

AIS Quarterly Board Meeting Minutes **October 19, 2019**

Barbara Joan S., Chairman, opened the meeting at 10:35 am with a moment of silence, followed by the Serenity Prayer. A quorum was established: 4 Directors present; 5 ISR's present

Chairman's Report:

Barbara Joan S., Chairman, reported:

The Secretary for the Board of Directors, Keitha, has resigned her office as Secretary, but will continue to serve as a Director on the Board.

Our A.I.S. office manager, Gloria S., tendered her resignation effective January 1, 2020. A job description for this position has been disseminated by email to all G.R.'s. Anyone interested in applying for this position can contact our volunteers at the A.I.S. office or follow the directions on the informational flyer.

The A.I.S. office has changed our telephone provider from A.T.T. to Spectrum. This move will save us approximately \$55.00 per month.

We are having an extra bookshelf built to accommodate the extra items available for sale at the book store (cloth book covers; mugs; jewelry; magnets, etc.). The cost of this will be approximately \$150.00.

There continues to be a need for volunteers to serve at the book store, as well as take calls for our 24-hour hotline. Everyone was encouraged to continue to announce this to their home group.

Barbara Joan thanked today's hostess' for today's meeting.

Office/Managers Reports:

Secretary's Report: Barbara Joan stated the minutes of the July 2019 Board Meeting were sent by email. There were no additions or corrections to the minutes. Barbara G. made a motion to accept the minutes. Tiffany H. seconded the motion. Motion passed unanimously.

Treasurer's Report: Tiffany H., Treasurer, stated Form 990 had been filed with the IRS. We have now officially changed from a fiscal year ending in February, to ending our fiscal year in December from now on. We currently have \$1418.77 in our checking account and \$734.66 in our savings account.(for this quarter). The Appeals Letter campaign was very successful, bringing in a total of \$1402.72 in individual donations. Literature sales from the August AA Conference totaled \$1183.61..

The Profit and Loss report presented to the group included the months of April through September 2019. Diane B. suggested in the future this report be a Year-to-Date report, rather than a quarterly report. A Year-to-Date report will include all information for the current calendar year.

It was suggested that groups consider making their donations each quarter, rather than just once a year, to the AIS. This will be an individual group decision, but members were encouraged to take this idea back to their groups for discussion. Quarterly donations would benefit the daily operation of the AIS and enable our finances to be taken care of in a more timely manner.

Office Manager's Report: Gloria S., office manager, was unable to attend today's meeting. Barbara Joan S. read her report to the group, highlighting the following topics:

- Total sales from the August District AA Conference were \$1183.61. (of this total, \$271.00 was made selling our "miscellaneous items.")
- Two literature orders were shipped to Tyler: Gratitude AFG; Crossroads AFG
- We are still waiting for the Large Spanish Service Manuals to arrive
- Posted to Quickbooks and weekly deposits
- There are currently NO past-due accounts!
- Website emails have been answered and addressed
- Placed 3 orders to replenish stock

- Maintained call-forwarding
- AIS end of month bills sent out for payment
- Reconciled each month bank statement and faxed to Chairman & Treasurer
- Trained two persons to serve as substitute volunteers in the AIS office
- Phone system changed to Spectrum

Gloria has submitted her resignation to Barbara Joan S., Chairman, effective January 1, 2020. Gloria stated how much she had enjoyed working with everyone and how much she appreciated all the volunteers.

Committee and Liaison Reports:

AIS Liaison: Suzanne R, AIS Liaison attended the August 20 AWSC Meeting in Schertz and will travel to the ETAAA Fall Assembly in Victoria in November. The new bookmark “Just For Tonight” came out this year and is only \$.10. The Forum is a monthly publication where members are asked to share their story with others by submitting a written document for publication in which they share their experience, strength and hope of the program. She also encouraged anyone who is a photographer to submit any photographs to the publication to be used with the literary submissions. The Forum is currently seeking sharings about the new “Intimacy in Alcoholic Relationships”, and the “Hope & Understanding for Parents & Grandparents” publications. Also, sharings for the “In All Our Affairs”, the “Living Today in Alateen”, and “As We Understood...” publications. The 2018-2020 Service Manuals are expected to be released Nov. 25, 2019 in all three languages. And “Groups at Work” version 2019 was released a couple months ago. The new “Groups at Work” have been ordered for the bookstore and should be in soon.

In 2020 we will be electing a new AISL for a 3-year term, beginning in January 2021.

STANDING COMMITTEES:

Nominating Committee: no report (need volunteers)

Auditing Committee: no report (need volunteers)

Budget Committee: no report (need volunteers)

By-Laws Committee: Suzanne R., Chairman: Diane B.; Jennifer S.; Tish F.

A copy of the revised by-laws was sent out by email on Sept. 19, 2019. The By-Laws Committee created a supplemental document to be titled “Policies and Procedures Document”, which was emailed to everyone on October 12, 2019. The committee met a total of five times with the task of revising the by-laws by creating a more precise document to include all essential elements of our organization. The results included:

- Removing excess verbage and repetitious verbage
- Reducing the Board of Directors from 11 to 7; this would include electing 3 directors (each alternating year) plus the DR
- Reducing the committee sizes from 4 to 3 (this includes ALL committees)
- Defining a “Quorum” as “the Majority of the Board of Directors”
- Including information to clarify what positions an AA member can and cannot hold
- Reducing “lead time of notice” from 4 weeks to 2 weeks (this is a minimum requirement)

It should be noted that the By-Laws Committee utilized the Service Manual to guide them in their decisions and definitions.

SPECIAL COMMITTEES:

Webmaster: Jennifer S. reported she will be adding the minutes of the AIS and District 8 Quarterly meetings to the website. Anyone wanting informational flyers posted need get the information to her and she will get it on the website. The revised By-Laws will also be added to the website, upon approval of the Board of Directors.

Fundraising Committee: Diane B., Chairman, reported that the “Individual Contributions” campaign was greatly successful! She encouraged members to continue to mention that individual contributions are always needed and appreciated.

District 8 will be having a “Concepts Workshop” in March 2020. All proceeds from the workshop will be contributed to the AIS book store. Flyers are available today to take to your individual groups. We will need all AFG groups to participate in supporting this event.

Diane B. will be attending the Fall Assembly in Victoria, Texas and the annual conference in Tyler, Texas to sell literature and our miscellaneous items.

OLD BUSINESS:

By-Laws: Diane B. made a motion to accept the By-Laws (as presented today). Barbara G. seconded the motion. Motion passed by unanimous vote.

NEW BUSINESS: Barbara Joan S., Chairman, reminded everyone to get the word out about the Office Manager position. This position will need to be filled no later than January 1, 2020. Also, we need to elect a new Secretary for the Board of Directors.

ANNOUNCEMENTS:

Nov. 1-3, 2019: ETAAA, Victoria, TX

March 28, 2020: District 8 “Concepts in Relationships” Fundraiser to benefit AIS

Next Meeting:

Date: January 18, 2020 Time: 9:00 am Place: Joan R’s Home: 6445 Wellington Place Bmt, TX

Meeting adjourned at 12:00 Noon