

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting Minutes
March 27th, 2024, at 6:30 pm on ZOOM Platform

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

Absent: Kathleen G. Katie D.

1. **Opening – Carol D** The Annual meeting of the Connecticut Al-Anon Family Groups Services, Inc was called to order by the President, Carol D. Carol opened the meeting with the Serenity Prayer and welcomed all members at 6:31 pm.

Secretary Minutes – Janice stated she sent minutes out 2/22/24 and 3/25/24 for revisions. Correction made on balance of 73,026.00 (period replaced by comma). Ann T-V made a motion to accept the minutes, Martha seconded, unanimously approved.

Treasurer's Report – Michael reviewed Webster accounts, Increase in March from credit card literature sales at convention. LDC had over \$5000.00 in sales during the month of March; January and February were also healthy.

Discussion first centered on the bills not being paid to WSO in a timely manner. There was some confusion as to who would pay the bills while Michael was recuperating. LDC needs to resolve these payments. Michael was able to stay on top of payroll while recuperating. Michael has continued to do payroll and Carol will clarify with Katie about payment of WSO past due bills.

There was some confusion as to who would do this while Michael was recuperating. LDC needs to resolve these payments. Michael was able to stay on top of payroll while recuperating. Consolidation of bank accounts still needs to be accomplished. The merchant card reader went well and although one card reader did not work well, it was replaced and that one worked beautifully. The DOL issue is still claiming we did not submit three reports in 2021 and 2022. ADP did send them these reports, and it is a mistake on DOL's part, not the LDC's. LDC does not owe them any money. Regarding the \$1500.00 penalty to IRS, we do not owe any taxes, our accountant sent a reasonable explanation, and he did it electronically. He did not use the 990EZ form but could have. The Convention balance is approximately \$11,000 + will have a clearer amount by the end of the month. The complete balance of all accounts is \$84,000.

In summary, there was some expected downfall during pandemic, but financial aspects are now healthy. More discussion followed regarding payment of WSO bills and Katie was willing to pay them but thought Michael had paid them. TD did not have enough in accounts to pay past-due bills. Bills must be paid in a timely manner to WSO. Katie had just paid \$1700.00 and was willing to pay them but thought Michael was paying them. TD has less \$ to accommodate payment of these bills. Katie has paid \$1700.00 so far. Money will be transferred from TD to Webster to pay all bills.

The plan is still to take money out of TD and place it into Webster. The balance owed to WSO is quite high. We should have online access now and/or we can send a check.

Carol set up Comcast for auto pay. Carol discussed some concerns with tax issues.

Our accountant was using the 990EZ form but could not use that form electronically. Michael did talk to the IRS as this started in November of last year – this will be a topic discussed at a later meeting.

Re: consolidating Alateen account into Webster bank account– Michael believes transferring to Webster right after the CAAW event would be the time to transfer bank accounts. We have multiple bank accounts under our tax code.

Also, Stephanie volunteered she knows someone she can call regarding online access, etc, transferring funds at Webster if we need help with any problems. Michael said we can just send a check. Katie would like to continue to work in her capacity.

Clover – information \$808.00 in Cash, \$ 802 Clover credit – \$1603.00 in sales from Convention. (doesn't add up to 1600.?)

Stephanie made a motion to accept the Treasurer's report and Ann seconded it. All were in favor. None opposed, voted unanimously and the report was accepted.

Carol asked if anyone had any questions regarding Katie's report? None were presented and Katie was not present to discuss it.

Carol – they completed an inventory in 2024 but wasn't sure how to report the inventory mathematically. Will follow up.

Concept 3 – Michael completed and read from page 308 *A Little Time for Myself*. Key concepts were transparency and trust. He will email me his report.

Postponed election of officers until Shirley can come on Zoom tonight.

OLD BUSINESS

1. Clover -- credit card – Other than one incident with an old phone, it was replaced, and things went well.
2. 50% walk in registrants asked for credit cards – could be used next year – something to consider.
3. Scanner – Janet gave it to Archives for use at Area Archival meetings – LDC can use as a backup.
4. Transfer accounts to Webster – already discussed during Treasurer's Report.
5. IRS letter discussed. The letter went to IRS 5 months later.
6. Comcast – Carol called them about a second phone line – not cost efficient. \$212.00 was the last bill – a lot more than the previous bill – we had a contract for 3 years; 3 years was up she negotiated, and it is now \$145.46. Now autopay and paperless. They suggested calling annually to get a deal. The last two months have been going smoothly – paying a lot less.
7. Volunteers at LDC – Lois completed a flyer. Two people are interested and will come in April – meet the other volunteers to see what they need to do. Carol will be gone from 4/11-4/18 the volunteers can start in May – Lois is away 3 weeks in June. Trish is on vacation for two weeks in July and Catherine 2 weeks. Carol would like volunteers to have a voice.
8. LDC inventory – went well – completed it 2/1/24. Kathie found a glitch with a term that didn't work and complicated the system regarding income and expenses and corrected it. Michael will need inventory information.

