

AI-Anon Service Meeting Minutes

March 9th, 2024

10 am-ELECTRONIC ONLY

Electronic sign in on AIS website

1. Opening: Pat Serenity Prayer

2. Reading of:

- 12 Traditions: **Robin**
- 12 Concepts of Service: **Carol G**
- Warranties: **John F**
- Expanded Concept of the Month: Concept 3.
 - **Loron** read page 132 from *Reaching for Personal Freedom*

3. Roll Call First Names Only

- See excel spreadsheet.

4. Welcome: Pat Welcome all to the AIS Rochester monthly meeting.

We hope you will find in this fellowship:

- Growth in your program and understanding of how AIS works.
- A welcoming environment where members feel safe and can express opinions and ideas freely, w/o interruption or criticism.
- Discussion and actions that benefit the AI-Anon groups in the Rochester area and beyond. (We welcome feedback, especially ideas for improvement).
- Contact information for Officers and AIS members, and an orientation for new members.
- Thank you for your service; rotation of service is important for our group's health.

5. Reports from Officers and Coordinators

A. Chair: Pat H.

I met with the AIS Officers via Zoom on Thursday, February 29th, to go over several concerns that some of us have had.

Instead of repeating what everyone had to say I will ask you to listen to their reports today.

Thank you.

B. Vice Chair: Robin

- welcomed **John F** new ISR representing Serenity on Saturday

C. Secretary: Maggie

- Review of last month's meeting minutes
- Motion to approve minutes: **Loron**
- Seconded by: **Robin**
- Minutes passed as written: **Yes**

D. Treasurer: Diane

AIS Treasurer Report 2024

March 7, 2024

AIS Treasurer Report February 2024

Attached reports:

1. Banking Summary
2. Transaction Report
3. 2023 AIS Budget

Summary:

| | |
|---------------------------------------|---------------|
| • Checking Account Balance | 10,446.45 |
| • Savings Account Balance | 16,379.03 |
| • Book Depot Income: | 1,569.75 |
| • Fundraiser (zoom donation) | 6.00 |
| • Bank Interest on Savings | .13 |
| • <u>Donations:</u> | <u>983.55</u> |
| • Total Income: | \$2,559.43 |
| • Rent office and mtg. room | 360.00 |
| • Phone | 65.42 |
| • WSO Donation | |
| • Book Depot | 2,206.30 |
| • <u>Supplies & Postage</u> | <u></u> |
| • Total Expenses | \$2,631.72 |
| • Overall Cash Flow through 1/31/2024 | (\$72.29) |

Stay well....

Respectfully Submitted
Diane S.

| 2024 AIS Budget | | | | | | | | | | | | | | Total |
|---|---------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | To Date |
| Income | Budget | | | | | | | | | | | | | Year End |
| Checking Account | | \$ 10,518.87 | \$ 10,446.45 | | | | | | | | | | | |
| Savings Account (includes interest) | | \$ 16,378.90 | \$ 16,379.03 | | | | | | | | | | | |
| Book Depot | \$ 15,000 | \$ 743.35 | \$ 1,569.75 | | | | | | | | | | | \$ 2,313.10 |
| Bank Interest | | \$ 0.14 | \$ 0.13 | | | | | | | | | | | \$ 0.27 |
| Donations | \$ 6,950.00 | \$ 381.00 | \$ 983.55 | | | | | | | | | | | \$ 1,364.55 |
| Fundraisers | \$ 1,000.00 | | \$ 6.00 | | | | | | | | | | | \$ 6.00 |
| Total Income | \$ 22,950.00 | \$ 1,124.49 | \$ 2,559.43 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,683.92 |
| Expense | | | | | | | | | | | | | | |
| Chairperson/Inter Group Rep | \$ 300.00 | | | | | | | | | | | | | \$ - |
| AIS Office | | | | | | | | | | | | | | |
| Insurance | \$ 550.00 | | | | | | | | | | | | | \$ - |
| Phone | \$ 800.00 | \$ 65.42 | \$ 65.42 | | | | | | | | | | | \$ 130.84 |
| Rent Office \$350/month | \$ 4,400.00 | \$ 360.00 | \$ 360.00 | | | | | | | | | | | \$ 720.00 |
| Supplies & Postage | \$ 500.00 | \$ 28.10 | | | | | | | | | | | | \$ 28.10 |
| Fundraising Costs (Zoom, Tureen Supper) | \$ 500.00 | | | | | | | | | | | | | \$ - |
| Website/Electronic meetings | \$ 700.00 | | | | | | | | | | | | | \$ - |
| Alateen | \$ 200.00 | | | | | | | | | | | | | \$ - |
| Book Depot | \$ 14,000.00 | \$ 1,036.83 | \$ 2,206.30 | | | | | | | | | | | \$ 3,243.13 |
| WSO Donation | \$ 500.00 | | | | | | | | | | | | | \$ - |
| Public Information /Coop PC | \$ 500.00 | | | | | | | | | | | | | \$ - |
| Total Expenses | \$ 22,950.00 | \$ 1,490.35 | \$ 2,631.72 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,122.07 |
| Income (Loss) | | \$ (365.86) | \$ (72.29) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (438.15) |
| Prepared 3-7-2024 | | | | | | | | | | | | | | |

