

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

March 22, 2017

Meriden, CT

The Annual and Regular 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 how important service is on the Board of Directors and it was important to know that per State Statutes for non-stock corporations, a corporations' By-Laws dictate the officers necessary and the time and manner of appointment or election. Our By-Laws call for a minimum of 3 Directors and must have 3 officers. In order to provide insurance for CT Al-Anon and its' officers, and to enter into Leases, it is necessary to maintain a corporation in CT. Pat also outlined some of her duties as President/Chair of the Board. The LDC Manager and the LDC Treasurer report to the President/Chair. Pat spoke about how bills for the LDC are being paid on line and payments should be made by the LDC Treasurer, paper checks are no longer used. Marie, the LDC Manager makes deposits only, although she is a signer on the LDC checking account. A password is needed to access the bank account on line and if someone with access does not go "on line" on a regular basis, (Pat suggested weekly) you are then "locked out" of the

account. She said ADP who oversees our payroll functions well (although we did receive a notice from the CT Labor Dept. that a 4th quarter 2016 return had not been filed). ADP is to look into this and rectify. She also said Marie has a password for access to ADP files and that the Board of Directors Treasurer and/or Chair should also have passwords. Marie calls hours into ADP for her and the Assistant Manager every two weeks. ADP has a separate tax portal from which Payroll Tax information such as Quarterlies can be printed. Pat offered to be the service sponsor for whomever takes her place as President/Chair of the BOD.

Secretary's Report: Jackie B. presented the Minutes from the January 25, 2017 Board Meeting. Motion made by Stacie V. to accept Minutes as presented and seconded by Bob K. Motion passed unanimously.

Concept II: Jackie B. read Concept II and shared (using the Service manual and Paths to Recovery Workbook as reference) how the WSC was established back in 1960 at the AA International Convention. The vote by Al-Anon members attending that Convention was unanimous to set up an annual Al-Anon Conference of Delegates on a trial basis for 3 years. She said the service manual tells us in order to get effective action, groups must delegate operational authority to chosen service representatives, who are trusted servants and are empowered to speak and act for them. This concept is utilized at the local level, the group conscience is heard on a matter and the GR may then relay the group conscience to the District and/or the Area at the Assembly. The GR is in this case the trusted servant, empowered to speak and act for their group. This concept as with many others can be beneficial to me in my Al-Anon and personal life. Sam volunteered to

do Concept III at the next meeting.

LDC Treasurer Report-Sandy S.

Sandy was not able to attend-no report.

LDC Office Report- Pat S.

Pat told the BOD that the LDC Assistant Manager, Veronica had given her notice and was leaving as of 3/30/17.

Pat relayed that Marie had asked one of the LDC volunteers, Catherine, if she would like to apply for the position. Catherine would like to work one day a week and will be sending in her resume to the BOD e-mail. Marie will also be asking another volunteer if she would like to work at the LDC as Asst. Manager. Marie has offered to work more hours to ensure work that needs to be done at the LDC will be done.

Pat said she sent an e-mail (which she also sent to the BOD) to Leslie at the Church regarding a second water leak in the office, which again damaged literature on the bookcase under the window. Pat suggested to Marie that she look for another bookcase to house some of the literature. Marie thinks she has come up with another solution to house the literature, she will be looking for pegs to install a shelf rather than purchase another bookcase. Per our "Working Agreement" with the Church, they are responsible for walls and windows (outside). We have insurance but the deductible is \$1,000 which is more than the cost of the damaged literature.

Pat also said she asked Marie about #'s of schedules the LDC has sold. There are

thousands of schedules left as of now in the office available for sale. Pat suggested a flyer go out reminding groups that schedules are for sale at the LDC.

Discussion ensued on likelihood of the need for so many printed schedules when many members and potential members get their meeting information on line.

Pat asked Marie about contributions to the LDC for Feb. and March 2017, Marie said they were only \$2.80.

Treasurer's Report: Sam C.

Sam reported that both the Area Treasury and the LDC Treasury remain liquid.

The Area account had \$17,078.72 at the end of February and the LDC bank account currently has \$27,774.03. Sam also reported that he has received no further notices from the IRS regarding the amended 2013 and 2014 Tax Returns we sent. He has all the information ready to submit to our Tax Attorney for 2016 and will be working on that return over the next two months as it is due May 15, 2107.

Sam said Sandy has had health issues, he will follow up with her on the Financial Reports that are due to the BOD.

Stacie asked about insurance coverage for the 60th Alateen Anniversary event that may be held in the Fall. Sam believes our insurance coverage is based on #'s of events, not specifically names events but he will follow up with the insurance agency.

Pat mentioned that the payroll reports done by ADP are available for download as needed for the tax return. Small discussion followed as to whether the

Area and BOD should split the cost for preparation of tax returns. Consensus seemed to be the payment should come from the BOD Budget. Question was raised as to whether the preparation for tax returns will cost more now as we have payroll

for the LDC employees. Sam will inquire.

