



**AIS Board Meeting Minutes
February 15th, 2024
Draft V2**

WELCOME & SERENITY PRAYER

READ CONCEPTS/WARRANTIES

INTRODUCTIONS:

1. Aimee P - Set Free Milwaukie - ISR
2. Barbara - Everybody Needs AFG - Public Information Chair
3. Barb B - Just for Me - AIS Liaison
4. Carla H – Overlook AFG - AIS Secretary/ISR
5. Cheryl G – Tigard Monday Night – Meetings on Wheels
6. Deanna – New Me – AIS Board Chair
7. Diana B - Serenity Trails - Alateen Liaison
8. Fran P - Tigard Legacy AFG – AIS Treasurer
9. Moon - Assistant AIS Board Chair
10. Roxie - New Me – Literature Chair
11. Tony - Solutions & Serenity - ISR
12. Wave M – Growing Towards Wisdom – Group Scoop Editor/12 Step Calls Chair

SECRETARY'S REPORT

Deanna asked if there were changes to the minutes. Carla reported that there were no changes. No additional changes were requested.

LITERATURE

Roxie shared that the new daily reader is on order and there are Spanish versions in stock. Fran shared that the new daily reader is now taking three weeks to arrive.

TREASURER'S REPORT

Fran shared that expenses exceeded income in January with a net loss of \$616. The office is holding a check for \$800 that is a donation that has a stop payment on it. Beth has brought it to the bank twice and is currently just holding onto the check. Fran called somebody in the group who will try and follow up on this and Beth has also contacted the treasurer of the group who is looking into this. Beth's first payroll check with Gusto worked smoothly. In the bylaws the limit on all contributions is 2.5% of each annual budget per year. With this year's budget, the 2.5% (which is the maximum amount an individual can donate) is \$1,486. Deanna also noted that the website needs to be updated with this donation maximum amount.

Deanna shared that Gusto seems to have worked as expected and Gusto will take care of payroll taxes for 2024 and beyond. Additionally the 2023 fourth quarter payroll taxes were completed and accepted. These will be the last payroll taxes that AIS will be responsible for filing because Gusto will file the payroll taxes as long as they are providing the payroll service. She reported that she is currently working on the federal payroll taxes with a goal to

have them completed in March, they are due in May. The new Comcast contract has also begun and the bill is slightly over what was estimated. The last contract bill was \$144.90 and the new cost is \$159.06. The previously proposed \$10 a month savings would have been for auto payment and AIS is not using that service.

WEBSITE

Deanna shared that we are no longer paying the \$5 per month for hosting the old website. She also shared that 30 emails were received through the website link during the ice storm, highlighting how useful the new site is. She also noted that when group meeting information is updated an updated date is now being added to the website.

NEW HIRE

Deanna shared that early in the process there were several people interested and that since then the job description has been updated. No one has submitted a resume to the office since the job description was updated. Deanna will add something to the Group Scoop and she may write something to the District Representatives in order to spread the word.

GROUP SCOOP

Wave shared the most recent Group Scoop. He also noted that if for some reason someone is not able to submit information for the Group Scoop email that they can email this to the AIS office. The group also discussed best ways to make sure that members are aware of the Group Scoop. Ideas included forwarding the email to groups, reminding people that it is posted to the website, and printing it out to bring to meetings. March 1st is the deadline for the next Group Scoop. Comments and information for the Group Scoop can be sent to the thegroupscoopdx@gmail.com.

PUBLIC OUTREACH

Barbara shared that she is developing ideas for public outreach and thanked Tony for reaching out to AA regarding a booth at the Washington County Fair. AA is not participating in the fair since the cost was \$1,000. Barb shared that the Area just started a LinkedIn page and offered to connect Barbara to the Area public outreach person. Diana noted that the Clackamas County Fair in prior years was a lower cost for a booth and offered to share the information. Deanna noted that, in discussion with Barbara about the public outreach position, the question of if the existing positions had too much overlap came up. Deanna committed to sharing the group roster with the entire Board. Moon proposed adding to a future agenda simplifying the service positions and agreed to come up with a proposed simplified list of positions.

AA LIAISON

Tony shared that he has been attending Portland Area AA Intergroup meetings. These are usually attended by 60-70 people. He has had conversations with people on the board and with their office manager. They now know that there is a AI-Anon liaison. He said that they are very open to working together and that they are quite busy and doing a lot of outreach themselves.

OFFICE UPDATE

Moon shared that she has spoken with Beth and that she seems to be doing well. She confirmed with Beth that three days a week is still working for her and that Gusto is working well. Moon offered to call volunteers in case she needed someone to cover the office. Deanna shared that a volunteer had come into the office who was unable to write and asked if there was a way for receipts to be typed instead of written. There is not a solution yet. Moon proposed the idea of creating a spreadsheet with the list of literature that could be used to calculate literature sale totals and getting someone to donate a laptop. The temporary solution is that the purchaser writes the receipt.

Deanna requested that the board continue to think of alternate solutions. Moon volunteered to write something up from the Group Scoop regarding a laptop donation request.

TAX DONATION LETTERS

Deanna shared that currently we provide tax donation letters to anyone who donates to AIS. There is a request to change the process to only automatically send out a letter to people who donate more than \$250 per year. This year letters were mailed to anyone who made a donation and many of them were returned. Fran noted that the IRS says that any nonprofit that receives \$250 or more is required by law to send a letter. That is where the number came from. The group discussed the issue and was in support of proposing this change to to the ISRs at the next meeting.

ALATEEN UPDATE

Diana updated the group regarding Alateen public outreach. The AMIAS group in district 11 is going to visit all the AA groups in the district to share information about Alateen. They determined that there are 51 weekly meetings in the district and will be printing flyers to share. In the Happy Valley Alateen group several of the teens have also taken posters to their schools. Diana asked if there was a way to receive funds for poster printing related to these efforts. Deanna shared that this would come out of the Committee Outreach budget line item and described the process for receiving reimbursement. Diana proposed that the committee set aside \$100 for Alateen outreach and they would present receipts to the office for reimbursement. Deanna asked the group if this was appropriate and the group confirmed that they are in support.

FUNDRAISER

Cheryl G will contact the Rise church to reserve the space for this year's fundraiser.

MARCH AGENDA

- move ISR roundtable to beginning of meeting
- Alateen Liaison report
- AA Liaison report
- Group Scoop update
- Literature update
- Area update
- Public Outreach update if available
- Tax Donation Letters

MOTIONS

*Barb made a motion to approve minutes as presented. Motion was seconded by Diana.
Meeting Minutes were unanimously approved.*

*Wave made a motion to approve the treasurer's report as presented. Motion was seconded by Cheryl G.
The Treasurer's report was unanimously approved.*

READ CLOSING/AL-ANON DECLARATION

END OF MEETING