

BOARD OF DIRECTORS CONNECTICUT AI-ANON FAMILY GROUPS SERVICES, INC.
MOTIONS & VOTES

(No motions or votes in January 2014)

March 24, 2014:

“2014” ANNUAL MEETING:

Chairman, John B. explained the “balloting” procedure to be used tonight. Current BOD Members discussed the Candidates qualification, resumes, and letters of recommendation. (Minutes of Nominating Committee Meeting attached)

Voting took place with the following results:

Sam C. - unanimous
Susan G. - 5 “yes” / 2 “abstain”
Gail L. - unanimous

(Three new candidates were added to the BOD)

Current BOD Members, Jacqueline B., Robert K., and Patricia S. were unanimously elected to serve another one-year term.

Election of BOD Officers was held with the following results:

Corporate Chairman / President - Patricia Strong
Corporate Secretary - Jacqueline Bontems
Corporate Treasurer - Samuel Chaney

(All were elected with substantial unanimity)

Motions from May 7, 2014 BOD Meeting:

Motion made that the names of Marcia Jean Furman and Stacie Van Deusen be removed as signatories from the Fall Workshop Webster Bank checking account # 9320129053 and the name of Ronelle Stankus of 20 Charlotte Street, Oakville, CT be added as a signatory to the account. The Secretary shall provide the bank with a notarized statement on CTAFG letterhead saying that we are a legal entity and a non-profit. The secretary will provide the bank with the minutes from tonight’s meeting.

Motion passed unanimously.

Motions from July 23, 2014 BOD Meeting:

Motion made that Pat S. draw up framework for a task force to examine the physical and financial aspects of potential changes to the LDC for the next 3 years. Motion passed unanimously.

Motion made to submit budget request of \$1,350.00 to the Area for 2015. Motion passed unanimously.

Motion made to ask TD Bank what is needed to change current name on bank account to the correct corporate name. Motion passed unanimously.

Motions from July 23, 2014 BOD meeting continued:

Motion made to add Patricia Strong, Sam Chaney and Marie Blain as signatories for the corporate bank account with TD Bank, N.A. used for LDC operations, Acct. #424-1839707. Motion passed unanimously.

Motion made to delete John Blossom and Geraldine Van Schaack as signatories for the corporate bank account with TD Bank, N.A. used for LDC operations, Acct. #424-1839707. Motion passed unanimously.

Motion made to add Gail Larkin, Co-Chair and Patricia Strong, Treasurer as signatories for the CT AFG Convention Webster bank account #0010381636. Motion passed with substantial unanimity (1 abstention).

Motion made to delete J. Scott Dehart and Christine Debienski as signatories on the CTAFG Convention Webster bank account #0010381636. Motion passed unanimously.

Motion made to authorize Finance Committee to spend up to \$500.00 without Board authorization. Motion passed unanimously.

Motions from September 10, 2014 Meeting:

Motion made to implement the LDC Task Force based on the framework laid out by Pat. Motion passed.

Motions from October 8, 2014 Meeting:

Changes to the Qualifications required to be nominated to the Board of Directors were discussed. Pat S. made a motion to eliminate #4 “**Experience at the World Service level as Delegate or Trustee-at least 2 members**” of the Qualifications since this requirement is not in our By-Laws. Motion to delete # 4 of the Qualifications was passed unanimously.

LDC Task Force: Pat has been looking for committee members. She announced that Jackie B. would chair with Terry C. to be the co-chair. Other committee members include Sam C., Gina R. and Area LDC Coordinator, Aimee L. Michael C., Marie B. and Pat will be ex-officio non-voting members of the Task Force. It was moved that a Vote of Confidence be given for Jackie B. and the Task Force Committee. Motion carried.

Sam moves that we go forward with ANI quote with property coverage for \$519.00, General Liability for \$964.00 and D&O coverage for \$605.00 and that we continue coverage with the Hartford for crime and bonding at a cost of \$150.00 for a total cost of \$2,238.00. Motion seconded by Gail L. Motion passed unanimously.

Motions from the October 8, 2014 BOD meeting continued:

A second Motion was made that in the event the cost of General Liability and Social Service Professional coverage which totals \$1,654.00 cannot be separated by ANI (we want GL only) then the Board of Directors votes to accept the quote from Philadelphia Insurance through the Island Agency at a cost of \$2,231 (GL=\$1,011, D&O=\$1,070 + The Hartford at \$150). Motion carries.

Motion made that Sue G. be reimbursed by the Area for \$189 out of the BOD budget for the cost of the domain names. Motion carried.

