

Southern Arizona Al-Anon Information Service (AIS) Business Meeting Minutes

Wednesday, August 2, 2023

6:30-7:45 PM

The meeting was called to order at 6:30 p.m. by Kathy M. with a moment of silence followed by the Serenity Prayer.

Welcome and Courtesy Guidelines – Kathy M.

Step 8 – Lisa

Tradition 8 – Julia C.

Concept 8 – Kathy M.

Introductions – Diane M. was introduced as the new ISR for the Northwest Early Risers family group, meeting on Saturdays at 8:30 am at St. Andrews Church. There were no other new Information Service Representatives (ISRs), Group Representatives (GRs), Alternate GRs or District Representatives (DRs).

Participants included:

Kathy M.	Alice W.	Connie V.	Andrew M.
Julia C.	Leigh S.	Marcia	Diane M.
Ricki	Cynthia V.	Lisa J.	Julie
Julia C.	Steve R.	Bob H.	Judith P.
Anne S.	Ellen S.		

17 voting members were present.

July Business Meeting Minutes were approved by consent.

July Treasurer’s Report was approved by consent.

The 7th Tradition was observed – Participants were encouraged to pay by the following methods: Check (sent to PO Box 44003, Tucson, AZ 85733); or Zelle (email address listed as treasurer @ so-az-alanon.org).

Old Business

Reserve Task Force. Kathy M. and Cynthia V. reported that the Task Force is recommending that the reserve amount to cover four months of AIS expenses be set at \$10,000. They also recommend that any excess above \$10,000 be dispersed 75% to the Area and 25% to WSO. (It is estimated that the amount of the excess will be approximately \$8,700 but this sum may change based on literature bills.)

Out-of-State Literature Orders. Leigh S. reported that although the IT Coordinator has added language to the on-line store so that in-state orders will be processed, this language has not prevented people from placing out-of-state orders. Andrew M. is to check to see if it is possible for the on-line store to be programmed not to accept any order with an out-of-state address.

Leigh S. also reported that beginning August 1, the U.S. Post Office will increase its rates for packages with the smallest package costing \$3.92. Currently, the cost for the smallest package is \$3.65.

Zoom Meeting Charges. Kathy M. indicated that it is not cost effective in terms of the Treasurer's time to collect the \$10 dollar per year charge from each family group who wishes to use Zoom. Kathy recommended, and it was the consensus of the group, not to charge family groups for the use of Zoom.

Audit Committee. Kathy M. noted that every six months AIS conducts an audit, and it is time to create the next Audit Committee to conduct the audit. Please let family groups know that Kathy is looking for volunteers to be on the Audit Committee.

Message Coordinator and News and Events Coordinator Positions.

Kathy proposed and the group adopted the new job description for the position of Message Coordinator. The motion passed with 14 yes votes.

Kathy proposed and the group adopted the new job description for the position of News and Events Coordinator (to replace the AI-Anon Note Editor Position). The motion passed unanimously.

So. Ariz. AIS Guidelines. Kathy proposed an amendment to the So. Ariz. AIS Guidelines to eliminate 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.) The motion passed unanimously.

New Business

AI-Anon Liaison. Bob H. was elected to the position of AI-Anon Liaison.

Bring a Friend. The group discussed when to hold the next Bring a Friend event, and the consensus was to hold the event on December 6.

Reports and Announcements

Public Outreach Coordinator. Judith P. reported that she is reviewing the materials that she recently received from the person who last held the Public Outreach Coordinator position.

Report from Literature Coordinator. Leigh S. reported:

- From May through July, he has received 14 out-of-state orders.

- He recently placed orders to purchase literature from WSO in the amounts of \$2,400, \$710, and \$1,100 (Spanish). A number of people have requested the new reader titled "A little Time for Myself, A collection of Al Anon Personal Experiences.
- There have been 146 orders for literature using the electronic bookstore since it became operable.

Report from Treasurer. Cynthia W. reported that she is considering putting the Reserve amount in some type of CD so that it can earn interest. She is not considering closing the checking account at Wells Fargo and switching to another bank. She will keep at least \$2,000 of the Reserve amount in the checking account so that AIS does not have to pay fees to Wells Fargo.

Kathy M. closed the meeting at 7:15 p.m. with the Al-Anon Declaration.

Next Southern Arizona AIS Meeting:

Wednesday, September 6, 2023

6:30-7:45 PM

Zoom Meeting

Access Code: 879 9286 3715

Passcode: 913121

Respectfully submitted by Alice W., Secretary.