

AI-Anon Information Service of Greater Rochester NY
Meeting MINUTES – October 10, 2020, 10am
Electronic meeting

Mel Opened the meeting with a moment of silence followed by the Serenity Prayer.

Read: 12 Traditions-John B., 12 Concepts of Services & Warranties Ellen V., expanded Concept # 10 Pat H.

Roll Call first names. Mel, Loron, Pat H., John B., Ellen V., Deb G., Carol C, Jill R., Mike G, Cathleen B, Angela R, Rose B, Rebecca B.

Reports:

Chair: 125 Newcomer packets mailed since March. Church is willing to host our meeting when we want face to face (AIS monthly). Mel attended the Fall Assembly. See newsletter and NYNorth website for reports.

Secretary: Approve/amend/accept September meeting minutes-Motion to approve Pat H., Second Rose-motion passed.

Current minutes are found at <http://aisrochester.org/pdf/minutes071120.pdf> Loron will take this month's minutes.

Vice-Chair: candidates below-they will be listed in upcoming newsletter for vote November 14th meeting. Nominations can be made anytime for open positions.

Thank you to all the volunteers and "askers" seeking out candidates.

- Vice-Chair-Pat H.
- Treasurer- Diane S.
- Web tech-possible candidate
- Activities- Dennis C. and Deb G.
- Intergroup rep-need candidate
- Finance Chair-need candidate and/or committee members
- Web Committee-need candidate
- Alateen chair-need candidate

Treasurer:

Current treasurer's report is found at <http://aisrochester.org/pdf/treasurer-report.pdf>, Treasurer report reviewed, Loron -motion to approve, Debi G, second motion passed. Our organization is "in the black". We are reimbursing members for postage for newcomer packets.

2021 Budget see proposed budget at end.

We have not made many changes from 2020 budget. Note that outreach item cost is for attending conferences where there might be a cost to attend and set up, not cost of literature given out. Rebecca notes that with covid and decreased book sales, budget

may look different in 2021 than projected. We will modify in 2021 and 2022 as needed. Officers and Chairs-note any new costs in 2021 that will affect next year's budget. The 2021 budget will be voted on next month. Thanks to John for careful and accurate work and support of AIS.

Book Depot: we are giving away welcome packets. W/o face to face meetings, best way to distribute. We will need to look at outreach expenses going forward if this continues. Thanks to Rebecca for delivering books!

Public Outreach: see report below

- We will meet virtually every third Wednesday at 5:30 next meeting 10/21
- Anne K. has sent a letter to Monroe County Substance abuse staff and this has been sent to all Monroe county treatment centers explaining how to access Al-Anon during the shutdown
- Jenifer house has accepted literature from AIS and hope to have in person visits from Al-Anon in January
- Kathleen H. has not been invited to Westfall clinic to speak since shutdown. We have contact person for this organization and will follow.
- Nancy has contacted one food bank who would insert information about Al-Anon in their food boxes. We will follow up with others and decide what information to include
- Westside news will place in the community calendar, two times a month information about how to access Al-Anon through ais website and phone #. This will cover western Monroe county.
- For meeting Saturday, what free newspapers are distributed on the east side? If we can get the name will contact for AIS information. -still looking for this information
- Next meeting will include how to leave literature with professionals observing CDC guidelines
- More information in meeting minutes, contact Rose B. or Loron O. with questions. Thanks to Nancy M, Carol C. Mike H, Ann K., Rebecca B. for their work on our committee

Group would like us to keep track of outreach literature being donated, we may be doing more than in the past. ACTION-add to outreach agenda 10/21/2020

Newsletter: deadline for September newsletter 10/15. Thanks to Karen for the great newsletter format. Articles will include treasurer and volunteer position requests, invitation to Group Inventory for AIS at November meeting, calendar information, budget.

Calendar committee: Sent to print, we will have in two weeks. Look for information on the website and newsletter. Final cost 15\$ each, plus postage. DELIVERY AVAILABLE to save mailing costs. This calendar looks great!

Volunteers-Mike G. Volunteers outside of AIS officers and committee folks have not been in the office since March. Given covid risks, we have not opened up with regular hours AND Mike would like to. DISCUSSION- Mel getting voicemail remotely and coming in as needed. John B. there every Thursday am. Rebecca in to pick up books with minimal contact. Books to be picked up, members are calling and John has books

waiting with minimal contact. Note this is an old building with? ventilation and we do not want to put members at risk. Can we have more than one person in the office and be distanced? Are we cleaning per cdc/mchd recommendations?

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.htm>
| this link talks about social distance in close spaces.

ACTION-Loron and Mike G to discuss how the room is being cleaned after use now, signage for folks coming taking into account COVID concerns. Goal, let folks know what we are doing to prevent the spread, and allow access to office. Report to come.

Web Committee:

September 2020 - AIS Traffic • 3912 visitors viewing 16,477 pages • 66% new and 34% returning visitors • 45% mobile and 55% desktop viewing devices. The top 5 pages visited:

- Home Page • Meeting List • Newcomer • Contact • Literature

Electronic Meeting/chair -Ellen-report and new business

- Electronic, Hybrid and Face to face meetings occurring with more “opening up” weekly.
- Google docs spreadsheet shared with updated meeting formats and contacts. This includes color codes for type of meetings. Group likes these features. ACTION-put as link at AIS webpage? -forward to web committee
- There is one permanent electronic meeting listed, Tuesday night. “Just for Tonight”

DISCUSSION/questions/what to include/

As the electronic platforms evolve, we need to define the job description of Electronic Chairperson. Tasks may include:

- Tracking zoom coordinators of meetings /reference tools
- What we can and cannot use in electronic meetings
- Updates from WSO
- Electronic meeting Interface with AIS website-how will this happen? Now, Mel makes changes to webpage with web committee input

We now have electronic meeting information and traditional meeting information that need to meet on the AIS website, to avoid “double headed management”, ACTION-needed to clarify roles and methods. *Add to November agenda, for short discussion/plan?*

Alateen: no report, contact on website

Finance: see treasurer report

Activities: open/no report

Intergroup Rep: open position

Unfinished Business: see above, officer slate, calendar ordered as above

New Business: A Group Inventory is scheduled for 10:30 am on 11/14/ 2020 after the 10:00 am short business meeting (30 minutes) with a short agenda. GOAL-to invite all interested members. Invites will be sent to DR's, GR's, and ISR's and officers and coordinators. Pat is checking with NYN for updated contacts. Mel/secretary will review secretary mailing list, update as needed.

Officers will have group inventory on 10/14, guidelines will be sent out. Pat H. to facilitate officer inventory.

Thank you to Pat and Mel for your prep work for the inventories.

Adjourn: motion made by Rose, second Ellen V. 11:30 with AI-Anon Declaration

Next Meeting: November 14th 2020 -please submit agenda items as soon as you have them! To Secretary or Chairperson

Respectfully submitted Loron O.

2021 AIS Proposed Budget

Income		Budget	
	Book Depot	\$	13,400.00
	Donations	\$	5,000.00
	Fundraisers	\$	3,000.00
Total Income		\$	21,400.00
Expense			
	Chairperson/Inter Group Rep	\$	300.00
AIS Office			
	Insurance	\$	500.00
	Phone	\$	800.00
	Office and meeting room rent	\$	4,500.00
	Supplies & Postage	\$	500.00
	Website	\$	300.00
	Calendar & Fundraising costs (Tureen Supper??)	\$	1,500.00
	Alateen		
	WSO	\$	100.00
	Book Depot	\$	12,700.00
	Public Information /Outreach	\$	200.00
Total Expenses		\$	21,400.00

prepared 10-1-2020