NEW BUSINESS

1. New resume submitted by RM - BOD members believed he was very easy to work with – Carol had no concerns with his resume, well qualified. A motion was made to accept his resume and offer

him the Director position at the BOD by Martha N and seconded by Ann. All were in favor, none opposed, (unanimous) and the motion passed. Carol will call him and offer him the position. Janice will send him by-laws and create a binder for him and include 2023 minutes.

2. Discussion followed regarding form 501 C and tax-exempt form. Two letters, one letter talks about us being a public charity. Lois needed some supplies and gave her two copies and Staples told her it had to be renewed. Ann – said it depends upon the entity you are showing it to. Depends on what you need.

Note: \$6.95 cost to be able to scan myself and send it first.

3. Contracts: Re: contracts Carol is the only one to sign contracts. Any contracts signed by someone else makes contract illegal. Question about dated tax exempt form. Martha thought the form had to be updated annually.

Shirley arrived and annual voting for officers took place at this time.

4. **ELECTION OF OFFICERS: VOTED ON ZOOM BY VOICE** (note: Kathleen G has stepped down as BOD Director.

First a discussion about positions.

Carol will accept the position of President, no one is interested.

Treasurer – Michael stated he will step down as he has only one more year left – He will continue to do payroll and Katie is very interested in stepping up as Treasurer. Michael said he will support her and switch roles – he will continue payroll.

Ann – we must be careful – with what we are doing – we never talked about having an assistant treasurer– Ann expressed concern regarding having an assistant treasurer without fully discussing it. Katie's role was not official.

More discussion followed regarding Michael's role and the treasurer position. Michael is not considering this role – he does not want to be treasurer anymore. Ann clarified taking those duties and role of LDC treasure/ finance – Katie said she would do it until Michael came back is what Ann remembers Katie stating per Ann's recollection. Stephanie questioned who has done payroll in the past. Michael started doing payroll a few years ago and stayed with it.

Stephanie asked who in the past did payroll. Michael picked it up two years ago. Michael got involved and has been doing it every two weeks. He worked on it while recuperating as well.

Stephanie, we need to vote for a Treasurer – A vote needs to be taken if Michael is officially stepping down. Questions came up is Katie willing to be treasurer, will she do payroll? It was clarified by President Carol that Katie is willing to be Treasurer, and Michael indicated he will train Katie with regards to payroll. A decision was to vote on Katie as Treasurer after much discussion and in time, discuss and consider an assistant treasurer.

Is she willing to do payroll? Martha – it seems we must identify the Treasurer LDC and merge them with the treasurer for BOD.

Michael stated he is stepping down as treasurer. Now we must vote on a Treasurer position. Michael said he will step down but will help. Katie will be treasurer.

Carol – Katie is ready to step up when someone's term is done or someone steps down. (such as Treasurer).

We elect her tonight – down the road have someone step in and learn if needed.

Carol will stay on as no one expressed interest to be President. Carol would like everyone to think about this position when she steps down. (her time is up in 2026)

Ann is moving out of state – and looked at bylaws, it doesn't say anything about being out of state. She could stay on she has one year left. Our meetings are virtual. She is moving at the end of June – and has been a very important member of the BOD. Carol made a motion to have Ann continue this year out, Shirley seconded the motion. All were in favor; none were opposed, and the motion passed unanimously. Ann will stay on for her one year 2024-2025 remaining term.

Carol – will stay on as President - Shirley made the motion for Carol to remain President, Michael seconded it and all were in favor. None opposed. Motion passed unanimously. Fifth year of 6-year term.

Treasurer: Carol made a motion to nominate Katie as Treasurer and Michael seconded it. 5 voted in favor. Ann tv abstained. Motion passed. No further discussion. 4th year of 6-year term.

Secretary -Janice – asked if anyone was interested in this position – no one was interested. Janice will remain as Secretary – Michael made the motion for Janice to remain as Secretary and Shirley seconded it, all were in favor, motion passed unanimously. 5th year of 6-year term.

(note: Janice will file annual report with the Secretary of State and add Ron M to the Contact BOD List for 2024.

Director: Stephanie stays on as Director – Ann made the motion, Martha seconded it, all were in favor, none opposed, motion passed unanimously. 3rd year of 6 -year ter.

Director: Shirley remains as Director – Janice made the motion, Stephanie seconded it, all were in favor, none opposed, motion passed unanimously. 6th year of 6-year term.

Director: Martha – remains as Director - Michael made the motion, Ann seconded it, and all were in favor, none were opposed, motion passed unanimously. 3rd year of 6-year term.

5. Concept 4 – Stephanie – for May 15, 2024, meeting.

Shirley will have surgery on 5/14 and won't be at the next meeting.

Carol reviewed By-Laws and stated our meetings should be held on the 3rd Tuesday of March – Ann and Janice stated she can change that as it is not against the bylaws if all agree when to hold the meeting and Carol has notified us to inquire the change in date if she notifies BOD members.

6. Ann made a motion to close the meeting at 7:55 pm

Shirley seconded the motion. All were in favor. None opposed. The meeting adjourned at 7:55pm with the AI-Anon Declaration.

Respectfully submitted,

Janice R.

Janice R
Corporate Secretary