LDC Assistant Manager- Pat S.

Discussion on announcing the open position of LDC Assistant Manager. It will be announced at the April Area Meeting and then possibly a flyer will go out to the members.

LDC Treasurer & Finance Committee Descriptions-Pat S.

Pat had sent out proposed changes to the LDC Treasurer and Finance Committee Duties/Responsibilities dated April 13, 2016.

Discussion-

Connecticut Area Literature Distribution Center Treasurer-Duties and Responsibilities:

One change to this document:

Motion was made by Stacie V., seconded by Sam C. to add the following words to the bottom of LDC Treasurer Duties and Responsibilities document, effective 3/22/17,

“Term: The Board of Directors appoints the LDC Treasurer to serve a three-year term, which may be renewed for a second three year term by the Board.”

Motion carried unanimously.

Connecticut LDC Finance Committee Operational Guidelines:

Discussion on changes sent by Pat S. to this document. Pat explained that invoices are paid on line out of the bank account so the wording in these Guidelines pertaining to the writing of checks could be deleted.

Jackie B. made the motion and Gail L. seconded that “the changes to the

Connecticut LDC Finance Committee description as proposed by Pat S. and as amended by the Board of Directors be made effective 3/22/17”.

Changes are as follows:

First full paragraph, second sentence, after “...Finance Committee will consist of the LDC Treasurer, **add the words**, “Board of Directors Treasurer” to this sentence.

After the 4th sentence in this same paragraph “...may also be selected by the Finance Committee from the fellowship”. **Add the sentence**, “The LDC Treasurer will present the resumes to the Board of Directors for a vote of confidence”.

In the last sentence of this paragraph, remove the word “appointed” before continuing with the words “...members of the LDC...”.

Again in the last sentence, add the words “Finance Committee” prior to completing the rest of the sentence.

Also in this last sentence remove the word “consecutive” after the word six, and before the word “years”.

Second full paragraph, Second sentence insert the word “LDC” before “...Office Manager and LDC Treasurer shall provide complete reports...”.

Third sentence, Insert the word “Finance” before “...committee will prepare a budget proposal...”.

Again in the third sentence, after the words “budget proposal” insert the words “for the LDC” and then continue “...to be presented to the Board of Directors”.

Also in the third sentence, insert the words “by a date to be determined by the Board of Directors”, after the words “...to be presented to the Board of Directors” (see above).

Third full paragraph, Second sentence, insert the letters “LDC” prior to the words
“...Office Manager will be approved signatories..”.

Again in the second sentence remove the rest of the sentence after the word
“signatories”.

Third sentence to be removed in its’ entirety.

The fourth sentence is now modified to read: “The LDC Treasurer or LDC Office
Manager may make and receive payments electronically from and to the LDC
checking account”.

A fifth sentence was added to this paragraph: “The LDC Office Manager may use a
debit card for payment of postage and other office expenses”.

Fifth and final Paragraph: In the first sentence, the letters “LDC” are inserted prior
to the words, “Office Manager” and again before “Assistant Office Manager”.

Election of Curent Board Members: Pat S. explained the election process. This is
the end of her 6 year term on the BOD.

Re-election by written ballot of current Board members for another one-year term
was held with the following results:

Bob K.:	Yes (unanimous)
Jackie B.:	Yes (unanimous)
Gail L.:	Yes (unanimous)
Sam C.:	Yes (unanimous)
Stacie V.:	Is not continuing as a BOD member.
Sue G.:	Is not continuing as a BOD member.
Deborah C.:	Yes (unanimous)

Election of Board Officers:

Elections were held (by written ballot, tallied by Secretary) with
the following results:

**Corporate Chairman / President – Bob Kane
Corporate Secretary - Jacqueline Bontems
Corporate Treasurer – Sam Chaney**

Any Other Business:

Discussion on the responsibilities of the LDC Treasurer and having a plan in place in the event the current LDC Treasurer is unable to continue in the position. Pat said that if there is no LDC Treasurer or if the LDC Treasurer is unable to pay bills for ex., it is up to the BOD Treasurer or Chair to do same. There are currently 4 authorized signatories on the LDC Checking Account, Pat S., Marie B., Sandy S. and Sam C.

Pat S. moved that effective tonight, her name be removed as an authorized signatory on the LDC checking account #424-1839707 at TD Bank, N.A.. Stacie V. seconded. Motion passed unanimously.

Pat S. also moved that effective immediately, Robert Kane be added as an authorized signatory on the LDC checking account #424-1839707 at TD Bank, N.A. Seconded by Stacie V.. Motion passed unanimously.

Jackie B. will prepare a letter(s) for TD Bank as Corporate Secretary requesting the above actions be taken.

The next Board meeting date is to be determined.

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

The Meeting closed at 8:40 pm with the “Al-Anon Declaration”.

Respectfully Submitted,

Jackie Bontems/Corporate Secretary