

Southern Arizona Al-Anon Information Service (AIS) Steering Committee Minutes Wednesday, February 21, 2024

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 2 was read by Kathy M.

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

Matters Discussed

Spring Assembly Update. Kathy M. discussed her efforts to recruit volunteers to host the Spring Assembly on Saturday, March 23. Kathy M. will be sending out a flyer requesting volunteers to help with the event.

Audit Report/Financial Matters. Michelle Y. reported that the audit went well. and did not uncover any concerns.

The group noted that there currently is no procedure in place to audit literature sales. Because AIS's largest source of revenue is literature sales there may need to be a system to audit these sales. The group also discussed the need to have certain processes in place regarding the purchase of literature from WSO. The possibility of forming a task force to propose policies and procedures regarding literature sales will be discussed at the March AIS Business meeting.

The group discussed what would be needed for the new Chairperson, Judith P., to have access to the bank account.

Cleaning Out Storage Facility. The group discussed the need to clean out the storage facility. Cynthia V. noted that financial records only need to be kept for three years and records older than that could be destroyed. Michelle Y. and Dick B. were tasked with reviewing the items in storage, and after consulting with the persons who have items in storage (Literature Coordinator, Treasurer, and the former Archivist), Michelle Y. and Dick B will make the decision to throw a particular item away, donate the item or give the item away.

Women's Coordinator for the Pima County Jail. Mike is the Men's Prison Coordinator and is exploring whether he could also be the Women's Coordinator for the Pima County Jail.

March Steering Committee Minutes. Kathy may cancel the March Steering Committee meeting, depending on what is needed for the Spring Assembly.

Kathy M. closed the meeting around 6:30 p.m. with the Al-Anon Declaration.

**Next Southern Arizona AIS Steering Committee Meeting:
Wednesday, February 20, 2024
Time 6:00 PM – 7:30 PM
Zoom Number 827 5938 5248 – Pass Code 474954**

Submitted by Alice W., Secretary