Transaction - Last month

2/1/2024 through 2/29/2024

3/7/2024

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| Date | Account | Num | Description | Memo | Category | Tag | Clr | Amount |
|-----------------------------|----------|------|------------------------------|-----------------|-----------|-----|-----|------------------|
| BALANCE 1/31/2024 | | | | | | | | 26,897.77 |
| 2/1/2024 | Checking | 1693 | Al-Anon Fam...Inv. 595963 | Book Depot ... | | | R | -703.45 |
| 2/1/2024 | Checking | S | | --Split-- | --Split-- | | R | 885.15 |
| 2/8/2024 | Checking | 1694 | Rich Sam Pr... Mar. 2024 ... | AIS Office:R... | | | R | -360.00 |
| 2/15/2024 | Checking | S | | --Split-- | --Split-- | | R | 1,089.65 |
| 2/15/2024 | Checking | 1695 | Al-Anon Fam...Inv. 598514 | Book Depot ... | | | R | -1,502.85 |
| 2/15/2024 | Checking | ATM | Charter One ...Jan.2024 p... | AIS Office:P... | | | R | -65.42 |
| 2/29/2024 | Checking | S | | --Split-- | --Split-- | | R | 584.50 |
| 2/29/2024 | Savings | | | Bank Interest | | | R | 0.13 |
| 2/1/2024 - 2/29/2024 | | | | | | | | -72.29 |
| BALANCE 2/29/2024 | | | | | | | | 26,825.48 |
| TOTAL INFLOWS | | | | | | | | 2,559.43 |
| TOTAL OUTFLOWS | | | | | | | | -2,631.72 |
| NET TOTAL | | | | | | | | -72.29 |

Banking Summary - Last month

2/1/2024 through 2/29/2024

3/7/2024

Page 1

| Category | 2/1/2024- 2/29/2024 |
|----------------------------------|------------------------|
| INCOME | |
| Bank Interest | 0.13 |
| Book Depot Income | 85.75 |
| Canadaigua AFG | 59.00 |
| Canadaigua #30302 | 153.00 |
| Courage To Change | 111.50 |
| Dansville AFG | 169.00 |
| Faith & Hope 30375 | 116.50 |
| Monday Sunshine | 7.00 |
| Spiritual Awakening AFG # 27134 | 192.00 |
| St. Louis AFG | 56.00 |
| Stepping into Recovery | 42.00 |
| Webster Monday | 44.00 |
| Womans 12 & 12 | 534.00 |
| TOTAL Book Depot Income | 1,569.75 |
| Fundraiser | |
| Simple Beginnings Zoom Feb&Mar24 | 6.00 |
| TOTAL Fundraiser | 6.00 |
| Group Donations | |
| Canadaigua Monday Noon AFG | 50.00 |
| Courage for Serenity | 45.00 |
| District 23 | 60.00 |
| District 29 | 100.00 |
| Eastside AFG | 37.50 |
| Faith & Hope 30375 | 50.00 |
| Hope For Today #5134, Fri. AM | 182.40 |
| Member's 7th Tradition | 96.65 |
| Monday Sunshine | 40.00 |
| Serenity On Saturday | 20.00 |
| Simple Beginnings AFG | 200.00 |
| St. Louis | 47.00 |
| Stepping Into Recovery | 30.00 |
| Unity Group # 502491 | 25.00 |
| TOTAL Group Donations | 983.55 |
| TOTAL INCOME | 2,559.43 |
| EXPENSES | |
| AIS Office | |
| Phone | 65.42 |
| Rent | 360.00 |
| TOTAL AIS Office | 425.42 |
| Book Depot Expense | |
| WSO | 2,206.30 |
| TOTAL Book Depot Expense | 2,206.30 |
| TOTAL EXPENSES | 2,631.72 |
| OVERALL TOTAL | -72.29 |

- **Treasurer reports** Approved as submitted.

