

## AIS Quarterly Board Minutes

January 26, 2019

Chairman CD opened the meeting at 9:12 with a moment of silence, followed by the Serenity Prayer and a quorum was established with 8 voting members present. Sixteen groups were represented at the quarterly meeting.

**Chairman's Report:** CD asked for volunteers to help with chairs and tables after the meeting and welcomed everyone. He also mentioned that Tish L was resigning from the board and that she will send her written resignation soon. He also mentioned there continues to be a need for volunteers at the store.

**Secretary's Report:** Jessica E mentioned that the meeting minutes had some corrections to be made from the 10.27.18 which included correcting the next meeting date and Jennifer S stated she had sent a correction for the Webmaster report that there was not an actual training video on volunteering on the website. Revisions to 10.27.18 meeting will be made. Motion to accept was made by Angela and seconded by Candy.

**Treasurer's Report:** Barbara S. went over the profit and loss for 2017 and 2018 with a side by side comparison. She mentioned that there were significant contributions from an individual for \$200 and that the Listen and Learn group had a generous donation of \$700. Ending balance was \$1814.76.

**Office Manager's Report:** Gloria was not present but sent her report via email to Jessica E, Secretary. It read as follows: The end of 2018 we received a good share of contributions to help finances and also an event, Fall Assembly sold books. Regular duties included: Posting to QB and weekly deposits, sent out group statements, website, emails have been answered and addressed, place 3 orders for fill in and event, calls to office for meeting information addressed, AIS end of month bills sent out for payment, and Reconciled each month bank statements. Tyler Anniversary event was Jan 12 of 2019. The proceeds for this was \$809 less -\$12.02 Pay Pal fee. Called WSO about New Spanish Service Manuals, we have not received backorder from 2018. They said they are waiting for this Translation themselves. Thanks to all AIS office volunteers and Call Forwarding Volunteers. Please appeal to your groups for possible Volunteers workers in AIS Office and Call Forwarding Service Work.

**AIS Liaison Report:** Suzanne R emailed a copy of her report to Secretary, Jessica E. It read as follows:

Our Beaumont office at 4224 College Street continues to provide a headquarters for the groups of District 8 and other nearby districts to purchase and order literature, as well as a nucleus of Al-Anon activities in the area. The office is manned by volunteers Monday - Thursday from 10 to 3, and our hotline is constantly available to anyone reaching out for help from Al-Anon. We work closely with Intergroup of AA, District 90, sharing offices, providing Al-Anon speakers at AA events, and selling our CAL at the annual AA Convention in August.

Successes

- (1) We've recently had a holiday gift of a donated laptop to replace our aging desktop, and are in the process of making the changeover. This was a much-appreciated donation, since our funds wouldn't have otherwise been able to purchase a replacement.
- (2) We were invited once again to sell literature in Tyler for the AA Anniversary event, and, as

Gloria has just told you, sales were good. Continuing invitations to sell literature in other districts which don't have a Literature Distribution Center (LDC) and also at our sister group AA's District 90 Convention allow us to increase our funds and to be of service to the recovery community.

#### **Challenges**

(1) Money to keep our office open and able to provide literature is the biggest challenge currently. Fund-raising is in our sights, with a committee charged with planning a fundraising event in the near future. Its recommendations will be discussed at our January 26 Quarterly AIS Board Meeting, and plans will be implemented for this future event.

(2) We are always happy with the number of groups represented by ISRs and GRs at our quarterly meetings, but the challenge will always be there to achieve 100% representation. Finally, a huge thank you to our bookstore manager, Gloria S. She's a truly dedicated worker, who's there every Monday, working for peanuts. Give her a big hug and thanks today; she really deserves it!

**Webmaster:** Jennifer S. reported that a laptop was donated and the laptop has Windows 10 on it but we needed an antivirus. Jennifer added this laptop to her plan for 2 years. We are also looking at updating Quickbooks because the current version we have is outdated and can't be put on the laptop and exploring the options with that. Different price points were \$10 a months, \$200 to buy Quickbooks outright. It was encouraged that everyone utilize the website and that volunteers at the store continually enter in when they're available at the store. It was also mentioned that we have to pay for our domain name, Jennifer paid the \$14.95 for this year and mentioned it was cheaper to do 3 years at a time for \$38.

**Nominating Committee:** Yvonne B. mentioned the 5 candidates for the Nominating Committee and that the election will be at the next AIS Quarterly meeting in April . The 2019-2021 Slate of Nominees are as follows: Pat Y Vidor Compassion AFG, Sharon M, Beaumont Friends of Lois, Keithia A, Livingston Let it Begin with Me, Tiffani H, Beaumont Downton, and Emilie C, Beaumont Downtown.

**Audit Committee:** Candi G reported that the Audit committee conducted an audit in January. Financial records were found to be in compliance with general accounting methods and no irregularities were found. The only recommendation made was suggest the the yellow office receipt copy for contributions and for payments on account be stapled to the Daily Reconciliation Report rather than being left in the receipt booklet.

**Budget Committee:** Tish L was not present but Nina reported a budget comparing the 2017 and 2018 totals. It was proposed that we drop down the budget, drop \$520 insurance, and added \$200 a year to either be utilized to updated Quickbooks and the domain name, or give Gloria a \$17/month raise. Jennifer motioned that we approve the budget for \$200 to update Quickbooks and pay for the domain name. It was second by Joann and approved.

**Bylaws:** No activity to report this quarter.

**Old Business:** None

**New Business:** Form a committee for Quickbooks transition, appoint someone to replace Tish L, change fiscal year to match calendar year, motion by Nina, second by Angela.

**Announcements:** CAL Center fliers, gumbo dinner for Sober Living Center

**Next Meeting: Date: 4/27/19 Time: 9:00am-10:00am Place: First Methodist Church 104 13<sup>th</sup> St. Nederland, TX 77627 Host: Midcounty**

**Motions Passed:**

1. **Minutes with correction to be accepted. Motion by Angela, second by Candy**
2. **That we use the \$200 in budget to pay for Quickbooks update and domain name. Motion by Jennifer, second by Joann.**
3. **Change fiscal year to match calendar year. Motion by Nina, second by Angela.**

Respectfully Submitted,

Jessica Ebarb, Secretary