Motions from January 2015 Board Meeting: None

March 24, 2015

2015 “Annual Meeting”

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

Jackie B.: Yes (unanimous)

Gail L.: Yes (unanimous)

Sue G.: Yes (unanimous)

Sam C.: Yes (unanimous)-In abstentia

Bob K.: 4 Yes/1 No

Pat S.: Yes (unanimous)

Chairman, Pat S. explained the “balloting” procedure to be used tonight to elect new Board members. Current BOD Members discussed the Candidates qualifications and resumes. (Minutes of Nominating Committee Meeting attached)
Voting took place with the following results:

Stacie V.- Yes (unanimous)
Deborah C.-Yes (unanimous)
Wayne M. – 2 Yes/3 No

Elections for BOD Officers were held with the following results:

Corporate Chairman / President - Patricia Strong
Corporate Secretary - Jacqueline Bontems
Corporate Treasurer - Samuel Chaney (in abstentia)

(All were elected unanimously)

May 6, 2015

Motion to accept the final LDC Task Force Report was made by Sue G., seconded by Gail ` The 2015 budgeted amount for the BOD is \$1,350.00. With 2 new Board members in 2015, it was suggested our budget request for 2016 be raised to \$1,500.00. Bob K. made the motion to request the BOD budgeted line item for 2016 be \$1,500.00. Seconded by Stacie.
Motion passed unanimously.

Motions from May 6, 2015 meeting continued:

Deborah C. made the motion to ask for a Line Item Expense in the 2016 Area Budget for the LDC of \$6,000.00 at the August AWSC Budget Meeting. Seconded by Sue G. Motion passed unanimously.

June 13, 2015-Sp. Board Meeting:

Motion made by Jackie Bontems and seconded by Gail Larkin that the names of Donna Collette and Ronelle Stankus be removed as signatories from the Fall Workshop Webster Bank checking account #9320129053 (this checking account will also be used by the TEAM event to be held October 3, 2015) and the names of Ann Tramontana-Veno of 104 Nicoll Street, New Haven, CT, Kary Lewis of P.O. Box 60665 Longmeadow, MA and Mary Ann Reid of 9 Old Barn Road, East Windsor CT be added as signatories to the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The secretary will provide the bank with the minutes from today’s meeting. Motion passed unanimously.

July 15, 2015

Jackie B. made the motion that the names of Susan Gornall and Patricia Strong be removed as signatories from the CT AFG Convention Webster bank account #0010381636 and the names of Amy Alford of 50R Maple Avenue, Collinsville, CT and Janet Martin of 277 Monticello Drive, Branford, CT be added as signatories to the account. The name of Gail Larkin shall remain as a signatory on the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The secretary will also provide the bank with the minutes from tonight’s meeting. Motion was seconded by Deborah C., motion carried unanimously.

July 15, 2015 continued:

Deborah C. made the motion to submit the \$6,000.00 “2016 CT AWSC BUDGET REQUEST FORM” as prepared by Pat including the description of “List Reimbursable Expenses” as:

“For LDC Expenses for Payment of Wages to LDC Office Manager and Assistant Manager starting 7/16.

Payment to IRS for Payroll Taxes for Social Security & Medicare.

Workers’ Compensation Insurance Coverage for 2 Part-time Employees” and adding to the list,

“Any other payroll expenses or taxes legally required”.

Motion seconded by Sue G. Motion passed unanimously.

October 28, 2015

Pat said she received a revised “Working Agreement” with the church and went over the changes with the Board. She was pleased to announce that the rent will remain the same (\$600/month) for 2016-2018. Sam C. made a motion to have Pat S. sign the Agreement, Stacie V. seconded. Motion passed.

Jan. 27, 2016- No motions.

March 9, 2016-Quarterly and Annual Board Meeting

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

Jackie B.: Yes (unanimous)

Gail L.: Yes (unanimous)

Sue G.: Yes (unanimous)

Sam C.: 6 Yes/ 1 Abstention-Re-elected in abstentia

Bob K.: Yes(unanimous)

Pat S.: Yes (unanimous)

Deborah C.: Yes (unanimous)

March 9, 2016 continued:

Stacie V.: Yes(unanimous)

Election of Board Officers:

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

Corporate Chairman / President - Patricia Strong

Corporate Secretary - Jacqueline Bontems

Corporate Treasurer – Stacie Van Deusen received 2 votes, Sam Chaney with 5 votes was re-elected in abstentia

- a. **LDC Treasurer Position and Job Description**-Pat gave a brief history of this position and said Michael C. was now finishing up a 3-year term (June 2016) and was not yet sure if he wanted to continue. Discussion followed on combining BOD Treasurer position with that of LDC Treasurer. The LDC Treasurer chairs the Finance Committee. History of members on the Finance Committee was part of the discussion. Vote was taken to determine if LDC Treasurer position should be kept.
Vote was 6 yes to keep the position, 1 abstention

April 13, 2016

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.