E. Finance: Kathy M

Meeting was scheduled as a follow-up from the February AIS monthly meeting to address financial questions.

Attendees:

Pat H, Chair

Robin S, Vice Chair

Diane S, Treasurer

Maggie G, Secretary

Terry D, Office Coordinator

Kathy M, Finance Chair

- Rental Agreement for 2024-2025 - Discussed the concerns with the office space (Terry)
 - Keys to office - need to determine who has keys and who should have keys.
 - Dead bugs - address with landlord
 - Bins above cabinets (pictures shown) - office area needs to be cleaned out; Terry to set a date for a clean-up day and ask for volunteers to help.
 - No emergency exit - window is to be used as emergency exit; Terry will check to be sure the window is accessible and can be opened-[See Office coordinators report.](#)
 - Office space does not feel welcoming - a meeting will be scheduled with landlord to discuss the current year lease renewal and possibility for a better space in the future.
 - Questions/concerns for the landlord:
 - [Is a one-year lease possible? YES: Pat shared: This lease is for one year and has gone up \\$10 per month. Landlord is aware that we might be interested in something larger and will keep me informed. New lease included a Security Deposit which has not been asked of us in the past so Pat was able to negotiate to have that removed from this year's lease.](#)
 - [Is there any other space available for next year? Possibly close by. Will follow up to start planning for next year.](#)
 - [What can be done about the bugs? Use maintenance portal on landlord's website to submit request to have issue addressed. Terry will follow up.](#)
- Balances in Checking and Savings
 - Prudent Reserve funds are in the savings account. Diane agreed to get information from the bank regarding short term CD possibilities.
 - Checking account has a substantial amount of money for a not-for-profit organization. Options for use of this money were discussed.
 - Donations to NY North/WSO
 - New equipment - computer (desktop/monitor) is needed for the office; printer/scanner.
 - Book depot inventory system - Kathy will investigate QuickBooks options.
 - Cleaning service for office
 - Donations to NYN and WSO - the topic will be presented to ISR's at March AIS meeting: [update-\\$500 WSO is budgeted for this year.](#)

- *Process for funding not included in the budget was discussed. If there is a need for funding not included in the budget, the request should be made during the AIS monthly meeting. It will be reviewed for affordability and voted on by the ISR's. The treasurer and finance chair will need to review where tradeoffs can be made in order to stay within the budget.*
- *Year end 2023 audit - Kathy will ask for volunteers to audit the year-end financial reports*
- *Other*
 - *Suggestions for improvements:*
 - *As part of last month's AIS review of the treasurer's reports, a request was made to include a zero for line items where there are no current results, i.e., February report had a blank space on the Fundraiser and WSO Donation lines; remove color formatting on the numbers (Diane/Kathy)*
 - *Include all of the treasurer's reports at the end of the AIS meeting minutes (Maggie)*

*Respectfully submitted,
Kathy M
Finance Chair*

F. Book Depot: Erin

The book depot is doing fabulous- lots of consistent book sales each week. I continue to purchase regular orders to maintain stock.

Newcomer packets for parents, adult children, and Alateen are still out of stock. Other literature reps have asked the WSO on a timeframe to have those back in stock. I will report back with an answer next month.

The Flower City convention was a great success and lots of literature was looked at and purchased. Ellen provided a new book rack and the display looked amazing! Thank you to previous book depot rep, Rebecca and to Dennis for preparing and setting up such a wonderful display! Michelle volunteered to run the literature table at the event. I still need to total the sales to report back. It was a lovely event!

*Peace,
Erin*

G. Intergroup Rep: Loron

AIS Rochester intergroup report for AWSC March 23, 2024

Rochester AIS welcomed new officers 1/24. We have filled all positions except Activities, we are grateful for the new energy and "fresh eyes".

