



**AIS Service Committee Meeting Minutes
January 18th, 2024
Final Draft V2**

WELCOME & SERENITY PRAYER

READ CONCEPTS/WARRANTIES

INTRODUCTIONS:

1. Adriana D - Safe Haven - ISR
2. Barbara -Everybody Needs AFG - Public Outreach
3. Barb B - Just for Me - AIS Liaison
4. Carla H – Overlook AFG - AIS Secretary/ISR
5. Cheryl F – Hillsboro Friday Night – ISR
6. Cheryl G – Tigard Monday Night – Meetings on Wheels
7. Deanna – New Me – AIS Board Chair
8. Debby - How it Works - Alternate GR
9. Diana B - Serenity Trails - Alateen Liaison
10. Edith - Lake Oswego AI-Anon Family Group - ISR
11. Fran P - Tigard Legacy AFG - ISR/AIS Treasurer
12. Julie - Steps to Serenity - ISR
13. Mary S - Hugs AFG - ISR
14. Nicole C - Tower Group - ISR
15. Norma P - Mt. Pleasant - Alternate ISR
16. Rachael - Keep it Simple - ISR
17. Patty - Parents Arent Perfect - Alternate ISR
18. Roxie - New Me – Literature Chair
19. Tony - Solutions & Serenity - ISR/AA Liaison
20. Ward M - Growing Towards Wisdom - ISR

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 reported two more cases of daily readers have been ordered and also shared information about the Forum. Fran clarified that the new daily readers are not backordered and may be available in a few weeks depending on the weather.

TREASURER'S REPORT

Fran reported that the December net income was \$1,805 and that the 2023 year end net income was \$8,136. A few December donations that noted they were for the fundraiser brought the fundraiser total to \$10,223 before expenses. Literature sales less cost of goods in December were higher than any month in 2022 or 2023. The property tax rebate we receive off our rent during part of each year, because we're a 501(c)3, wasn't fully deducted last year. The unused portion applied to December rent resulted in having to pay only \$102 last month. Through June of 2024 we

will be able to deduct \$118 each month. Our rent will still go up 3% in March or April. This is part of our contract. Beth, Kevin and Fran completed counting our literature inventory in December and it balanced within our acceptable 1% margin of error.

GROUP SCOOP

Friday 3/1 is the deadline for the next Group Scoop. Wave did not receive any new information for the most recent version of the Group Scoop. Deanna encouraged groups to submit information including group events or interesting meeting topics. Comments and information for the Group Scoop can be sent to the thegroupscoppdx@gmail.com.

OPEN POSITIONS

Deanna thanked the group for sharing the open office employee position and let the group know that several people had been interviewed, but no one had been hired yet. Several people declined after the interview and one person provided helpful feedback on the job description. The job description has been updated and Deanna shared this with the group (and the updated description is attached to the minutes). The position is still open. Deanna shared that the following volunteer positions are open as well: Office Volunteers, Library, Media, Institutions and asked if anybody was interested. Cheryl G reminded the group that the Fundraiser Chair for 2024 position is also open and will write up a description of this for the Group Scoop.

BUDGET

Deanna shared that the group should have received a preliminary draft budget and then described the budgeting process. She then shared the draft budget with the group and Fran reviewed some of the budget items. This included literature sales, fundraiser net income, increased bank charges (due to Square and PayPal fees), and group contributions. Deanna reviewed the payroll number and presented several options for employee wage increases. The group discussed employee wages.

Deanna updated the budget with the new payroll number and adjusted the group and individual contribution amounts.

AREA UPDATE

Barb shared that, at the most recent meeting a new electronic district (District 18) was created for Oregon and that electronic groups can choose if they wish to stay in their current district or join the new electronic only district. In the March assembly there is going to be a special guest lunch speaker, the executive director of WSO. It will be a hybrid meeting, so this can be attended remotely. This is not going to be posted anywhere. Barb will provide the information to AIS.

AA LIAISON

Tony reported that he attended the AA Portland intergroup meeting and spoke with the Portland area AA intergroup office manager and provided his information. They said that as the need arises for connections for literature or speakers they will be in touch. He will continue to attend these meetings on an ongoing basis.

PAYROLL SERVICE

AIS did go forward using Gusto for payroll on a trial basis. Deanna sought a motion for approving use of Gusto on an ongoing basis, noting that this is already included in the 2024 budget.

UPDATED FLYER GUIDELINES

Deanna shared that the Flyer Guidelines had been updated from “for questions, please email” to “for flyer submissions or questions, please email” and sought approval from the committee.

ALATEEN LIAISON

Diana reminded the group that there are new Alateen Safety and Behavior Requirement Guidelines currently being reviewed by the AWSC and that they will be coming out soon.

MOTIONS FROM MEETING

Cheryl F made a motion to approve minutes as presented. Motion was seconded by Cheryl G. Meeting Minutes were unanimously approved.

Cheryl F. made a motion to approve the treasurer's report as presented. Motion was seconded by Mary S. The Treasurer's report was unanimously approved.

Debby made a motion to approve offering wages for a future employee of up to \$20 at the discretion of the officers who are participating in the hiring process. The motion was seconded by Cheryl F. The motion was unanimously approved.

Cheryl F. made a motion to approve a 16% wage increase for Beth. The motion was seconded by Norma. The motion was unanimously approved.

Julie made a motion to approve the 2024 budget as updated. The motion was seconded by Fran. The motion was unanimously approved.

Cheryl F made a motion to approve using the payroll service Gusto. The motion was seconded by Norma P. The motion was unanimously approved.

Mary S made a motion to approve the update to the Flyer Guidelines. The motion was seconded by Nicole. The motion was unanimously approved.

READ CLOSING/AL-ANON DECLARATION

END OF MEETING

ATTACHMENT: AIS UPDATED JOB DESCRIPTION

AIS currently has a paid job-share office manager position open, which consists of 16 hours/week between the hours of 9am-5pm Monday & Tuesday. A requirement for the position is that the applicant must be an active member of Al-Anon for at minimum a year in the current panel. Per the AIS Bylaws, applicants cannot also be a member of AA and if the applicant accepts the position, they would no longer be able to hold any position beyond the group level. This position handles most of the financial tasks of Accounts Payable & Receivable for the 501(c)3. The position also includes standard administrative duties such as selling/invoicing literature, answering phones/emails, and assisting customers. Additional skills needed include data entry, composition of documents & business letters, knowledge of Al-Anon literature and ability to work well with the public and other members.

If you believe your skillset can satisfy the skills listed above, please consider applying for this position. Training will be made available for all elements of the job.

Please submit resumes and letters of interest via e-mail to ais@al-anonportlandoregon.org or mail to 1750 SW Skyline Blvd., Suite #133 Portland OR 97221 attention AIS Board Chairperson. The deadline for applications has been extended.