

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

June 6, 2017

A special meeting of the Connecticut Al-Anon Family Groups Services, Inc. was called to order at 8:35 pm by President Bob Kane, and opened with the Serenity Prayer.

Present: Bob Kane, President, Jackie Bontems, Secretary, Sam Chaney, Treasurer, Gail Larkin, and Deborah Cavanaugh.

Opening Remarks: Bob thanked all for being able to be on this call tonight.

Secretary's Report: Jackie B. presented the Minutes from the May 10, 2017 meeting. Because not everyone had had a chance to review them before tonight's meeting, motion was made by Gail and seconded by Deborah to table the approval of the May 10, 2017 Minutes until such time as everyone has had a chance to review them. Jackie also presented the Minutes from two Special Board Meetings held in Chester CT on May 20, 2017. Motion was made by Deborah C. to approve the two sets of Meeting Minutes from May 20, 2017. Sam C. seconded. Motion passed unanimously.

President Bob K., then asked each Board member to voice which items they would like discussed at tonight's meeting.

LDC Assistant Manager Position:

Since the hiring of a new LDC Assistant Manager was a priority for all Board members, discussion ensued regarding same which centered around 4 candidates

having submitted their resumes. One of the 4 candidates had already been interviewed but was interested in working only 1 day per week. In relation to hiring an Assistant Mgr., and the work needed to be done at the LDC under Marie's supervision, (including the possibility of re-organizing the Storage Area to accommodate Archive materials not yet able to be stored there due to lack of space), Board members agreed that the other 3 candidates not yet interviewed should be contacted, be told what the position paid and then be asked to attend an interview. It was agreed that Jackie B. as Secretary would contact the 3 other candidates and ascertain if they would be available to be interviewed on June 10 before, during or after the Spring Assembly and if so, she will schedule said interviews.

HVAC at LDC Office:

Discussion led by Gail L. re: need for an air conditioning unit for the office/literature inventory area. For comfort of the employees and volunteers as well as to keep moisture(humidity) from damaging the literature it is agreed a unit of some kind needs to be obtained and installed. Bob said he had had contact with the church and that the groundskeeper/janitorial staff had removed the old non-working HVAC unit and were looking into replacing it. Bob said he would follow up with the church and it was agreed that if the church did not provide a unit in the next week that the Board would see to it that a new unit was purchased and

installed and the church could then reimburse the LDC. The cost is estimated to be no more than \$500.00, probably around \$350.00.

Salary for LDC Manager (Marie B.):

At a special Board meeting on May 20, a raise in salary for Marie was discussed by Bob, Jackie and Gail. Since Deborah and Sam are now present at this meeting, further discussion took place on this matter. Each Board member was then asked to express their opinion so that a decision could be made tonight on an increase and how much the increase in salary would be. Sam C. presented some estimates in dollars as to how much a raise for Marie would cost, depending on a specific dollar per hour amount. Since we are a non-profit and as a Board we have a responsibility to be fiscally prudent, it is decided to give Marie a \$3.00/hr raise to show her how much she is appreciated. A review of Marie's performance and her salary in 6 months was also discussed. ADP will need to be contacted regarding the raise, Sam feels a week's notice to them to be able to make the change in their system should be sufficient.

Sam C. moved to increase the LDC Office Manager salary to \$15.00/hour effective July 1, 2017. Deborah C. seconded. Motion passed unanimously. Bob K. will inform Marie of her increase in salary.

Board of Directors and LDC 2018 Line Item Budget:

Jackie asked that we set up another meeting soon to discuss the budget for the BOD and the LDC that needs to be submitted to Marcia as Area Treasurer in early July. Bob mentioned having another teleconference, the # we used tonight will still be viable to use in the future. Deborah asked that we schedule a face to face meeting

rather than a teleconference and to make it earlier in the evening. Gail and Jackie also prefer a face to face meeting. Sam said we need to find out when Marcia needs our #'s, date is believed to be July 10. Discussion on when to next meet ensued. It is decided to meet on June 19th at 6:30 at the American Steakhouse in Meriden.

Bob K. suggests that if we have items we would like to see on the Agenda for June 19th to please submit them to him.

Sam C. made a motion to adjourn, seconded by Gail L.

Meeting adjourned at 9:55 p.m.