

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

Wednesday, March 15, 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 3 was read by Kathy.

Participants included Kathy M., Sue C., Alice W., Michelle Y., Andrew M., Dick B., Frank S., Thomas, and Ened.

Informational Reports

Treasurer. Sue reported on several matters:

- “Stripe” is working well for receiving donations and payments on new website—PayPal is now shut down because members making donations were required to have a PayPal account. PayPal is not linked to the new website.
- Under the old system, there were three or four reoccurring donations each month using PayPal. Sue has notified reoccurring doners of the switch to Stripe. One person was willing to try the Stripe link to see if she could set up a reoccurring donation. Sue will know next month whether it worked and, if it does not, Sue will work with Stripe to resolve issue.
- Sue and Cynthia are meeting on March 24 to work on turning over the duties of Treasurer to Cynthia. Because it is tax season, the transition will not be complete for a period of time.
- Sue will modify the bank account to reflect that Cynthia is the primary signatory. Leigh, the Literature Coordinator, now has a bank card.
- Two people are required to count cash—the Office Manager and the Treasurer. Since AIS no longer has an Office Manager, this presents a problem. The Treasurer should not be required to always be present at every event. .
- The job of being Treasurer has become more complex. For example, there are now multiple income streams. Other AISs are facing same problem. There are parts of the Treasurer’s job that can be done by someone without bookkeeping experience and some parts of the job that need bookkeeping experience. Sue, with the help of Michelle Y., will be setting out the parts of the job that can be done by an outside bookkeeper because in the future AIS may need to hire an outside bookkeeper.
- To reduce the Treasurer’s workload--should there be two audit reports with the Steering Committee taking over the responsibilities of the Budget Committee or should there be one audit report and leave the separate Budget Committee.

Old and New Business

Website. Andrew reported that the website is working exceptionally well. Andrew and Frank both reported on how well the electronic store is working—on current orders, it is clear who ordered and how much they paid. There is no “chasing down” the orders. Inventory is automatic and when an order is placed for literature, there is an automatic email sent that AIS has received

the order and another email is sent to the person placing the order when the order is filled and sent. Andrew is also working to get a few bugs out of the system.

Task Force to Review Positions. Dick reported that the Task Force will be meeting on March 16 and hopes to have a report by the April 15 Steering Committee meeting. The Task Force is looking at what positions are needed and the job description of each position.

At Large Members. Gary J. wants to become an at-large member on the Steering Committee. Gary does not live in Arizona but does attend the Southern Arizona Brothers of Desert Meeting by Zoom. By consensus, the committee agreed that Gary J. could be a new at-large member.

Thomas reported that he has been an at-large member of the Steering Committee for three years, and he is now cycling off. Thomas emphasized that the opportunity to be on the committee has been a great opportunity for service.

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

Next Southern Arizona AIS Steering Committee Meeting:

Wednesday, April 19, 2023

Time 6:00 PM – 7:30 PM

Zoom Number 827 5938 5248/PC 474954

Submitted by Alice-Secretary