasurer also oversees ADP payroll. Ann made a motion to disband the Finance Committee and Carol seconded such motion. Katie thought it is a good idea to have a checks and balances structure. Ron did report to the Board and/or gave his info to Michael. Stephanie confirmed these are two separate issues – Unanimous vote in favor of disbanding the Finance Committee.

Carol will look at resumes and pursue someone who can later serve potentially as a co-treasurer (it is in our by-laws.

Janice will look up job descriptions and send them and Stephanie found a job description for LDC treasurer and will send it.

- c. Minimum wage increases Jan 1st to 15.69. Shirley B made a motion to increase LDC manager's hourly wage to \$17.00 per hour. Ann T-V seconded it. A unanimous vote approved the motion. This will take effect on January 2nd, 2024.
She is well past her probation. Not enough business yet to open two days per week.
- d. WSO Book Bundle – The books offered by WSO in a bundle for \$25.00 are Discovering Choices, Intimacy and the Alcoholic Relationship and Living with Sobriety. We have on hand, 6 DC, 10 I, and 13 LWS. Free shipping can be done with Pirate Ship, it is decided LDC will offer bundle as well with free shipping. Lois will do a flyer, we won't charge for shipping and once the date is reached, we can return to selling individually. No motion needed.
- e. New board members – hold for now.
- f. 2nd Phone Line - \$25.00 more per month. The problem is when the phone is in use, can't receive messages, people are calling in – also can't use the other phone if one is on the phone, when a new book comes in there will be over 250 phone calls to make. Do we have to purchase a new phone with Comcast – we now pay a good amount per month (and that is for one day a week) total with internet.

We can't pro-rate it. Discussion centered on google voice options, buying a cell phone would that be cheaper – we would still need a plan. Can we pro-rate Comcast costs. \$159.52 is the bundle which includes internet \$5.00 service charge and 11.92 tax. Carol will call Comcast to see if they can offer them a lower bill or deal.

Shirley made a motion to close the meeting at 8:29 pm Carol seconded it all were in favor.

The meeting was adjourned at 8:29 pm with the AI-Anon Declaration.

(Note: Ann T-V – concept 2 next meeting.)

Dates for Future Meetings

January 17, 2024

October 16, 2024

March 13 or 20, 2024 (decided March 20th)

May 15, 2024

Respectfully Submitted,
Janice R. Corporate Secretary