**AIS QUARTERLY MEETING**

**JANUARY 21, 2023 9:00 AM**

**OPENING OF MEETING** **BY CHAIR BY TIFFANY H.**

MEETING OPENED WITH A MOMENT OF SILENCE FOLLOWED BY THE SERENITY PRAYER

QUORUM ESTABLISHED: YES: 4 members present

**SECRETARY’S REPORT BY ANGELA B.**

PRESENT MINUTES FROM PREVIOUS MEETING VIA EMAIL. NOTE ANY CORRECTIONS NEEDED? Yes, a sentence was changed regarding Opening Our Hearts audio book is now available online through World Service Organization.

MOTION TO ACCEPT BY: Emily Cox SECONDED BY: Angela H.

MOTION PASSED

**TREASURER’S REPORT BY EMILY C. as of 12/31/2022**

P/L FOR QUARTER: -$303.90

P/L YTD: $1100.19

ENDING CHECKING BALANCE as of 1/19/2023

SAVINGS BALANCE $734.66

**OFFICE MANAGER’S REPORT BY SUZANNE R.**

* Suzanne is the office manager and no longer will serve on the board after the April meeting. She is currently not taking the money allotted for this position until after April meeting.
* There will be new board members that are nominated and will begin serving in April (names listed in new business)
* Yvonne B. requested a report to show store traffic sales vs. online sales (see Old Business)
* Suzanne thanked Emily for working at the bookstore to discuss online payments. The WIX website is paid ½ by district and ½ by AIS. The domain name is also paid.
* Ordering online through the WIX website is a problem due to the inaccurate shipping cost that is preset. This issue is currently being addressed. Sharon M. worked on the problem by setting algorithms. Emily C. has talked to WIX and will continue to try to get their assistance to try to fix this issue. Sue suggested turning off a radio button. Angela B. suggested adding a note to the website giving directions to explain how to avoid the current shipping fees. Tiffany H. suggested adding a flat shipping and handling fee. The bookstore is currently taking the literature to the Post Office to avoid the high shipping fees that are set up in the WIX system.
* There is a meeting with the CPA named Haley in Feb. She will meet with Nina, Suzanne, and Emily to create online sales records. There will be no money spent on the CPA because we currently have a credit we earned previously.
* The 2022-2023 Service Manuel will be out in Feb. There is a mini one at the store for $1.15.
* Recent literature sales at AA Convention were $78.00.
* We do not pay taxes since we are a non-profit organization
* Suzanne thanked Sue for her work on the call forwarding line which is also part of AIS to help individuals find meetings.
* Sue resigned from working at the book store recently to return to work.
* Volunteers that are needed. The store is currently open two days a week on Wednesday and Thursday from 10-12:30. Thank you to Diane R. who volunteers. Please contact Suzanne and she will train on any Thursday 512-689-3053.

**AIS LIAISON REPORTS BY BARBARA G.**

It was reported that a new Beacon was not out for this meeting. Barbara encouraged all groups and/or individuals to purchase the Forum. She also highlighted CAL Corner in the past Beacon that shares Al-anon literature.

**OLD BUSINESS:**

Emily Cox gave the report of Literature Sales that was requested by Yvonne B. at the October meeting. (The sales report will be attached.)

* Sue L. and Diane spoke out and said the AIS office is a safe place for people to come during difficult times to meet with an Al-anon person or even talk to an AA person and stay connected to AA groups. The bookstore is more than books.
* The AIS bookstore purpose is not to make money, but to break even and that has been proven by the financial report prepared by Emily C. and Suzanne. It is doing the job it is designed to do at the present time.

Suzanne made the motion to accept the financial report and Barbara G. seconded the motion.

**NEW BUSINESS:**

Budget Committee Report—Presentation of 2023 Budget—Nina W.

Nominating Chair Joan R. ---Nominations for new board to approve in April.

Also being nominated: Cindy O., Kristi L., Carla A. (years of service to be determined)

Angela B. will have 1 year remaining until 4-24, with the option to stay on for other 2-year term.

Sue L was appointed Interim AIS Board Member by Tiffany H. the chairman

**ANNOUNCEMENTS:**

ETAAA Fall Assembly—November 10-12, 2023: District 8 hosting

August AA meeting will have an Al anon speaker and A lateen speaker.

**NEXT MEETING:**

Next meeting is April 15th and hosted by the Orange Starting Over group which will provide breakfast.  The place is North Orange Baptist Church, [4775 North 16th Street, Orange, TX  77632](https://www.google.com/maps/search/4775+North+16th+Street,+Orange,+TX%C2%A0+77632?entry=gmail&source=g).

**END TIME: 10:30**