

CONNECTICUT AL-ANON FAMILY GROUPS SERVICES, INC.
Board of Directors Meeting

April 13, 2016

Meriden, CT

The April 13, 2016 meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 6:40 pm by President Pat Strong, and opened with the Serenity Prayer.

Present: Pat Strong, President, Jackie Bontems, Secretary, Sam Chaney, Treasurer, Robert Kane, Sue Guilford, Gail Larkin, Stacie Van Deusen and Deborah Cavanaugh.

Opening Remarks: Pat S. said that as of yet there are no applications for the open LDC Treasurer position. She has received one resume so far for the LDC Office Manager position and two others inquired about the position but she has not heard back from them. Pat told the one applicant that the position paid \$12/hr. Some decisions need to be made tonight on job descriptions.

Secretary's Report: Jackie B. presented the Minutes from the previous Board Meeting. Two corrections were made on the March Board Meeting Minutes, the language in the minutes regarding Sam C. being the first BOD Treasurer who is also not the Area Treasurer will be removed from the Minutes. The second correction is to add Stacie V. to the list of re-elected Board members for a one year term, her name was left off the list in error. Motion made by Stacie V. to accept Minutes as corrected and seconded by Bob K. Motion passed with one abstention. Jackie also reported that the corporations' Annual Report had been filed with the

Secretary of State and she thanked Sue for sending her the Job Descriptions for the LDC Treasurer and Finance Committee in “Word” form.

Treasurer’s Report: Sam C. presented his report saying that both the Area and LDC Treasury’s remain in sound financial condition. He presented the LDC Treasurer’s report and pointed out that sales are down by over 25% so far in 2016. With the upcoming added expense of employees, close attention will need to be paid to LDC sales and operations. Question asked on the LDC Treasurer’s report about why the rent line item is lower in 2015 for the first quarter v. first quarter 2016. Sam is to follow up with Michael on this. Sam said there would be a Finance Committee meeting next week. He also talked about insurance in regards to his communication with our agency in that they have said it is possible to obtain unlimited certificates of insurance re: liability for the groups. Discussion followed in that some Board members don’t agree that the groups are insured by the corporate insurance currently in place. Ability to issue certificates to the groups may not mean that groups are actually insured. More research is needed and Sam will follow up with our insurance agency on this. Sam also updated the Board on the 990EZ tax issue with the IRS re: their correspondence regarding the 2014 tax return. He received another notice saying that the matter is still under review. Sam hopes to have a resolution prior to filing the Year End 2015 Corporate Tax Return in May 2016.

Concept VIII: Bob K. read Concept VIII and shared that the Board of Trustees delegates full authority for routine management of Al-Anon Headquarters to its executive committees and this involves trust of those to whom responsibility is

delegated. Focusing on priorities as discussed in Reaching for Personal Freedom workbook is important and equals great results. Letting go of fear and control is necessary. He spoke of his own growth in celebrating each others' differences, letting go of perfection and expectation. When doing service and trusting others to carry out their responsibilities he uses the slogan "How Important Is It" a lot. Sam C. volunteered to share on Concept IX at the next Board Meeting.

Discussion and Vote re:

LDC Treasurer Position and Job Description: Bullet #7 under **Duties:** Change the words after "...budget proposal to the..." from **Area World Service Committee** to **Board of Directors.** Also, under Duties: Two new bullets to be added:

#10-Chairs LDC Finance Committee and #11- Maintains time and payroll records for LDC Office Manager and Assistant Manager. Also, under **Qualifications:** Add Bullet #6: Pass background and credit check.

Bob K. moved to approve the LDC Treasurer Duties and Responsibilities as modified. Motion seconded by Sam C. Motion carried unanimously.

Finance Committee: Discussion re: possible name change of Finance Committee to Advisory Committee. Decision is made to not only leave the name "Finance Committee" as is but also to keep the Finance Committee as a working committee (discussion was held at previous Board Meeting(s) regarding this).

Changes to Connecticut LDC Finance Committee Description: Last Paragraph words "...and not affiliated with Alcoholics Anonymous or other 12 step programs" are removed. Sentence is added in second paragraph, "The LDC Treasurer will be the Chairperson of the LDC Finance Committee". Motion made by Stacie V. to

keep the Connecticut LDC Finance Committee. Seconded by Gail L. Motion carried unanimously.

Motion made by Jackie B. and seconded by Bob K. to accept the Personnel Committee's recommendations re: Connecticut LDC Finance Committee description with additional change re: Removing the words "...and not affiliated with Alcoholics Anonymous or other 12 step programs." Motion carried unanimously.

