

Connecticut Al-Anon Family Groups Services, Inc.
Board of Directors Meeting Minutes
May 15, 2024

Present: President, Carol D. Treasurer, Katie D. Secretary, Janice R. Shirley B. Ann T-V, Ron M, Martha N. Michael C. Stephanie S.

1. **Opening:** Carol D. opened the meeting at 6:30 pm with the Serenity Prayer. Carol welcomed all and especially our newest BOD member Ron M.

Secretary's Report/Minutes – Janice sent out March minutes on 5/1/24 and 5/2/24. Deletions were made regarding a few statements on pages 1-4. A motion was made by Katie to accept the minutes as revised with Shirley seconding the motion. The minutes passed unanimously.

Treasurer's Report – Katie – Bills are being paid via the Webster account. As of 5/25/24, Katie has been added as a signatory to the bank account with Carol remaining on the account. The last thing to occur is to have the Alateen account added to the Webster account to consolidate bank accounts. There is a new Alateen coordinator – Ann B. Bob B is Alateen Treasurer. Katie will handle this transfer.

Per Katie's report, the YTD income for LDC is \$19,045 which includes literature sales, contributions and funds from the Area. Literature sales of 13,325 account for 70% of our income which was up 24% over 2023 April YTD literature sales of 10,775. Contributions YTD through April were 1,777 (\$697. from regular contributions and \$1080 from the Convention or 9.3% of total income vs \$1,113. for same period in YTD 2023. This YTD the LDC utilized \$3,000 from the Area for the same period YTD in 2023. Payments are now current with all back orders from WSO and going forward, any outstanding payments to WSO will be no later than 60 days in arrears.

The YTD Payroll, including taxes, fees and volunteer mileage was \$3,000 vs \$1,313 for the YTD in 2023, reflecting the manager position vacancy from February through May 2023.

Discussion followed regarding DOL and outstanding invoices, (unemployment compensation premiums and ADP supposedly sent them in). The DOL bill is being researched further as Katie has a statement indicating penalties and interest totaling \$1148.43. The board never received ADP statements in addition to having had issues with DOL communication. ADP did state they paid premiums for Unemployment compensation. Katie will contact DOL again and see if we can receive a non-profit discount – we have been billed for unemployment insurance, there are some questions regarding receipt of unemployment income. Carol explained we did not owe money per DOL as per her phone attendance of Unemployment DOL hearing in 2022. She was told no additional action was needed and believed the issue had been resolved. Then we receive a bill for delinquent bill for \$860.00. Question per Board member Ann regarding paperwork about

this. It was emphasized that we need written documentation that we are not responsible for any of this money in question. Katie will call DOL and inquire about these charges and delinquent invoices.

The Merchant account is good. Taxes are all set for the year; she worked with Don R. Invoice for taxes was \$1250 with \$500.00 discount. This comes out of line item for Board. Carol will send an invoice to Stephanie; payment comes out of the 1800.00 Board line item.

Discussion regarding getting a better interest rate for our savings/bank accounts, accurate inventory records, needing to request \$3000.00 from Area soon.

Katie is doing a cost analysis in order to forecast projections, so we need to know how much it costs to operate and have this information before the Budget meeting in August. Are we underestimating or overestimating We will have a clearer understanding based on the information I have along with the spreadsheet I have completed.

Upon completion of the report by Katie, Michael made a motion to accept the Treasurer's report with Janice seconding said motion. After the above discussion, the motion passed unanimously.

Introduction of new Board Member – Ron M Carol introduced Ron M to the board members, and all welcomed him. He will be a wonderful addition and has an excellent background.

Concept 4 – Stephanie talked about “Participation is the Key to Harmony” and mentioned the readings from *How Al-Anon Works*, on page 132. It delineated how participation is necessary when we are asked to perform Al-Anon service work and making decisions. Moreover, the principles for Concept 4 are mutual respect and willingness.

1. Old Business

- **WSO bills** are up to date. Back orders all went out. Can't seem to keep Al-Anon faces Alcoholism – PO orders absorb the physical inventory on the shelf.
- **Taxes** paid. (CT and Federal taxes) Invoice to be paid.
- **Consolidation** The Treasurer is in the process of consolidating and moving accounts (TD and Alateen) to Webster.
- **Volunteers at LDC** -Lisa D is a new volunteer at LDC. She is doing a great job, learning the ropes and is a very hard worker. Another volunteer will be stepping up in July.
- **LDC inventory** – LDC manager, Lois, needs Katie's help with putting inventory in the system, the software doesn't seem to cooperate with the data entered. We have a good inventory – it was done in February; the issue is putting it into QuickBooks (QB).

