

**Connecticut Al-Anon Family Groups Services, Inc.**  
**Board of Directors Meeting Minutes**  
**October 16, 2024 Zoom Platform**

Present: President, Carol D. Treasurer, Katie D. Secretary, Janice R. Ann T-V, Ron M, Martha N. Michael C. Stephanie S.

Absent: Shirley Bloethe

1. **Opening:** Carol D. opened the meeting at 6:37 pm with the Serenity Prayer and welcome.
2. Secretary -Janice R sent May minutes on 6/30/24 and 10/14/24. No changes. Ann made a motion to accept the May minutes and Martha N seconded the motion. Unanimous vote approved said minutes.

Treasurer's Report – Katie D– Sales were down in 2024, bank accounts consolidated except for Alateen, credit cards deposited all into Webster. DOL issues have been resolved, will start preparing for taxes in January, all account balances have been updated. Alateen/CAWW accounts to move into Area checking account. Stephanie asked then would you have an Alateen treasurer? Ann B is the Alateen Chair- Stephanie would need to know how much activity is needed if Alateen moves into Area account rather than keep it separately. A question arose regarding combining the Convention account with Stephanie and Janice indicating that was not advisable or workable. Stephanie made a motion to accept the treasurer's report and Janice seconded the motion. The vote was unanimous.
3. Ron M read Concept 5 (Note: Secretary to send a reminder of who has the concept for the BOD meeting. Ann has Concept 6 for the January 2025 meeting.
4. Katie D -Financial report shows daily logs, sales/shipping, etc. compares monthly balance to bank, combination of sales which are down and expenses which are up. Expenses did exceed income. Shipping costs are below what members pay. Bills to be paid to WSO no later than 60 days. Rent increased and expenses increased from 2023 by 40%. Mileage went up, Comcast cost the same, Lois reported sales are not up; ordered a lot of literature but not selling it. We will request \$6000.00 from the Area (allocated in budget \$3000.00 in increments).

Topics of discussion included regarding the \$10,000 limit and asking Area allocation of \$, literature sales. (People ordering from Amazon). Flyer was done for pre- orders from LDC for Assembly – only had received 3 orders. Need to be at every AA/Al-Anon event selling literature. For example, literature sales at CYSCYPAA -Carol was asked to intervene and talked with Literature Coordinator –to make sure that literature is for sale. Katie made a recommendation to pay LDC manager once a month instead of twice a month, with a savings of 26 payrolls and almost \$1000.00. LDC Manager agreed with this change. Michael C to confirm with Katie regarding the payroll savings.

The LDC Manager has good ideas about utilizing marketing needs.

Discussion -

Website also isn't user friendly and is currently being worked on.

Online ordering is a future option.

It had come to the Board's attention the LDC manager was volunteering at events selling literature. She cannot volunteer at events. If she is at events, she has to be paid. Carol will inform her that she cannot volunteer at events selling literature.

She can't sign a waiver to work at events

In conclusion:

- a) \$3000 request from Area
- b) Payroll change to once per month (savings of \$ and payrolls) Unanimous vote, approved.
- c) Marketing strategies for LDC needed – unanimous vote, approved.
- d) 2026 What is the future?

A physical address is necessary for Al-Anon, Storage and Archives. The rent of \$700.00 is reasonable, mileage went up, two new volunteers.

- e) Any future employee at the LDC will now be paid monthly.

Old Business

1. LDC inventory, storage organization, decluttering – LDC manager was paid for an extra day to complete inventory. Our newest volunteer is inventorying every bin. Sign-out sheets are being monitored by LDC Manager.

Discussion followed regarding does LDC manager working more hours require the entire board to vote its approval? LDC manager said it takes about 3-4 hours uninterrupted time to complete the full inventory. The Board currently does not have a budget in terms of hours and perhaps there should be a cap of extra hours for the LDC manager. The Board gave the President the option to approve extra hours. Discussion did allude to the fact, there should be a cap to number of hours for the LDC manager. Consideration of a cap was discussed, for example not more than 5 days, perhaps building on the extra 5 days to her schedule a year.

Terms of service on Board: Three people's terms are up in 2025, Michael, Ann and Shirley. Thank you for your major contributions to this Board.

New Business

1. Bank Resolution – Bank changed their process and every signatory from every account must sign a particular form for every signatory change. Karen V will handle this process by procuring the signatures, guidelines will still include Board Secretary providing notarized documentation of our legal entity. President sent updated guidelines to the Board. A short discussion followed. Martha N will edit guidelines and email us the result. They will be filed in our Secretary's notebook.

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2. PO Coordinator Eric requested from the Board President, if all PO literature, equipment can be kept at the LDC. There is not much room as we store electronics and archives currently and various bins for committees and events. Measurements will need to be taken with a possible further conversation with the pastor and building manager.
  3. Tax Preparation – Discussion followed regarding costs, discounts, and date filing. Do we compare costs for tax preparation? Michael is in process of looking for a CPA – for his business.  
It was noted that filing is not late; non- profits have until May of same year to file. The issue that held up the tax preparer was convention accounts and gross vs net income. No change in the coming year. Goal - Research comparative costs.
  4. Risk Liability for Volunteers
    - a) We pay workmen's compensation for LDC manager only.
    - b) Volunteers are not paid; what would happen if a volunteer got hurt while at the LDC. Michael will review our policies and provide our treasurer with the policy. What is the Church policy?

5. Volunteer issue

A discussion was held regarding handling an issue with a volunteer who is not paid. The President will keep us informed and Secretary will send an email once the President notifies us this issue has been handled.

Next meeting is 1/15/25 on Zoom at 6:30 p.m. Ann T-V. will do concept 6

Ann TV made a motion to adjourn the meeting at 8:31 pm. Stephanie seconded the motion and all voted in favor of adjourning the meeting.

Respectfully submitted,

Janice R.

Corporate Secretary