April 13, 2016 continued:

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.

May 25, 2016

When Sam sat down with the Tax Preparer to do the Year End 2015 tax return he realized that the previous year’s tax returns did not include the assets of the LDC (checking account and inventory). Not including LDC assets on Returns from previous years has no impact on earnings. He has talked to our tax preparer and decided to do an extension for the filing of 2015 taxes (due May 15, 2016 originally) in order to include LDC assets. Sam has also done research about amending prior years’ tax returns and he feels amending the year end 2013 and 2014 tax returns is sufficient at this point. Discussion followed. Sam C. made the motion to amend the year end 2013 and 2014 tax returns. Gail L. seconded. Discussion then vote taken and motion carried unanimously.

May 25, 2016 continued:

Changes on Signatories of Fall Workshop Bank Account-

Motion made by Jackie Bontems and seconded by Stacie Van Deusen that the names of Ann Tramontana-Veno, Kary Lewis and Mary Ann Reid be removed as signatories from the Fall Workshop Webster Bank checking account #9320129053 (this checking account will also be used by the Sponsorship Workshop to be held October 15, 2016) and the names of Marcia Minervini of 221 Long Swamp Road, Wolcott CT 06716 and Pat Regis of 121 Birden Street Torrington, CT 06790 be added as signatories to the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The Secretary will provide the bank with the minutes from today’s meeting. Motion passed unanimously.

Discussion and Vote Re: LDC Office Manager:

Pat reported there was only 1 candidate at this time, Marie B. Discussion followed including comments by those Board members who were in attendance at Marie’s interview. Bob Kane moved to offer the position of LDC Office Manager to Marie Blain. Deborah Cavanaugh seconded. Motion passed unanimously.

June 22, 2016

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:

June 22, 2016 continued:

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 worker’s 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.

July 20, 2016

New quote received for worker's compensation policy, therefore:

Jackie then made the motion to approve the action of obtaining from NCCI a worker compensation insurance policy with American Zurich commencing 7/1/16 for \$434.00/year. Motion was seconded by Bob K. and passed unanimously.

August 26, 2016 Sp. Mtg

Motion made by Jackie Bontems and seconded by Stacie Van Deusen that the names of Janet Martin and Gail Larkin be removed as signatories from the CT AFG Convention Webster Bank account #0010381636 and the names of Sandy Salvato of 366 Park Avenue, Naugatuck, CT and Lynn Kelly of 21 Edwin Street, Thomaston, CT be added as signatories to the account. The name of Amy Alford of 50R Maple Avenue, Collinsville, CT shall remain as a signatory on the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The secretary will provide the bank with the minutes from today's meeting. Motion passed unanimously.

October 19, 2016

Discussion and Vote re: LDC Treasurer Candidate

Discussion held regarding the two LDC Treasurer candidates who were interviewed prior to tonight's Board meeting. The Board voted to ask Sandy S. to be the new LDC Treasurer.

November 2, 2016 Sp. Meeting

Discussion and Vote re Modified Form for LDC Sale of Schedules

Sue G. made the following motion: "That the BOD take on the responsibility of the production and distribution of Area Schedules". Motion seconded by Gail L. Discussion followed and included who would make changes to the Schedule in the future. The motion failed with 4 yes, 2 no and 2 abstaining.

Deborah C. then made the motion that the Board of Directors approve the sale of the 2017 Schedules and adding that item to the LDC order form effective November 3, 2016 and going forward. Jackie B. seconded. The vote was 4-yes, 2 abstentions. Motion passed. Pat S. will inform Ron S. of the BOD's decision.

Changes on Signatories of LDC Bank Account:

Jackie B. made a motion that the name of Michael Cadden be removed as an authorized signatory from the CT AFG LDC TD Bank Checking Acct. #4248139707 and that the name of Sandy Salvato of 366 Park Avenue, Naugatuck, CT 06770 be

added. The names of Patricia Strong, Sam Chaney and Marie Blain shall remain on the account as authorized signatories. Motion was seconded by Stacie V. Motion passed unanimously.