Rochester AIS by laws changes:

- *included title of office manager be changed to office coordinator in the spirit of cooperation vs leaders.*
- *We have added Finance Chair as a person who can authorize checks, in addition to treasurer.*

We are delegating in the office by asking for members to retrieve phone calls from the office remotely. We are streamlining financial reports, focus is on giving folks what they need and leaving the expanded reports to finance committee.

Flower City Fellowship Convention with Al-Anon Participation! March 1-3 2024 We had a big presence at this conference March 1-3, including our speakers' names on the promotional flyer!

- *We had 7 Panels, Two main speakers, Domonic from Rochester, and Larcine from California.*
- *Our Alateens had a panel!*
- *We had a unity panel with Al-Anon and AA sharing the program similarities and how best to work together.*
- *Thanks to our calendar Fundraising, all in attendance sang happy birthday to Lois Wilson and served cake to all! The Conference vice -chair will become chair for 2025, they have created a template for success to be shared with other volunteers.*
- *We sold a lot of literature to AA and Al-Anon conference go-ers and use PayPal or credit cards, cash or check.*

Outreach-Health Fair in Rochester 12/23, interview with Health magazine 2/24, support of literature delivery to libraries and coffeehouses.

Alateen meeting well attended and have had 2 AMIAS start training to support our teens.

I am new to this position and am learning from Maggie G. and literature from WSO and NYN. Glad to be of service.

Respectfully Submitted-Loron O, AIS intergroup

H. Newsletter: Teresa

- *Reports for newsletter due by March 13th*

I. Public Outreach: Dennis

- ***NEEDS MORE VOLUNTEERS!*** *Please consider attending the next outreach committee meeting held **Wednesday March 20th at 6pm***
- *Pretrial services-meetings are unreliable and difficult to establish/maintain communication with the contact person.*
- *Norris: Original goal was to bring Al Anon meetings to friends and family of the residents at the facility. They have no immediate plans to allow families into the building for security reasons. There continues to be Al Anon meetings every other week for the residents. Our members share what Al Anon is about and what a meeting is like.*
- *Dennis meeting with staff at Charles St. Settlement House who contacted AIS office asking for information.*
- *Request for Newcomer packets increasing from last year.*
- *Outreach committee members staffed the literature table at the FCFC convention.*

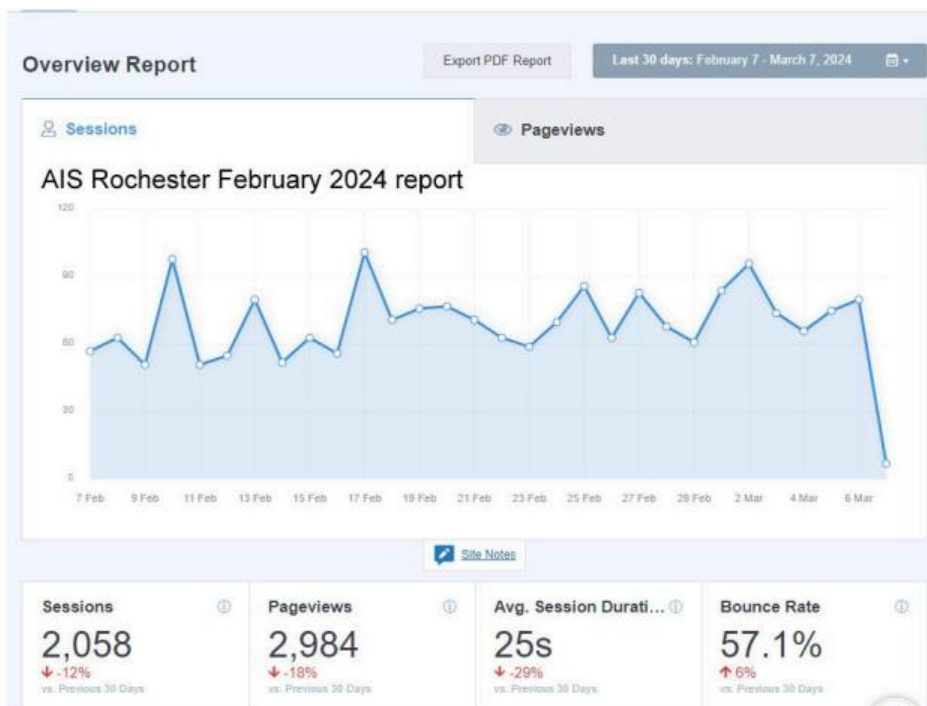
J. Volunteer/Office: Terry D

- *Additional Information not included in finance chairs report.*
 - *Identified who currently has keys/ code to the office.*
 - *Researched requirements for egress window (additional exit option of door is not accessible) Office window does not meet the requirements and its painted shut-will follow up with landlord about window and bug issues.*

