

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

**Wednesday, April 19, 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 4 was read by Kathy.

Participants included Kathy M., Sue C., Alice W., Andrew M., Mike M. Dick B., Leigh S., Susan S.

### **Informational Reports**

**Treasurer.** Sue reported on several matters:

- The bank account has been modified to show that Cynthia is the primary signatory. Leigh, the Literature Coordinator, also has a bank card.
- Cynthia is going to first study the existing accounting process, and she will then take the lead on use of QuickBooks going forward.
- Literature income and expenses so far this year have been as follows:

Literature Income YTD: \$5,163.75

Literature Costs YTD: \$4,017.54

Stripe/PayPal Fees YTD: \$185.68

Shipping Cost YTD: \$266.22

Total Literature Income: \$5,163.75

Total Expense: \$4,469.44

Literature Net Income: \$694.31

### **Old and New Business**

**Website.** Andrew will shut down Gator now that the switch to Gmail has been completed.

**Task Force to Review Positions.** Mike M. thanked Dick B. and Susan S. and all the people who responded to the Task Force's questions re-positioned. The Task Force made recommendations to the Steering Committee re officer and coordinator positions. The information gathered by the Task Force was submitted in the form of a chart, which the Steering Committee reviewed. There was extensive discussion regarding the recommendations. The Steering Committee voted to recommend significantly modify or eliminate the following positions.

- Election Chair – The recommendation is for AIS or the Steering Committee to appoint the Election Chair, as the position is already a temporary position.
- 7th Tradition Coordinator – The recommendation is to eliminate positions.
- Archivist – The recommendation is to eliminate position.

- Al-A Note – The recommendation is to keep the position, but the job description needs to be significantly updated to reflect changes in technology, including possibly changing the position name to News and Events Coordinator.

The Steering Committee voted to recommend keeping all the other positions. The Task force will continue to work on edits to the job descriptions of most of the positions.

Kathy will summarize the Steering Committee’s recommendations in chart form to the May AIS Business Meeting.

Kathy closed the meeting around 7:33. p.m. with the Al-Anon Declaration.

**Next Southern Arizona AIS Steering Committee Meeting:**

**Wednesday, May 17, 2023**

**Time 6:00 PM – 7:30 PM**

**Zoom Number 827 5938 5248/PC 474954**

Submitted by Alice-Secretary