

Southern Arizona Al-Anon Information Service (AIS) Steering Committee Minutes
Wednesday, June 21, 2023

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

Concept 6 was read by Kathy M.

Participants included Kathy M., Alice W., Michelle Y., Susan S., Dick B., Leigh S., and Andrew M.

Matters Discussed

Message Coordinator. Kathy had prepared, and the group reviewed, the job description for a message coordinator, in light of the decision to eliminate the office coordinator position. The person in this position is responsible for responding to messages left on the telephone number listed on the website. This new position will be voted on at the July Business Meeting.

News and Events Coordinator. Kathy M. proposed a new job description titled News and Events Coordinator to replace the Al-Anon Note Editor position. The new position will be voted on at the July Business Meeting.

AIS Liaison to AA. There was discussion about whether the AIS Liaison to AA could be a non-voting position, allowing the person filling the position to also be a member of AA. The consensus of the Steering Committee was to leave the position as is—a voting position.

Treasurer, Webmaster, and Literature Coordinator. Kathy M. noted that the individuals currently filling these positions are reviewing their existing job descriptions to determine if any changes need to be made.

Report from Literature Coordinator. Leigh S. reported on the following: efforts to maintain sufficient inventory to meet demand; the amount budgeted for literature; and the need for there to be a minimum order amount to justify the cost to AIS of free postage. Leigh S. made a motion to require a \$10.00 minimum order amount, and Andrew seconded the motion. The motion passed unanimously. The Webmaster will be asked to put the minimum order language on the website.

Ample Reserve. Currently, AIS has \$14,000 in its “ample reserve.” This amount represents AIS expenses for four months but assumes AIS has a physical office. Now that the decision has been made not to reopen the office, a decision needs to be made about how much money should be kept in the “ample reserve.” The July Business Meeting will discuss the matter and determine whether to create a Task Force to make a recommendation about the amount of the ample reserve, whether to have the Steering

Committee make a recommendation, or whether to have the Treasurer make a recommendation. Kathy also suggested that if some portion of any excess ample reserve is contributed to the AREA and WSO, the money could go in the same proportion that AIS is now giving to the AREA and WSO. Another thought was that some of the money could be used to increase AIS inventory.

Kathy M. closed the meeting around 7:00. p.m. with the Al-Anon Declaration.

Next Southern Arizona AIS Steering Committee Meeting:

Wednesday, July 19, 2023

Time 6:00 PM – 7:30 PM

Zoom Number 827 5938 5248/PC 474954

Submitted by Alice W.

Secretary