- Asking for volunteers to help clean/organize the office. Best days are Tuesdays and Saturdays. Please let Terry know if you have time to help with this need.
- Discovered the current printer has scanning ability.
- Identified an error in the literature purchase order excel spreadsheet. A few groups were over charged for C to C. The groups affected will be contacted to inform of the error and ask if they would prefer to give the overcharged amount as a donation or would like to receive a credit towards their next purchase. The amounts are minimal, \$1 to \$4 for each group.
- Calls received outside of office hours are monitored and returned calls made, the volume of calls has decreased compared to previous months/year. Possible volunteer option that anyone can do from their own home. Anyone interested can contact Terry.

K. Website: Ellen V

1. Please continue to send your events and committee meetings so I can put them on the events list
2. I want to thank Jonny B for stepping up to help cross reference our meeting list with WSO's list. Her help was much appreciated! All discrepancies have been corrected.
3. See web traffic information below





AIS Rochester February 2024

Top Posts/Pages

| | | |
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| 1. | Find A Meeting (scroll down for list) - Greater Rochester AI-Anon | 1,459 |
| 2. | AI-Anon Information Service Rochester, NY 585-268-0540 - Greater Rochester AI-Anon | 1,068 |
| 3. | Events & Activities - Greater Rochester AI-Anon | 141 |
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L. Alateen: Maureen

- Alateen group participated in the FCFC by having a panel with 4 teens who each shared on a slogan that has been actively used in their life now.

M. Activities: open position

6. Group Announcements

- *Fri March 15 - Sunday March 17 Cataract City AA Convention with Al-Anon participation Buffalo, NY Flyer on website*
- *Fri March 15 - Sunday March 17 Ontario Regional Convention Toronto, Canada for more information and to register there is a link on website.*
- *Friday, March 23 9 AM - Winter NYN AWSC (New York North Area World Service Conference)
Electronic only - for all District Reps, all NYN Officers and Coordinators and AIS Liaisons
For more information and to register*

7. Unfinished Business

- *See Finance chair report for follow up from last month's meeting.*

8. New Business

- *Voting today for book depot coordinator: Cassandra*
- *Cassandra was voted in as the Book Depot Coordinator.*
- *Will be meeting with Erin to review role and responsibilities.*
- *Welcome Cassandra!*

9. Bullet Points from Meeting for Newsletter

- *Looking for volunteers to help clean up the AIS Office on a Tuesday or Saturday soon. Terry D., the Office Coordinator, can be reached at volunteers@aisrochester.org.*
- *We will now be leasing the AIS office for one year instead of two. Rent will be increased by \$10 in April.*
- *We are looking into finding a larger office across the road from the current AIS Office*
- *Cassandra was voted in for the Book Depot position.*
- *We currently have a deficit of -\$72.29 for the month of February.*
- *The Book Depot sold at least \$400 in literature at the recent Convention.*
- *Dennis C., Chair of the Public Outreach Committee, is looking for new people to attend the committee meetings and get involved. The next Public Outreach meeting will be held on March 20th. Dennis can be reached at publicoutreach@aisrochester.org*
- *Alateen Group participated in the FCFC by having a panel with 4 teens who each shared on a slogan that has been actively used in their life now.*
- *Activities Coordinator is still needed, this is an open position. An AIS Fundraiser is needed.*
- *Announcements: -*
 - Fri March 15- Sunday March 17** Cataract City AA Convention with Al-Anon participation in Buffalo NY. Flyer on AIS website.*
 - Fri March 15- Sunday March 17** Ontario Regional Convention in Toronto, Canada. Information on AIS website.*
 - Sat March 23--** Winter NYN AWSC (New York North Area World Service Conference) Electronic only- for all District Reps, all NYN Officers and Coordinators and AIS Liaisons. Information on AIS website. All are welcome to attend.*