

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Annual Board of Directors Meeting**  
**May 20, 2020 at 6:00 p.m.**  
**Via Zoom**

1. Opening Serenity Prayer/Welcome (Deborah)

A Regular Meeting of the Connecticut Al-Anon Family Group Services, Inc. BOD was called to order at 6:10p by President Deborah C and opened with the Serenity Prayer. This meeting was conducted over the ZOOM platform utilizing audio and video technology. Deborah welcomed our newest members, Carol and Janice, to their first board meeting

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

2. Secretary's Report/March Minutes (Betsy)

The minutes of the Annual Meeting held on March 30, 2020 were emailed for review. No corrections or additions were received. A motion to accept the minutes of 3/30/20 as presented was made by Deborah and seconded by Shirley. Approved by all.

Betsy reported that the Corporate Annual Report was filed with the Secretary of the State and included an update to list current BOD members and Officers. For future use...the NAICS code for the corporation is 624190 Other Individual and Family Services. This was the first year that a NAICS code was a required entry in the filing report.

3. Concept Sharing – Concept 10 (Deborah)

No Concept sharing this evening (no volunteer)  
Carol D will do Concept 10 for our next scheduled meeting

4. Welcome new BOD members (Deborah)

Deborah again welcomed Carol D and Janice R

Betsy stated that, in prior years, all new members received a notebook with past minutes and motions.

This info is now available on the members' website for review and/or download to print. Carol and Janice will review info and let her know if a notebook is needed

5. Treasurer's Report (Michael)

Michael reviewed the info in his printed report. All bank accounts will send Michael month-end info so financials can be updated. The Convention Committee will issue refunds for pre-registrations who have requested a refund. Other pre-reg's will be applied to the 2021 Convention. Michael will follow-up on the filing of the tax returns. He also recommended that, in the future, we should consider consolidating all bank accounts into one institution. Motion was made by Ann and seconded by Carol to accept the financial report as presented. Approved by all

The LDC paid rent for March but not for April & May because of the closure mandates. The Church BOD will make a determination if rent must be paid as per our lease agreement.

**Old Business:**

6. Audit Task Force - Audit Committee Chairperson and tasks (Deborah)

Shirley will chair the Audit Committee – she will put together a small committee, outline procedures to perform an audit and complete a physical audit before the next Annual Meeting in March 2021.

Committee is Shirley, Carol, Janice and perhaps one or two more non-board Al-Anon members

7. Mission Statement Strategic Plan Subcommittee Report (Betsy) – No report

**New Business:**

8. LDC Update (Deborah)

Deborah has been in contact with the church regarding the reopening of the LDC office. There was clarification of the responsibilities for cleaning (office vs church) to fulfill requirements to reopen according to the state guidelines. The LDC will open as of May 26 for mail-in orders only with one employee only [REDACTED].

After discussion, motion was made by Shirley, seconded by Janice to officially terminate Michael Berube in the position of assistant manager for the LDC [REDACTED]

9. Close with Al-Anon Declaration (Deborah)

Question was asked regarding the Worker's Comp exclusions for new board members. Betsy will email forms to Janice and Carol and will submit them to insurance company when completed

Motion made by Ann, seconded by Janice to close the meeting at 7:37p with the Al-Anon Declaration

**Upcoming Meetings**

Spring Assembly via Zoom June 13, 2020  
July 29, 2020 (if needed for upcoming Budget Meeting)  
October 14, 2020