

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

June 22, 2016

Meriden, CT

The June 22, 2016 meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 6:37 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, and Deborah Cavanaugh. Absent: Stacie Van Deusen

Opening Remarks: Pat S. asked that if Board members have a new phone number at which they can be reached please provide to Jackie. It has been a busy time for the Board since before the Assembly. There will be more to report at this meeting in discussions scheduled for later on the Agenda.

Secretary's Report: Jackie B. presented the Minutes from the May 25, 2016 Board Meeting. Jackie then made the motion to accept the minutes as presented and Sam C. seconded. Motion passed unanimously.

Treasurer's Report: Sam C. said there was nothing new to report.

Concept X: Deborah C. shared on Concept X using the Paths to Recovery book. She said it is about clarifying and defining responsibility. When a task is assigned, it is decided who has the authority to do what in order to complete the task, in this way doubled-headed management is avoided. In her family, Deborah said a task would be assigned and then taken away and she was told "you are doing it wrong".

She also talked about how a GR goes to an Assembly and brings their groups' wishes regarding an issue but if more information is presented, the GR, as a Trusted Servant, can then make the decision based on all the information received. Having clear job descriptions is important. For example, the Board of Directors voted on the job description for LDC Manager which included clear expectations as to the Manager's duties.

Gail L will share on Concept XI at the next meeting.

Signatories of Fall Workshop Bank Account-

Jackie B. reported that a motion was passed at the May Board meeting to change the signatories on the Fall Workshop (to be used for the Sponsorship Workshop event in October 2016) bank account at Webster Bank, account # 9320129053.

When Marcia M., the treasurer for the Sponsorship Workshop contacted Webster Bank to complete the appropriate paperwork to initiate the signatory change, she was told that the Fall Workshop account # 9321029053 had been closed. She was able to set up a new bank account at Webster Bank entitled "Fall Workshop" with a new bank account #0011043333. It is suggested that corporate bank accounts not be closed after events.

LDC Location:

Pat said she and Sue looked at the new LDC Location and it is a nicer office but moving will be a project. The Church has offered their assistance with the move from July 11-14 and also they can help for a few days in June. Marie B. will work on a plan. The church is sending us dimensions of the rooms. We will have two rooms, some storage area and we can use children's room during the week,

Monday- Friday only. We will also have our own entrance and the church will move our current locks to the door of the new space. More information to follow.

Sue G. shared that she feels it is a better arrangement, better designed and the square footage is comparable. Discussion about the fact that phones will have to be moved and an announcement should be made to the membership when we know the change is definitely taking place

Discussion and Vote Payroll Service:

Discussion of quotes received from ADP (Pat presented quote) Paychex (Sam presented quote) and Heartland Payroll Services (Jackie presented quote). Annual costs for each service are as follows:

ADP=\$1,148.00, Paychex=\$1,117.50 + \$100 set up fee and Heartland=\$1,279.02

A vote was taken as to which service to hire, 7 votes (unanimous) for ADP. Pat will contact them on the paperwork needed.

Discussion and Vote Workers Compensation Insurance:

We have two proposals so far, Sam to receive one more tomorrow. Pat explained the ADP workers compensation quote. CT AFG was classified as a social services organization with the insurance company when we should have been classified as clerical. This resulted in a much higher cost for workers comp. insurance. Pat discussed the situation with ADP but the quote has stayed the same at \$821.00.

Jackie shared the quote of \$359.00 she received through her agent Joe Bishop for insurance through The Hartford. Pat made a motion to accept the proposal through Joseph Bishop of Associated Insurance from The Hartford for \$359.00. Motion passed unanimously. Jackie will contact Joe Bishop in order to have the new policy

in place by July 1.

Discussion re LDC Assistant Office Manager:

Pat reported there are two candidates for the position of LDC Assistant Office Manager. She and Sue met with the candidates and gave the Board their impressions. Discussion followed. Pat S. made a motion to hire Veronica as the LDC Assistant Office Manager at \$11.00/hour. Motion seconded. Motion passed unanimously. Pat will call Veronica tomorrow and will then get the background check on her started.

Discussion re: Proposed 2017 Budget Requests:

Pat said for 2016, the BOD requested a line item of \$1,500, Pat proposes we request \$1,200.00 for 2017. She will also submit the LDC line item budget request of \$12,000.00 as last fall we told the Area the cost for employees would be about \$11,000 for two employees plus expenses. The BOD agreed.

Search for LDC Treasurer Candidates:

Various Board members have asked members to take on this position. No one has volunteered as of yet.

Motion to adjourn the meeting was made, seconded and passed.

The Meeting closed at 9:00 pm with the "Al-Anon Declaration".

Respectfully Submitted,

Jackie Bontems/Corporate Secretary