

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

Wednesday, January 18, 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 2 was read by Kathy.

Participants included Kathy, Sue, Alice, Susan, Michelle, Mike.

Informational Reports

Treasurer. Sue reported the following: contributions have been strong in January; Nate from MultiTool Marketing was given access to PayPal to do his website development; and, costs for Founders Day have been paid. Sue has received the Business Property Statement from the Pima County Assessor's Office and there was agreement that AIS property has not changed since it was last reported to the assessor's office.

Old Business

Website and On-Line Store. Sue reported that Frank and Andrew hope that the website and on-line store will be completed by MultiTool Marketing by the end of February. Sue, Frank and Andrew are meeting on January 20, 2023, to continue to discuss the new website and on-line store and give direction to MultiTool.

There was discussion about whether there should be a form on the website to be completed by individuals requesting assistance and whether there would be a need to have someone responsible for monitoring the website to respond to individuals who filled out the form or whether the form could be connected to a person's email address and avoid the need for someone to monitor the website.

New Business

Roles of Phone Message Coordinator and Twelve Step Call Coordinator. There was discussion of how these two positions relate to the AIS telephone number 520-323-2229 listed on the current AIS website. Mike joined the meeting for this discussion.

There are three options when someone calls this number. Option one relates to AIS office hours. If someone selects this option, a recording states that the office is closed due to the pandemic and refers callers to either look at the AIS website and the meeting list or to call back and leave a message after selecting option two. Option two is intended for messages about routine matters, such as a request for literature. Option three references callers with an "urgent matter" and asks the caller to leave a message with a "hot line operator." AIS pays for a third-party contractor hot line operator to take these calls.

The person in the position of Twelve Step Call Coordinator has the responsibility of communicating with the hot-line operator referenced above and keeping a list of volunteers who call respond to a caller who has left a message on option three--urgent matters.

The Phone Message Coordinator used to be the AIS Office Coordinator when AIS had a physical office but now is the person who is responsible for responding to messages left on option two.

Accepting Money from Electronic Meetings. Sue requested guidance regarding accepting donations from electronic meetings. It was agreed that Sue would continue to accept money from electronic meetings from the Arizona Area.

Changes to 2023 Budget. Sue discussed what changes needed to be made to the 2023 budget to reflect that the new website and on-line store have added \$1,900 in expenses for 2023. Sue reported there are ample reserves to make this payment but the issue is how to reflect it in the 2023 budget. (Note that AIS approved payment to MultiTool at its business meeting in December and partial payment was made in December 2022.)

Audit. Kathy reported on her efforts to form an audit committee.

Filling Positions. There was discussion about the need to fill unfilled positions and the need to fill the position of Treasurer when Sue steps down. Sue will make a statement at Founders Day re need to fill positions.

Kathy closed the meeting around 6:50. p.m. with the Al-Anon Declaration.

Next Southern Arizona AIS Steering Committee Meeting:

Wednesday, February 15, 2023

Time 6:00 PM – 7:30 PM

Zoom Number 827 5938 5248/PC 474954

Submitted by Alice-Secretary