Stacie V. made the motion that the Board of Directors not request the funds as allocated for the LDC in the Area 2016 Budget. Deborah C. seconded. Motion passed unanimously.
January 6, 2017 Sp. Board Mtg

Motion was made by Jackie B. and seconded by Sue G. that the names of Ann Bonin, Susan Guilford, Donna Collette and Carol Dropick be removed as signatories from the CT Al-Anon Family Groups Services, Inc. Webster Bank Business Value Checking Account #0009578739 and the Webster Bank Totally Free Small Business Savings Account #0001010303679 and the names of Gail Larkin of 164 Glenwood Rd., Clinton, CT, Stacie Van Deusen of 79 Washington St., Apt. 2, Norwalk, CT, Marcia Minervini of 221 Long Swamp Rd., Wolcott, CT and Helen Browne of 36 Vine Lane, #309, Brooklyn, CT be added as signatories to these two accounts. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The Secretary will provide the bank with the minutes from this meeting.

Motion passed unanimously.

Sue G. said that Sandy S. had stepped down from the position of AFG Convention Treasurer. Jackie B. made the motion that the name of Sandy Salvato be removed from the AFG Convention bank account #0010381636 at Webster Bank. Sue G. seconded. Motion passed unanimously.

January 25, 2017

Sandy then reported that Bruce G. had stepped down from the Finance Committee and John has completed three years thus far. She also said she had received a resume from Ann T. to be a member of the Finance Committee. Sue G. moved to table Ann T.'s request to be a member of the Finance Committee and Stacie V. seconded. Motion passed unanimously.

Deborah C. made the motion that "Should the Treasurer of the LDC inform the Board that the LDC Checking account balance is below \$12,000 then the Board of Directors Chair will request \$3,000 from the Area Treasurer". Seconded by Sue G., Motion passed unanimously.

March 22, 2017 Quarterly and Annual BOD Meeting:

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

March 22, 2017 continued:

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 Current 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)

March 22, 2017 continued:

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

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.

May 10, 2017 BOD Meeting:

Secretary's Report: Jackie B. presented the Minutes from the March 22, 2017 Annual and Regular Board Meeting that included revisions to both the LDC Treasurer Duties and Responsibilities and to the LDC Finance Committee Description. Motion made to accept the Minutes as presented and seconded by Sam C. Motion passed unanimously. Jackie also reported that the Annual Report had been filed with the Secretary of State for the Corporation. In addition, Jackie shared that in order to incorporate the business conducted via e-mail by the Board of Directors on Feb. 17, 2017 by President Pat S., she is reporting the following: 1) Shall Ann-T-V receive a vote of confidence from the Board to

May 10, 2017 continued:

become a member of the LDC Finance Committee? 2) Shall the BOD authorize the Chairperson of the BOD of Connecticut Al-Anon Family Groups Services, Inc. to sign the Working Agreement with South Congregational Church for the period of Jan. 1, 2017-Dec. 31, 2017 which Agreement references rooms 29 and 30 and the locked basement storage room? (This replaces the current agreement which covers the same period). Results in response to both questions: Six BOD members voted, six yes votes were received on both matters.

Lastly, Jackie made the following motion: I move that the names of Ann Tramontana-Veno and Marcia Minervini be removed as signatories from the Webster Bank Checking Account #9320129053 and the names of Lisa Gangone of 629 Ridge Road, Middletown, CT 06457 and Greg Wresilo of 191 Rocton Ave., Bridgeport, CT 06606 be added as signatories to this account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a nonprofit corporation. The secretary will also provide the bank with the minutes from this meeting. Sam C. seconded the motion and it passed unanimously.

The LDC Treasurer Duties and Responsibilities document states "The BOD appoints the LDC Treasurer to serve a three-year term, which may be renewed for a second three-year term by the Board." After a discussion in part centering around, again, the "process" by which filling a vacant position such as this works, the two resumes in the BOD's possession and the by Sam C. that the Board of Directors appoint Ron S. as the LDC Treasurer. Seconded by Gail L. Motion passed unanimously. Bob K to notify Ron S. of his appointment.

May 20, 2017 Special Board Meeting:

Motion was made by Jackie B. and seconded by Bob K., that the names of Patricia Strong and Sandy Salvato be removed as signatories from the TD Bank LDC Checking Account #424-1839707 and that the names of Robert Kane of 33 Lillian Avenue, New Fairfield, CT 06812 and Ron Spiegelhalter of 159 Penn Common, Milford, CT 06460 be added as signatories on this account.

