

Secretary's Minutes

RE: AIS Membership Meeting Minutes

On Thursday, March 12, 2020 (1st Quarter) 19:00 hours

- I. Debbie C. opened with the welcome and the Serenity Prayer at 19:06 hours.
- II. Debbie C. established a quorum
- III. The meeting minutes from the previous gathering were read, corrected verbally, and approved. Susan motioned and Janet seconded.
 - The corrections include the following:
 - It was agreed to use the word "encourage" in place of "promote."
 - They will only correct grammar, punctuation, syntax, and spelling.
 - Any member wanting to be a Trustee must have a minimum of 2 active years in Al-Anon.
 - Fundraising committee needs members (at least 5 members).
- IV. Discussion took place regarding the following reports:
 - a. Treasurer's Report
 - i. We were provided with two reports. Judy presented the information and Debbie C. discussed it with all in attendance.
 - ii. There was a Treasury Report from November & December 2019 as well as a Treasury Report for January & February 2020.
 - iii. It was noted that on page 2 of the 2019 report we should take a look at the donations section. It was pointed out that donations are divided up into groups and there is a separate section for individual donations. It was also noted that on page 3 there is a breakdown per month for 2019.
 - iv. A question was asked by Elisabeth regarding the increase in September 2019 payroll taxes. The response was stated that there had been a payroll tax error made earlier in the year and the increase illustrates the correction.
 - v. Page 2 was also pointed out in the 2020 report to draw attention to the breakdown of donations by group and a separate section for individual donations.
 - vi. We were asked to be mindful of a decrease in attendance due to the potential issues the Coronavirus (COVID-19) can create for meetings. Please donate a little extra if you are in a position to do so as our groups desire to practice Tradition 7 by remaining fully self-supporting.
 - vii. As of right now, when all checks that were written today clear, our balance will be \$4538.95.
 - viii. Please be aware that it takes approximately \$4000.00 per month to run the office. Our Prudent Reserve is \$13,531.57.
 - ix. The Treasurer's Reports were motioned by Janet to accept and seconded by Olivia.
 - b. Liaison's Report
 - i. Lewanna stated there was no report at this time as our next Area Assembly would be on Sunday, March 15, 2020. She would present us a report at our next Membership Meeting in June.
 - c. Web Liaison's Report & Web Master's Report
 - i. Annissa presented the Web Liaison's report.
 1. Guidelines for submission of writings to the blog on the website are posted on the website and hard copies have been laid out at our tables for us to take back to our groups.
 2. Olivia reviews the blog submissions and forwards them to Annissa.
 - ii. Janet presented the Web Master's report
 1. It was noted that overall, there has been a 2% increase in general traffic to the website.
 2. We also have depicted a 44% return rate.
 - iii. Marci motioned to accept these reports and Susan seconded.

- d. Office Liaison's Report
 - i. The report included in this packet was actually from the previous meeting and distributed in error for this meeting. Deannie can email copies of the current report to anyone that needs/wants it.
 - ii. There is a new office manager over the building that the Al-Anon office rents its office from. He is making some updates and has already installed new LED Lighting.
 - iii. Over all, there have been fewer visitors. That being said, the call volume has increased.
 - iv. We need a co-host for the next Eat-N-Speak; please reach out to your groups to see if you can participate.
 - v. I didn't get the names of the members that motioned to accept and seconded.
- e. Fundraising Committee's Report
 - i. Elisabeth reported that our last Eat-N-Speak generated \$128.50 for the office.
 - ii. The February 2, 2019 and May 4, 2019 winners of the raffle were not listed. If anyone knows who they were please let Elisabeth know and she will include them in our records
 - iii. Susan motioned to accept the report and Janet seconded.