Discussion followed about how QB gives a negative number then we add – and when we check it, it doesn't reflect it properly. The Tax Accountant needed a number, and we have to have it available for him, so we gave him the physical count.

It concerns the number of pieces of literature entered, what we paid for – and what we sell it for. QuickBooks must have a report on it. Physical inventory in February should have matched electronic inventory in February. If it is off, do we do another physical again? Carol talked about QuickBooks not matching the physical count. It doesn't reflect the accurate amount we have left. Michael stated the numbers have never matched. Anything we have represented has always been the physical inventory. Sales prices and not paid price.

Carol explained, for an example, *How Al-Anon Works*, sold for \$7.00 and we had 20 books on the shelf. Quick books never took what we sold off. It was decided to use the physical inventory for numbers to Don.

- **501C form** – Janice indicated the Hotel not only wanted our tax-exempt form, but wanted the 501C form confirming it is a charity. Discussion confirmed it is not unusual for the venue to request both letters. Carol stated Comcast wanted it too.

2. New Business

- **Signatories on Webster Account** - A motion is needed to take Michael off as a signatory on the Webster Bank Account. Shirley made the motion with Martha seconding it. All voted unanimously.
- A second motion was made by Janice R to add Katie D to Webster Account as a signatory with Ann T-V seconding it. All were in favor and voted unanimously.

Regarding bank accounts - some discussion followed with regards to PayPal going directly into our Webster Account. Cash/checks go into TD bank account. The question was how to move TD bank money funds to Webster. Once we stop depositing into TD Bank account and spend it down, we can take money out and close the account.

- **Vacation coverage at LDC** – Lois, manager, will be gone for three weeks, June 11th, 18th and 25th. Carol has been going into LDC on Tuesdays and will continue to do so. Janice will go in on 6/4/24 to reacquaint herself with procedures, Katie will go in on June 11th, Volunteer Lisa will be there as well as Volunteers Catherine and Trish. Janice will be there on June 18th and June 25th with Carol. Trish and Catherine are also going on vacation, but Trish will be here on 6/11 and 6/18. Michael is still completing payroll for June and will make sure no money is paid out for June 11th, 18th, and 25th. Katie plans to work with him on payroll. LDC is closed July 2nd – week of July 4th. Business slows down considerably. Ordering for Rompiendo Fronteras will be starting soon. Lois will complete a flyer regarding closing 7/2/24.
- **Construction** – The Church building where LDC is located is having new windows installed; an air conditioner will be installed in the room where the books are located. For parking, pull in – (previously they were working on a pipe that broke in the parking

lot) Previously, without notice from the church office, people came in and couldn't access entrance on the side so left as no one was answering from the church office to let them in the front entrance. If this continues, meetings will announce where to enter and what to do.

3. Miscellaneous

- Carol has been using District 8 Zoom account for our zoom meetings – since we are self-supporting – Zoom account cost– has gone up to \$170.05. Shirley made a motion to pay for Zoom account for Board of Directors as Board should have its own account. Michael seconded the motion, and all voted in favor. Motion passed.

Line item – for mileage, taxes, supplies, annual fee, copying, Spring and Fall assembly registration - \$1800.00 should cover it.

- Are we meeting in July? Meet once a year in the summer for a potluck. It was decided to meet at Pattaconk Yacht Club, Dock Rd in Chester at 5:30 pm on July 17th Wed for a potluck.
- Ron M volunteered to do Concept 5 for October 16, 2024 meeting.
- Ann is moving on 6/21/24.

4. Adjournment

- A motion was made to adjourn the meeting at 7:54 pm by Shirley B and seconded by Ann T-V. All voted in favor of adjourning the meeting and the motion passed. The meeting closed with the Serenity Prayer at 7:55 pm.

Respectfully Submitted

Janice R. Corporate Secretary

Social Gathering Potluck

- **July 17, 2024 at 5:30 pm at Pattaconk Yacht Club, 61 Dock Rd, Chester Potluck**

Upcoming Meetings

- **October 16th, 2024 Concept 5 - Ron M.**
- **January 15th, 2025**