The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The Secretary will provide the bank with the minutes from this meeting.

Motion passed unanimously. Jackie B. will also contact Helen B., Area Secretary to request a background check form be sent to Ron S. to be completed.

June 6, 2017 Special Board Meeting by Teleconference:

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.

July 19, 2017 Board Meeting:

Tonight, we will discuss candidates for Assistant Manager of the LDC. There are 3 candidates (there were 4 early on but one bowed out) including Catherine who is only able to work 1 day/week. Discussion took place with each member of the Board being given time to present their pros and cons on each candidate. Vote was taken to hire Michael B., 4 yes with 1 abstention. Bob will inform Mike of our decision.

Sept. 1, 2017 Special Board Meeting:

The purpose of this special meeting was to update signatories on the CT AFG Checking Account for the 2018 Convention.

Deborah Cavanaugh made a motion to remove the names of Sandy Salvato, Ronelle Stankus and Amy Alford from the CT AFG Convention Checking Account.

The motion was seconded by Bob Kane. The motion passed unanimously.

Deborah Cavanaugh made a motion to add the names of Janet Zigadto, 76 Townsend Avenue, Waterbury, CT 06705 and Patty Bouchard, 166 Village Street, Bristol, CT 06010 to the CT AFG Convention Checking Account.

The motion was seconded by Gail Larkin. The motions passed unanimously.

Oct. 4, 2017 Board Meeting:

LDC Finance Committee Report-Ron S.

Ron reported that the Finance Committee met on October 3, 2017 and before coming to the Board meeting tonight he made a few revisions today to the reports he had discussed with the Finance Committee the previous evening. Motion was made by Sam C. to accept the LDC Finance Committee Chairperson Report. Seconded by Deborah C. Motion was passed unanimously.

Signatory Approval for 2018 CT AFG Convention Co-Treasurer-Jackie B.

Jackie moved that the name of Ron Spiegelhalter of 159 Penn Common, Milford, CT 06460 be added to the CT AFG Convention Webster bank account #0010381636. The names of Lynn Kelly, Janet Zigadto and Patty Bouchard should remain as signatories on the account. Jackie will provide bank with a copy of the minutes for this meeting as well as a letter as Secretary of the BOD, authorizing the bank to make the signatory change. Deborah C. seconded the motion and it passed unanimously.

January 31, 2018 Board Meeting:

Revised Documents, Guidelines and Procedures-Deborah C.

Gail L. moved to approve the following documents/guidelines as revised and created (in some cases) by Deborah C.:

1. LDC Treasurer/Finance Committee Chairperson Duties and Responsibilities (Rev. 4/13/16, Rev. 3/22/17, Rev. 10/4/17, BOD revised & reviewed 10/4/17, Approved 1/31/18)
2. LDC Finance Committee Guidelines (Rev. 4/13/16, Rev. 3/22/17, BOD revised & reviewed 10/4/17, Approved 1/31/18)
3. LDC Office Manager Duties & Responsibilities (Rev. 4/13/16, BOD revised & reviewed 10/4/17, Approved 1/31/18)
4. LDC Assistant Office Manager Duties & Responsibilities (Rev. 4/13/16, BOD revised & reviewed 10/4/17, Approved 1/31/18)
5. Procedure for Submitting Resumes for LDC Asst. Office Mgr. (created 8/16/17, reviewed and revised 10/4/17, approved 1/31/18)
6. Procedure for Submitting Resumes for LDC Finance Committee Membership (created 8/16/17, reviewed and revised 10/4/17, approved 1/31/18)
7. Procedure for Submitting Resumes for LDC Office Manager (created 8/16/17, reviewed and revised 10/4/17, approved 1/31/18)
8. Procedure for Submitting Resumes for LDC Treasurer/Finance Committee Chair (created 7/29/17, reviewed and revised 10/4/17, approved 1/31/18)
9. LDC Finance Committee Members Duties and Responsibilities (created 7/29/17, reviewed and revised 10/4/17, approved 1/31/18).

January 31, 2018 continued:

Jackie B. seconded the motion and it passed unanimously.

March 14, 2018 Board Meeting:

Lynn K. (Convention Chair) had asked Jackie to bring up the issue of the Event Brite contract (on line registration company), the current term expires April 30, 2018. Sam then moved that we change the signatory on the current contract with Event Brite to a corporate officer and maintain the current contract with Event Brite. Deborah C. seconded the motion. Passed unanimously.