Office Manager Duties & Responsibilities:

Changes recommended by Personnel Committee:

Under Tasks and Commitments:

Amended: Letter C.

New: Letters G added.

Under Job Qualifications:

New: #4.10 and #4.11 added.

Changes discussed at Board Meeting:

Under Manages The Operations of the Office:

New: In 2.3.1.4- Add the word "debit" after "...LDC Credit Card..."

In 2.3.2-Delete the words "budgeting and reporting" and add the word "Assembly" after the word "Area".

In 2.3.5- Delete the words "Board of Directors corporate Treasurer" and insert "LDC Treasurer" after "CT AFG".

Remove 2.3.6.

Motion made by Stacie V. to approve Office Manager Duties and Responsibilities as recommended by the Personnel Committee with changes as discussed this evening (see above). Seconded by Deborah C. Motion carried unanimously.

Assistant Office Manager Duties & Responsibilities:

Changes recommended by Personnel Committee:

Under Tasks and Commitments:

New: Letter E added.

Under 1. Co-Manages the Operations of the LDC:

Added the following language: “The LDC Assistant Office Manager performs all or portions of the following operations to qualified volunteers at the direction of the LDC Office Manager.”

Under 2. Co-Manages the Operations of the Office:

Added the following language: “The LDC Assistant Office Manager performs or delegates all or portions of the following operations to qualified volunteers at the direction of the LDC Office Manager.”

In Section 2.2.2 – Adds the word “responsibilities” after the words “Assists with the...”.

Add section 2.3 in its entirety.

Under 4. Job Qualifications:

Added #4.10 and #4.11

Changes discussed at Board Meeting:

Under 1. Co-Manages the Operations of the LDC:

Delete the words “Co-Manages” so that it now reads: “The Operations of the LDC”.

Also, inserts the words “or may delegate” after “performs”.

Under 2. Co-Manages the Operations of the Office:

Delete the words “Co-Manages” so that it now reads: “The Operations of the Office”.

Also, changes the words after “performs or...” to “may delegate” instead of the word “delegates”.

Motion made by Sue G. to approve Assistant Office Manager Duties and Responsibilities as recommended by the Personnel Committee with other changes by BOD as discussed (see above). Motion seconded by Gail L. Motion approved

unanimously.

Interviews for LDC Manager Candidates:

Pat S. will set up interview(s) and Board members who are able to may attend.

Search for LDC Treasurer Candidates:

Pat opened discussion. Stacie said she might know of an interested candidate for the position. Pat asked us to please encourage others regarding this position including those currently on the Finance Committee.

Fliers for AWSC Meeting re: LDC Asst. Manager:

Pat discussed flier for LDC Assistant Office Manager position. Deborah will work on a flier and send to all, noting on this flier that we are also still looking for an Office Manager. Flier will be distributed at the May Area Meeting.

CT AWSC Task Force re: Fundraising:

Stacie presented a Draft of a Final Report of the LDC/Office/Storage Fundraising Task Force. She said that in addition to proposing fund raising methods, the task force discussion included the general process for payment for expenses related to the fund raising and the proceeds. They recommend all money from Fund Raising activities for the LDC should be paid directly to the LDC and not go through the Area treasury because of not-for-profit bookkeeping rules. The Task Force also feels that upfront costs for a fundraiser should come directly from the LDC and not the BOD Budget Line Item. This way the costs and funds raised will be very clear to the membership.

Discussion among the Board about fundraiser(s) and procedure for same re: Area and District. For example, if a District does an actual fund raiser they could possibly expend the funds themselves and then give the LDC the net profit. Or a District can just give money directly to the LDC (see Literature order form). Board is concerned about the members understanding these fund raisers can be done to actually offset the new line item in the Area Budget regarding payroll for employees for the LDC. Stacie will keep the BOD apprised of Task Force findings but said the purpose of the Task Force is to look into fundraising options and make recommendations.

The next Board Meeting will be at the Great American Steakhouse on May 25th, 2016. If needed, Board will also meet on June 11 at lunchtime prior to the Spring Assembly. Gail L. agreed to take minutes for that Board meeting if it does occur at the Assembly and Jackie B. cannot make it.

Motion to adjourn the meeting was made by Stacie V. and seconded by Sue G..

The Meeting closed at 8:55 pm with the “Al-Anon Declaration”.

Respectfully Submitted,

Jackie Bontems/Corporate Secretary