

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

Wednesday, July 19, 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 7 was read by Kathy M.

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

Matters Discussed

So. Ariz. AIS Guidelines. At the August Business Meeting, Kathy will propose an amendment to the So. Ariz. AIS Guidelines eliminating two references to the Office Manager. (The Guidelines currently list the Office Manager as an AIS Officer. The position of Office Manager has been eliminated.)

Reserve Task Force. Kathy M. and Cynthia V. discussed that the Task Force has met and will make the following proposal at the August Business Meeting:

- The amount of the Reserve shall be set at \$10,000, which is estimated to be ample to cover four months of AIS expenses.
- Any current excess above \$10,000 will be dispersed 75% to the Area and 25% to the WSO. (It is estimated that the amount of the excess will be around \$8,700 but this sum may change based on a literature bill of approximately \$3,000.)

Out-of-State Literature Orders. The Steering Committee discussed the sales tax issue regarding out-of-state sales of literature. The Committee will recommend to the August Business Meeting that So. Arizona AIS does not sell literature out-of-state because of the sales tax issue. Andrew M. will talk to Tim about making the necessary changes to the website to eliminate out-of-state sales.

AIS emails for Officers and Coordinators. Alice W. discussed posting some or all of the AIS email addresses for Officers and Coordinators on the website. Kathy will prepare emails to send to coordinators about the importance of using their AIS email address (rather than their personal email addresses); the need to check for incoming emails; and, the ability to link their AIS email address to their personal email address.

Interest on Bank Account. Cynthia V. discussed that AIS has a bank account with Chase Bank that earns very little interest. Also, AIS needs to keep at least \$2,000 in the account to avoid fees. Chase Bank does not have any type of account where AIS can earn a decent interest rate. Cynthia V. has checked and only individuals can earn interest on on-line bank accounts. (Currently these individual on-line accounts are earning over 4% in interest.) U.S. Bank does have 7-month CDs earning over 4%. AIS could stagger its

purchase of CDs and it would be available if needed when it became due. The Committee discussed the possible “hassle” of changing accounts. Kathy M. proposed that it should be up to Cynthia V. whether AIS changes its bank account. Cynthia V. will make a recommendation one way or the other at the August Business Meeting.

Accounting. Cynthia V. reported that when she initially looked at AIS records, she had a concern that she could not reconcile receipts and expenses for some prior months. Upon looking at the matter more closely, however, she has learned that there were additional AIS accounts she was not considering, including PayPal. Cynthia V. no longer has a concern about reconciling receipts and expenses.

Risk of Theft. Cynthia V. reported that AIS’s current practice of handling payments and receipts is not as robust as might be desired. Currently, with respect to payments to third parties, AIS’s audit practice is to regularly review and double-check a random sample of payments made to third party vendors. There is presently no similar review relating to the receipt of payments from family groups and individuals. Cynthia V. discussed having additional procedures regarding such receipts such as regularly checking with family groups and random individuals to make sure that AIS receipts match donations. Cynthia V. will further discuss these issues at the August Business Meeting.

Audit Committee. Kathy M. discussed that it was time to create the next Audit Committee, and she will ask for volunteers at the August Business Meeting.

Checks. Cynthia V. discussed that checks, cashier checks and Zelle payments from family groups need to contain the family group’s name and number on the check. Otherwise, Cynthia attributes the donation as an individual donation.

Personal Property Taxes. Cynthia V. reported that AIS does not have personal property of any significant value and is exempt from filing any form with Pima County related to personal property. The Steering Committee will be recommending at the August Business Meeting that AIS close its personal property account with Pima County. This will eliminate the need to file any type of yearly report.

Zoom Account. The Group discussed the current cost charged by AIS to any family group using its Zoom account—\$10 dollars per year. It is not cost effective in terms of time to collect that amount from the groups using Zoom. The Steering Committee will recommend to the August Business Meeting that groups not be charged for the use of Zoom.

September 14 Steering Committee Meeting Canceled. Kathy M. reported that because she will be out of town, she is canceling the Steering Committee Meeting for September.

Kathy M. closed the meeting around 6:45. p.m. with the Al-Anon Declaration.

Next Southern Arizona AIS Steering Committee Meeting:

Wednesday, August 16, 2023

Time 6:00 PM – 7:30 PM

Zoom Number 827 5938 5248/PC 474954

Submitted by Alice W.

Secretary