Election of New Board of Directors Members:

Resume of Betsy Nicoletti was reviewed. Betsy was unanimously elected.

Election of Current Board Members:

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

Deborah C.- Yes (unanimous)

Gail L.- Yes (unanimous)

Sam C. – Yes (unanimous)

Jackie B.-Yes (unanimous)

Bob K.-Bob explained that for health reasons he would not be asking to be re-elected to the Board of Directors, he is not well enough to do the job well.

Bob was thanked by all for his service to the BOD.

Election of Board Officers:

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

Corporate Secretary-Jacqueline Bontems

Corporate Treasurer-Sam Chaney

President- Deborah Cavanaugh

March 14, 2018 continued:

Gail then moved that Jackie (as Corporate Secretary) provide the Minutes of this meeting and a letter to TD Bank authorizing them to remove Bob Kane as a signatory on the LDC checking account and to add the name of Deborah Cavanaugh as a signatory. Jackie is also authorized to make any changes as necessary to the Secretary of State Corporate record re: officers. Sam C. seconded the motion. Passed unanimously.

May 16, 2018 Board Meeting:

Discussion on motion on requiring BOD officer to sign any corporate contracts. Jackie gave everyone a copy of the motion prepared by Pat S. as regards this matter. Discussion followed about the motion itself and how to inform the Assembly of said change. Deborah then made the motion as follows:

Whereas, Members of the Connecticut Al-Anon Family Groups (CT AFG) may be required to sign contracts with outside entities in order to facilitate supporting events and other activities in the State of Connecticut that further the goals of CT AFG;

Whereas, The Connecticut Al-Anon Family Groups Services, Inc. Board of Directors is authorized pursuant to its by-laws and state and federal law to, among other things, manage property and finances of the corporation and establish and ensure the execution of policies and procedures required for the operations of the corporation;

And whereas, Other members of CT AFG are not authorized to legally bind the corporation;

BE IT RESOLVED That:

The President of the Board of Directors of the corporation shall sign any contracts with

May 16, 2018 continued:

outside entities as necessary for the purposes set forth herein. The CT AFG Area Delegate and other officers of the CT AFG World Service Committee shall be made aware of this policy. Submitted at the May 16, 2018 meeting of the Connecticut Al-Anon Family Groups Services, Inc. Board of Directors by Deborah Cavanaugh.

Gail L. seconded the motion. Motion passed unanimously.

July 18, 2018 – No motions.

October 17, 2018 Board Meeting:

Discussion of BOD candidates' qualifications:

In order to widen the pool of potential BOD members, a motion to change the wording of # 2 of the "Qualifications for Board of Directors Members" was made changing the current language from: "Al-Anon Service Experience – Minimum 5 years serving on the AWSC (need not be consecutive terms or currently serving) to:

“Al-Anon Service Experience- Minimum 3 years serving on the AWSC (need not be consecutive terms or currently serving) and must have served above the District level in the previous six years”. Motion was made by Jackie B. and seconded by Sam C. Motion passed unanimously. ** Note: Subsequent discussion by BOD members and vote by e-mail changed the word “District” in the motion to “Group”.

November 3, 2018 Special Board Meeting:

Motion made by Jackie B. and seconded by Deborah C. that the names of Ron Spiegelhalter and Lynn Kelly be removed as signatories from the CT AFG Convention Webster Bank account

Nov. 3, 2018 continued:

#0010381636 and the names of James P. Lardie of 897 Shuttle Meadow Rd., Southington CT and Suzanne Miller of 84 Cedar Court, Cheshire, CT be added as signatories to the account. The names of Patricia Bouchard and Janet Zigadto should remain as authorized signatories on the account. The Secretary shall provide the bank with a notarized statement on Connecticut Al-Anon Family Groups Services, Inc. letterhead stating that we are a legal entity and a non-profit corporation. The secretary will provide the bank with the minutes from today’s meeting.

Motion passed unanimously.

Motion made by Betsy N. to accept the November 2, 2018 revised Qualifications for Board of

Directors Members. Gail L. seconded. Motion passed unanimously. Note: This motion was made regarding motion above of Oct. 17, 2018 **Note: “Subsequent discussion by BOD members and vote by e-mail changed the word “District” in the motion to “Group”.

Motion made by Jackie B. and seconded by Deborah C. to remove the name of Stacie Van Deusen from the Connecticut Al-Anon Family Groups Services, Inc. Webster Bank Account #’s 009578739 and 0001010303679 as an authorized signatory. The name of Amy Alford should be added as an authorized signatory. Motion passed unanimously.