

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Annual Board of Directors Meeting**  
**July 1, 2020 at 6:00 p.m.**  
**Via Zoom**

**1. Opening Serenity Prayer**

A regular meeting of the Connecticut Al-Anon Family Group Services, Inc. BOD was called to order at 6:00 p.m. by President Deborah C and opened with the Serenity Prayer. This meeting was conducted over the ZOOM platform utilizing audio and video technology.

Participants: Deborah C. Shirley B, Ann V-T, Michael C, Carol D and Janice R.  
Absent: Betsy N.

Deborah opened the meeting with thanking everyone for coming to the meeting and especially for the BOD's patience during this last month of turmoil with the LDC situation. She also thanked Shirley B.

Carol D. thanked them for handling this situation along with the rest of the board for using their program tools.

**2. Secretary's Report/May Minutes (Janice R filling in for Betsy N)**

The minutes of the Annual Meeting held on May 20, 2020 were emailed for review. Only correction was a typographical error – and was corrected. A motion to accept the corrected minutes was made by Ann V-T and seconded by Shirley B. Approved by all.

**3. Concept Sharing – Concept 10 (Carol)**

Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.

From page 265 of *Discovering Choices*. Concept 10 is a helpful guide in setting boundaries, defining responsibilities, avoiding conflict and saves us time and energy with our loved ones, Al-Anon members and co-workers to name a few.

From page 159 from *Reaching for Personal Freedom* - Double Headed management occurs when there are no clear lines for authority and responsibility and more than one person or group is given the same task or job to complete. Conflicts can be minimized when the accountability is clearly defined.

Carol shared two personal experiences that reduced her anxiety as she clearly understood the difference between responsibility and authority.

#### 4. **Treasurer's Report** (Michael)

His job is to oversee the cash and foster good relations between all peoples managing their accounts within the program. He has informed us that his questions have been answered regarding any changes or concerns he has had prompted by good discussions.

This brought on some discussion. Shirley was under the impression if people did not ask for refund, the money would be used for the next convention. There was a deadline for refunds. The question came up is the amount left a donation or to be applied toward next convention? Michael will need to clarify this information.

Deborah stated that this information should be in Martha's report for the May Area meeting.

A check for \$3000. was sent to the LDC from Jackie B. Area Treasurer and deposited into our TD Bank account.

A question posed by Ann V-T was why did LDC budget dip below \$12,000?

Deborah stated it was due to placing a \$4000.00 literature order to WSO for the upcoming Convention, in addition to a large request for literature for Public Outreach. However, then LDC closed. We could not recoup the \$4000.00 from Convention sales due to having no Convention. The Public Outreach Order was \$700.00. So LDC was heavy on ordering literature and light on selling it through no fault of its own.

Michael – from a cash management viewpoint, we are in ok shape. Question came up regarding inventory since we have \$4000.00 worth of literature. Deborah explained a physical inventory was conducted by herself, Ron and Janice and it was completed in a day along with all information being entered into the computer. An inventory had to be done due to not knowing was filled or not filled.

Michael will add an inventory line to the Treasurer Report.

At this time, a question came up regards to meeting monthly for now. Deborah suggested meeting with the BOD after the budget meeting in August- perhaps mid-August. Two dates came up August 19<sup>th</sup> or August 26<sup>th</sup> and this will be decided upon which date of the two works for the most BOD members via emails.

#### 5. **Old Business**

Audit Committee – Shirley B

Shirley asked a couple of people to be on the committee and has received extensive information from a friend regarding a completed audit of a non-profit organization. She is currently waiting to see if everyone has time to look at the detailed information and the processes. Shirley was asked by a member why we are not hiring someone to complete the audit. Shirley will get some more information and email it to the committee.

Deborah informed the BOD that an audit is very costly and quite unaffordable. Ann asked about the person who lives in - would she be on committee? Ann stated this could be good as it would be an independent and objective assessment. Ann also asked about her experience and Shirley told us she has been on past committees and has solid experience as well as being a former Delegate.

Deborah also confirmed this Audit Committee completes the Audit.

## **6. New Business (Deborah)**

Deborah had two questions to ask BOD.

1) Considering business has been slow at the LDC due to meetings not being held, what does Board think about being open one day per week for now. Deborah can receive all emails on her home computer and get information she needs to place orders as well. She will look to see if there is a voice mail code to access voice mails left on LDC phone.

Deborah came in this past Tuesday and filled all orders and left by 2:30. Deborah believes an announcement should be made to let our membership know of one day opening per week and the voice mail should be changed (Shirley) to inform membership when they call that the next day someone will be in to place their order will be the following Tuesday.

2) Ann TV as well as Shirley talked about having a UPS account or having Post Office pick-up orders. Post office can pick up orders for free.

Deborah will consult with the Post Office about the concerns mentioned.  
Ann asked about mileage reimbursement for going to Post Office.

Deborah talked about keeping track of how much shipping costs are as we may charge more than we pay and perhaps lower shipping cost? Michael said some book costs varied so it breaks even more or less.

Shirley made a motion to keep the LDC open for one day per week during the pandemic and Carol seconded it. All were in favor.

Carol asked whether we need more volunteers?

All board members agreed that Deborah should not be going in there as it has been a year she has volunteered.

Also, the LDC is being moved to the second floor opposite the assembly area at the end of the building. It is a beautiful space, we will have our own entrance, video security and storage will be to the left of the assembly hall. The church wants everyone out of the basement due to some suspected issues with asbestos in the pipes. Todd, the maintenance

supervisor, told Deborah it won't be until November as Grace Academy is still negotiating with them and they need to paint the rooms.

All the board members expressed their gratitude and appreciation for Deborah's loyalty and diligence to the LDC and her length of time she has volunteered. Deborah does not want to see the LDC close. She had retired and she had the time. Deborah also received a resume.

The current volunteer wanted to work one day a week and volunteering for her was more flexible.

Carol asked if perhaps Deborah can present it again to her to see if she would be interested.

Carol knows her and will ask her as well.

It was decided to table what Phase 3 will look like with regards to the pandemic. The LDC will remain closed to orders and pick ups, orders only available online or email or phone.

Ann and board agreed to table what Phase 3 will look like, it is still unknown at this time. Especially in light of the steady rise in other states.

The Wednesday morning meeting at St Mark's in New Britain is now open as of today, noting the "kitchen" meeting and room is small.

Deborah raised the question if we are posting for LDC manager, do we need to post for assistant manager now?

At this point, BOD decided to currently post for manager for one day per week. It will be some time before we need an assistant manager.

With regards to budget Deborah sent us, Ann raised the question about insurance expense? The Area pays our insurance costs and we reimburse the Area 50% back. LDC also pays for Workmen's Compensation and will include that as well. Michael stated our Unemployment Compensation fees are included. We should have no fees right now as we have no employees.

Ann asked about coverage liability of board members with regards to insurance (in terms of lawsuits). Michael confirmed we are covered in personal liability. Deborah will peruse files and report back at next meeting or via email.

Deborah will send out announcements, looks at the insurance, add the Zurich policy to budget breakdown and report it all in August.

In terms of another meeting to be held in August, two dates came up. August 19<sup>th</sup> or August 26<sup>th</sup>. Emails will confirm which date most can attend via zoom.

Carol made a motion to close the meeting and Shirley seconded it. All approved. The meeting closed with the Al-Anon Declaration at 7:09 p.m.

Respectfully submitted,

Janice R. (Filling in for Betsy N, Secretary)