V. Nomination for Board Vacancies

- a. There are 5 vacancies to fill at this time. The 6 nominations are:
 - i. Elisabeth (GR, New Beginnings AFG) nominates Shayna Mahan
 - 1. Shayna has been a member since 2009. She attends 2-4 meetings per week as often as possible. She served on the board in the Tulsa area in 2014 and is willing to serve again in OKC. Her home group right now is Unity AFG on Wednesday nights at the Western Club.
 - ii. Janet (GR, Choctaw AFG) nominates Lisa Baker-Casey
 - 1. Lisa has been in Al-Anon for 34 years. She has been involved in numerous service positions, including delegate, area chair, and sponsoring other members. She wants to serve on the board to give back to the program.
 - iii. Kathy B. (GR, Bethany Home Place) nominates Beverly P.
 - 1. Beverly has been a member of Al-Anon for 14 years. She has been a GR for the last 5 years. She attends many meetings and Bethany Home Place is her home group. She is honored for the nomination because she is willing to serve in any way she can.
 - iv. Lea (GR, Wednesday Wisdom AFG) nominates Susan G.
 - 1. Susan G. has been in the program since 2000 and she came in because of her daughter. She was on the board in 2004 and would like to serve again to keep our board successful. She attends 3 meetings a week. Her home group is the Monday night meeting at 19:30 hours at the Western Club.
 - v. Melinda (GR, Step Into Recovery) nominates Susan A.
 - 1. Susan A. has been in for 5 years this time – the third time's a charm (☺). She attends the A1 Study Group on Thursday evenings at the Edmond Clubhouse behind Reid Printing. She is eager to serve and that someone reached out to her to ask her to consider being on the board.
 - vi. Susan A. from Thursday A1 Study Group nominates Eric S.
 - 1. Eric has been a member since 1998. He attends the A1 Study Group that meets on Saturday mornings at 09:30 hours. He has served in Heartline, for Teen Suicide Awareness, etc. He believes in the board and sees the program as a resolve. The meetings need to see the board work well and that requires participation and service. If all of us use the steps and traditions, we will last and set a great example.

VI. Vote on Board Vacancies

- a. The five positions were filled with the following members:
 - i. Beverly P., Eric S., Lisa B-C., Shayna M., and Susan A.

- b. There are five members exiting this year:
 - i. Debbie C., Mike, Tammy, Emily, and Nancy S.
 - c. There are four members continuing service this year:
 - i. Annissa, Laurie N., Lewanna, Sharon
- VII. Unfinished Business
- a. Fundraising Committee
 - i. Debbie has been working on guidelines for members who wish to serve. We need at least 8 members please.
 - ii. So far, Sheena I. agreed to be a member of the committee in January 2020 and Debbie C. will be a member as of April 1, 2020. This leaves at least 6 spots.
 - iii. Please feel free to hang around after the meeting tonight for more info or to reach out to Elisabeth with any ideas at any time.
 - iv. Please note this is not a “work” committee; these members will create ideas and reach out to willing participants to perform duties. These members will assist any groups or members that agree to do any “work” planned/voted on/etc.
- VIII. New Business
- a. DR’s got an email from Barbara Mistelski and Sharon read it aloud to the meeting
 - i. Please refrain from hugging or shaking hands or touching other members in our meetings
 - ii. We will get info to you if you are unable to attend Area (sick, at risk, etc.).
 - b. Debbie discussed COVID-19 and reiterated the importance of the letter the board looked at sending to GR’s to post in groups
 - i. The W.H.O. declared a global pandemic
 - ii. Media informs; however, it increases panic. Please remain calm and encourage others to do so.
 - iii. Be cautious in meetings of other people’s space. Don’t shake hands, refrain from hugging, cover coughs properly, etc.
 - iv. It may be a good idea to have Clorox wipes in the meeting areas to wipe frequently touched items as long as we are allowed to meet.
 - v. It is a great idea to have hand sanitizer!
 - vi. PLEASE STAY HOME IF YOU ARE SICK!
 - vii. Discuss these things in your groups! It is suggested to hold a business meeting to discuss your group’s approach to the virus’ concerns.
 - 1. Aileen suggested open hands in the air and saying Let Go Let God instead of bumping elbows or hugging reminding us that people cough into their elbows
 - 2. Janet suggested coughing into a tissue instead where available
 - viii. Lea motioned to accept New Business and Elisabeth seconded
- IX. Debbie’s Goodbye
- a. Following the elections and finishing up of unfinished and new business, Debbie addressed the room. She has served as Literature Chair, Board Chair, and Board Chair. Debbie described the exceptional work this board has done and looks forward to it continuing on in its quality. She thanked everyone for being here and being of service
 - b. Elisabeth also thanked Debbie and the other rotating members for their service as well as the new members coming on.
 - c. Kathy B. motioned to close the meeting and Joi seconded. It was closed with the AI-Anon Declaration.

Respectfully Submitted,

Sharon S. Facilitator & Shayna M. Secretary