

SYRACUSE AIS MEETING MINUTES 10/26/09

Pat M called the meeting to order at 6:43 pm with the Serenity Prayer. The meeting was held in Oswego where the Monday 8:30 PM AI-Anon meeting is held. The following were present:

Pat M, Pam A, Walt S., Dolores L (P/O), Ruth S, Cathy A, Kathi D, Nancy P and Kathy M., Marion W, Diane C and Kathleen. Helen H arrived when the meeting was in progress..

Secretary: Pam A read the minutes from the 9/28/09 meeting. The only corrections noted were typos. Motion to accept the minutes as corrected by Walt S, second by Dolores L. Motion passed.

Treasurer: Jerry H. – was not present - Pat distributed three reports.

- The balances reflected as of 10/26/09 were: Savings acct -\$1,079.77 checking acct – \$997.84.
- The spreadsheet of budget against actual - showed 2009 expenses thru 10/26/09 of \$ 4,370.51 vs. \$6,562.50 budgeted. Group donations for Oct were \$150.00 and the LDC's monthly donation of \$250.00 was received for Oct. Oct expenses were \$671.05.
- The report reflected total group contributions for the year as \$1,734.27 and the LDC made contributions totaling \$2,500.00 thru Oct.
- YTD the report showed that expenses exceeded incoming funds by \$531.24 (*reports attached*)
- Dolores L motioned to accept the treasurer's report with a 2nd by Diane C. Motion passed.

Misc:

- Pat asked all officers & coordinators to look at the budget report and write in their anticipated budget amount for 2010 so we can work to get the budget approved for 2010..
- Pat reminded us that we need an Alateen Coordinator.
- Dolores told us that during the volunteer luncheon Louise announced she would be resigning as the AIS coordinator effective Nov 1, 2009 and would no longer be volunteering on Monday's. Pat had not received any communication from Louise. He will send an email to all when he hears something. Dolores or Marion stated that Helen was going to bring Louise's report to the meeting. (at the time of discussion Helen had not arrived).
- Pat suggested that we recognize Louise for her dedication and long term service to the AIS as we did Jim & Helen.

Literature: Cathy A. Distributed - Treasury report & Summary of LDC activity as of 10/26/09

- Literature sales since 9/28/09 were \$1,111.86 and expenses were \$1693.35 for an ending balance of \$8,026.03
- District 6 purchased literature for a health fair at Turning Stone Casino and mail orders were recvd from Rome & Fulton.
- Cathy composed an ad to place in the "Northern HiLights" about the LDC (*reports attached*)
- The cost of the literature used in the *Public Outreach Project* was \$138.00. Cathy will notify Jerry to reimburse the LDC.
- Cathy told us that the information regarding the new procedures for processing literature orders was not on the desk for the volunteers to see. She put it on the desk – it was removed - she has taped it to the desk.
- The mail is not being opened daily.
- The volunteers seem to be okay with doing the literature orders. (*reports attached*)

Archives: Kathy M. – presented a 2 page written report. Highlights as follows:

- Kathy has been doing research regarding storage & retrieval of information with WSO, other AIS's & regional levels as well as municipal & organizational archivists and historians.
- Alternative methods other than paper for storage & retrieval are the future to protect & safeguard our resources.

- Kathy broke down our materials into 4 categories: paper, photo, voice and artifact. She asked that as a group we brainstorm for about 15 minutes at our next AIS meeting about how we see these items useful in the future.
- Kathy will be presenting options for archive methods that are available within our price range. She suggested to get started we purchase a 4GB USB flash drive to begin scanning. (currently on sale at Staples for \$11.99)
- Over the next 3 meetings Kathy will present the results of her research on other types of media in our archives and the approx cost for storage & retrieval and display.
- Reach out to all members for additional items they can share to add to our archive.
- Move toward minimal paper storage – Eliminate boxes
- Allow for cataloging and the ability to know at any given moment what we have and the location.

(report attached)

Discussion occurred, funds are in the archives budget for the purchase of the flash drives. Kathy asked us for patience as we move forward.

Spanish Contact: Ciria was not present. Pat will contact her.

Website: Kathi D

- Kathi submitted a written report. Highlights as follows:
- Server problems necessitated site files to be moved to another set of servers. No disruption of service occurred.
- Local events can be posted on our site- Email info to: contact@syracuseais.org.
- AIS meeting agendas & minutes are posted online – link is located on the left side of webpage under the heading – “Additional Links” – click on “Service Information”
- Still reviewing results from the usability testing. Initial findings suggest site navigation is confusing- Working on a way to simplify. *(report attached)*

Misc:

Cathy A – suggested increasing the website budget to be able to purchase tools necessary to main the site and the content. May need to purchase special software to create & design the web pages.

Marion W suggested making the webmaster a paid position in the future.

Pat said no one should lose money because they are volunteering.

Discussed volunteers & tax deduction, etc for mileage reimbursement

Talked about different expenses.

Topics for future meetings:

Create an expense form for reimbursements

Stipend for volunteers

Small petty cash fund.

Public Outreach: Dolores L

- Committee will be meeting – Thursday Nov 5 @ 5 pm @ AIS to complete their project of packets for professionals.
- Letter to professional needs to be personalized
- Staple schedules to pamphlet
- Creating a log to track the distribution of packets
- Discussed the volume of calls may increase due to the outreach project – need to alert the volunteers to be prepared.

Alateen:

AIS meeting minutes 10/26/09

PJA

- Helen agreed to act as the Alateen contact until the position is filled.
- 10 teens & 5 sponsors from the Syracuse area attended NYNAC.

Service Center: Louise

- Louise was not present – Helen gave the report
- Louise is resigning effective Nov 1, 2009 (*report attached*)

Will need a volunteer to fill Louise's Monday timeslot.

Discussion around a note left for volunteers regarding the literature order procedure

We need to remember "Principles above Personalities" and that we are all passionate about Al-Anon, each in their own way. .

District Reps:

Dist 3 – Ruth:

- Next Dist 3 meeting 11/09/09 7-8 pm- prior to the Monday meeting at Grace Episcopal Church in Baldwinsville.
- 10/28/09 Anniversary celebration- St Rose Wed morning 9:30 AM

Dist 15 – Walt:

- Nov 19, 2009 - Thursday Night "Works in Progress" Liverpool hosting an evening of Gratitude anniversary celebration – Ruth S AL-Anon speaker, & Kay Lynn AA speaker.
- Next District 15 meeting – Dec 9, 2009 @ 7:00 PM - at Open House.
- District 15 will be creating a district newsletter

Dist 18 Lucy: not present

Dist 21 – Kathy M:

- Nov 14, 2009 – Dist 21 Annual Day of Sharing – Fulton

Misc:

- Room Key – suggestion to move the storage of the key to the outside bin of Mary Jo's office opposed to the interior bin that can't be accessed after 4:30 PM. Key will be moved
- Outside Key- find out if we can make duplicate keys and find out who has key to the main door of the building.
- Post notice in the Service Center listing who has keys so all know who to contact if they need to access the Service Center.

Next meeting: 11/23/09 @ 6:00 PM @ Service Center

Meeting closed at 8:25 PM with the Al-Anon Declaration.

