

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting Minutes
January 17th 2024 at 6:30 pm on Zoom platform

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

Absent: Kathleen G.

1. Opening – Carol D, President, opened with the Serenity Prayer and welcome all members.
2. Janice- Secretary mailed October minutes on 1/11/24 and amended them and re-sent them on 1/16/24. Corrected Martha's absence. The group agreed to include LDC Mgr's hourly wage. The secretary will amend the minutes accordingly. Shirley made a motion to accept amended minutes and Katie seconded it. All were in favor and minutes were approved.
3. Treasurer's report – Michael favorably reported LDC sales increase and showed the comparisons from 2020 and now. Michael assured BOD he will transfer bank accounts in the next couple of weeks. TD is our checking account and that is what we pay for WSO literature costs. The tax issue was sent electronically, and it will be resolved.
Generally speaking, the year reflects how many more people are ordering books. Credit card orders are increasing – it is beneficial to have a card up and running. Clover is working as well as PayPal. Michael's report indicated the end of 2023 showed a balance of \$73,026.00 in all accounts.

Comparative Analysis -Katie did comparative analysis going through daily logs, bank statements, shipping costs, and check reconciliation. We have had a profit for the first time, \$4000. The New reader boosted sales considerably. Total LDC income of \$47,817. It shows a 56% increase over 2022 full year income of \$30,590.

Carol mentioned the ability to transfer funds from Webster to TD is necessary. Refer to # 5.

Literature sales at conventions, hopefully can keep selling literature - a positive trend is beginning. Carol thanked Katie and Michael. \$6000. was transferred to TD bank. We are at 12,000 now, but after we pay WSO we will be closer to \$10,000.

Ann made a motion to accept the Treasurer's report and Stephanie seconded it. Votes were taken and all were in favor. Treasurer's report accepted.

Note: Carol – WSO is in their 3rd printing.

Bundle – They did not sell well at WSO, which is probably why they did the bundle offer. We ordered 20 bundles and sold only 5.

Katie was thanked for her comprehensive comparative analysis.

4. Ann read her Concept 2 summarized from Paths to Recovery.

Old Business

1. Protocol for card reader – Literature Volunteer, Coordinator and Convention Chair of literature doesn't think we necessarily need a card reader. There were not that many people last year, maybe 12. There is an ATM machine at the hotel.

Michael has the actual reader and there is one at the office. It is easy to use. Michael and Shirley will help Trish and train her on protocol for card readers at the Convention. Shirley indicated they should be free. But Michael will see that there is more than one.

2. Employee Handbook – Lois is editing and organizing procedures. This will remain tabled.

3-4 Damaged Items – Supply closet flooded – BOD president was not notified in a timely manner. Lost a fair amount of signs, Janice, Shirley and Janet came in to assess the signage damage and Carol looked at the archive damage and notified Justice, Archives Coordinator. The church does not have flood damage insurance, and Michael checked ours out, we do not have coverage either. Shirley was going to investigate someone – This has occurred previously and that is why archives, electronics were moved to top shelves. Ironically, the signs were on top of shelves, and someone had moved them to the bottom shelf on the floor. Difficult to value archives, they are not replaceable. Giant legal pad worth 20.00, Shirley does know of someone in Berlin and will check with him. Justice will have to handle archives.

5. Transfer of Funds - during the Treasurer's report being given, Carol discussed that having the ability to transfer funds from Webster to TD is necessary. \$2500.00 was sent to WSO in early January but we still have a balance.
6. IRS Letter -Don R. is handling IRS questions as IRS claimed they did not receive the electronically sent forms. He stated this was a mistake; he spoke to Carol, and it will be resolved as he indeed sent them out.
7. Sold 5-6 bundles – convention raffle chair bought a few.

Since we have been using Pirate Shipping (a very reasonable shipping venue) we charge less, and we didn't charge for shipping on these bundles. We had one month higher in shipping costs due to the back order of new reader.

New Business

1. No new resumes – Webmaster informed Carol 2023 BOD information on website. Webmaster is aware of dissolving the finance committee. He suggested a flyer to submit your resume – looking for someone with financial experience. A member was asked but declined at this time. There is perhaps another member that can be tapped as well. One more member was asked and declined. Michael will complete a flyer.
2. Phone line – issue with not being able to use phone when in use, only one line, many orders, listening to vm, our current bill increased from 185.00 to 212.00 new charges – addition – voice service and prices went up. We could save 10.00 if we go auto pay. Questions again regarding why we need a second line – we are also being charged tax. – There is no easy solution here. Shirley indicated GoNetSpeed is \$59.00 per month -our email would have to be changed – Shirley will call GoNetSpeed - Carol will contact comcast again - This issue to be further discussed at March meeting.
3. Flyer regarding Volunteers - LDC mgr will put together a flyer seeking volunteers and list job descriptions of volunteers. Regarding volunteer guidelines – it was suggested she talk to Trish and Catherine, who have volunteered for awhile and get their input. Don't

want to be bogged down with volunteer guidelines – keep this simple. Employee handbook is not to be confused with volunteer guidelines.

4. Lois requests ½ extra day – 4 hours Carol explained along with Janice – there are many interruptions, walk ins- mail orders, shipping labels and telephone. It is a lot to navigate for one person. An inventory will be completed on 2/1/24 and others are coming in to help. LDC mgr has great ideas about organizing things and Carol explained at her probationary period ended to just concentrate on the present responsibilities. Janice also stated she doesn't need to get bogged down on organizing office, to focus on the duties and sales and financial responsibilities at this time. Shirley made a motion to extend her time to 4 extra hours per week for four (4) weeks and Michael seconded it. A unanimous vote was taken and approved.
5. Janet S has a scanner she would like to donate. It would need to be hooked up to a computer as the one we have now is not hooked up to a computer. Questions arose as to what kind of scanner? Does it work by itself is it wireless? Solution – Katie connects scanner to computer – most printers today are wireless. It will not be stored at the LDC for anyone to borrow.
6. Carol was given an envelope with a \$5000 check (Grant) from the McFee Giveback fund that was mailed to the LDC.
She reviewed the service manual and consulted with Michael; it is from a Charity Foundation: it cannot be accepted. Carol, along with Katie's input, composed a letter and explained why it cannot be accepted. Included in this letter was the fact we do, however, accept contributions. The foundation informed Carol to return the check rather than shred it.

Other Business – Shirley received a call from a member who was concerned her home conversation might have been overheard at her place of employment when the manager identified herself from the Al-Anon Literature Distribution Center. This was discussed with LDC Mgr and to be aware of discretion. 2/1 LDC inventory to be done.

Next meeting – Michael will do Concept 3.

Next meeting is 3/20/24 at 6:30 pm

Carol thanked everyone for attending.

A motion to adjourn was made by Shirley at 8:02 pm and seconded by Michael. All were in favor and the meeting was adjourned.

Respectfully submitted,

Janice R.

Secretary