

Southern Arizona Al-Anon Information Service (AIS) Steering Committee Minutes

Wednesday, February 15, 2023

The meeting was called to order at 6:00 p.m. by Kathy with a moment of silence followed by the Serenity Prayer.

Concept 2 was read by Kathy.

Participants included Kathy, Sue, Alice, Michelle Y., Andrew M., Dick B., Frank S.

Informational Reports

Treasurer. Sue reported that she had: (1) submitted form 990-N (electronic postcard) for Tax year 2022; (2) met with and provided documentation for the Audit Committee; and (3) received the insurance invoice for 2023, which was within the budget.

Chairperson. Kathy reported that the 2023 International Convention will be held on June 29-July 2, 2023, at the Albuquerque Convention Center in Albuquerque, NM. Kathy will be sending a flyer soon concerning the event for Alice to distribute. (The 2023 World Service Conference is April 20 - April 23, 2023 in Virginia Beach, Virginia.)

Kathy will also be sending an email about group liability insurance needs.

Old and New Business

Filling Positions. There was discussion about the need to fill unfilled positions. Sue will make a statement at Founders Day regarding matter.

Leigh will be calling in for the March 1 Business Meeting to offer to fill the Literature Coordinator position.

At the time of the Steering Committee it was thought that an individual had possibly been found to fill the Meeting List Coordinator position but the next day the individual indicated that they would not be standing for the position.

The group discussed the critical need to fill the Treasurer position. Sue will be stepping down soon from the position and would like to have time to train her replacement. Sue estimated that the position requires 10 to 20 hours of her time each month and sometimes more time, but that someone with more accounting/bookkeeping experience might be able to do the job in less time. Sue also noted that she was performing some of the tasks of the Office Manager position. Andrew and Sue reported on their unsuccessful efforts to find someone to assume the Treasurer position. The possibility was discussed of splitting the position between a paid bookkeeper who would not necessarily be an Al-Anon member, and a Treasurer, with the Treasurer being an Al-Anon member. After a very quick search of the web, it was estimated that a bookkeeper would charge approximately \$20 an hour and it was estimated a bookkeeper would bill approximately 10 hours a month. Sue noted that AIS was permitted to hire a “highly specialized worker” for special tasks.

Sue made a motion, seconded by Andrew, to consider what it would mean to have AIS hire a bookkeeper. The motion passed with a unanimous vote. Sue and Michelle will meet to consider the separate tasks of a bookkeeper and Treasurer and an estimate of the amount of time each position would require. They will report back to the Steering Committee electronically before the March 1 Business Meeting.

Review of Positions. With the number of unfilled positions, the group discussed forming a Task Force at the March Business Meeting to review current job descriptions and determine whether there was an actual need for all the current unfilled AIS positions. The Task Force would consider, among other things, whether the current group wants to be an AIS or instead just be a literature distribution center.

Demonstration of New Website. Andrew demonstrated the new website and will provide an additional demonstration at Founders Day and the next business meeting.

Kathy closed the meeting around 6:50. p.m. with the Al-Anon Declaration.

Next Southern Arizona AIS Steering Committee Meeting:

Wednesday, March 15, 2023

Time 6:00 PM – 7:30 PM

Zoom Number 827 5938 5248/PC 474954

Submitted by Alice-Secretary