



Information Service Office of Orange County

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ORANGE COUNTY AL-ANON INFORMATION OFFICE: www.orangecountyalanon.org

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DRAFT

MINUTES OF THE INTERGROUP SERVICE BOARD MEETING OF 18 March 2020

Call to order and Serenity Prayer – by Kevin O. at 7:04 PM

Silence Cell Phones (please)

Twelve Traditions – read by Kevin O.

PRESENT:

Officers: Chair – Kevin O., Ex-Officio – Tannis S., Chair-Elect – Amber E., Secretary – Geri M., Treasurer – Mary N., Office Coordinator – Irene L.

Committees: Public Information – Norma Jean W. (not present), DJ K.; Institutions – Dean G. (not present), Scott M. (not present), Tina T. (not present); Round Robin/Phone Coverage – Anna Marie S.; Alateen – Vicki M., Sammy B.; Orange Blossom – Brandon C. (not present), Glenna F.; WS- Marque H., Lupe M.; Alateen Liaison – n/a; Foreign Language Liaison – Isabel C.; Historian/Nominations – Matt St. M.

REPORTS:

Secretary/ Geri M. – Minutes of Service Board meeting, January 15, 2020 were read by Geri M. **Motion** by Matt St M. to accept minutes as written. Seconded. Carried.

Treasurer – Mary N. See report. Seventh Tradition collected.

Office Coordinator – Irene L.- see report. Highlights include presentation of table outlining duties of Office Manager vs. Office Coordinator; addressed many events being cancelled due to COVID -19 guidelines, but April Orange Blossom already printed; question before board regarding decision to proceed with mailing; Irene attended SW Regional Delegates Meeting; Saturday literature sales still sparse; literature price adjustments; donation of Spanish pamphlets; proposed purchase of new desk, file, and bookshelf for office.

Motion by DJ K. to proceed with mailing of April Orange Blossom. Seconded. Carried.

Motion by DJ K. to adjust current budget to approve up to \$750 for purchase of office furniture for OC office including desk, chair, files, bookshelf. Seconded. Carried.

Chair – **Kevin O.**- invited discussion regarding postponement of scheduled April IG Service Board election due to COVID-19 restrictions. **Motion** by Matt St. M. to rescheduled IG Service Board election to the June 17, 2020 IGR meeting. Seconded. Carried.

Discussion recap from January 2020 IG board meeting regarding health insurance coverage for employee, Irene L. **Motion** by Anna Marie S. to cover cost of medical, dental, vision, and life insurance policies for employee Irene L. not to exceed \$900 per month. Seconded. No abstentions, Carried.

Motion by Matt St M. to change Irene L.'s job title from Office Coordinator to Office Manager.
Seconded. Carried unanimously.

Amend the following motion previously adopted to now read:

Motion by Matt St. M. that the OC Al-Anon Office Manager receive a salary increase of ~~18%~~ 22.5%,
effective retroactively to start on the date of her 1-year anniversary.

Kevin asked all board members to prepare budget item proposal for next board meeting.

Chair-Elect – Amber E.- no report.

Ex-Officio – Tannis S.- reported on plans to continue meeting with Julia regarding Bylaws Thought Force.

Alateen – Sammy B., Vicki M. – stated that AFG Convention has been cancelled; reported that they are working on new date for AMIAS recertification class, however, still moving forward with recertification training on April 4, 2020. Reminder that AMIAS certification training is online.

Alateen Liaisons – Resigned/not present.

Institutions – Dean G. (not present), Tina T. (not present), Scott M. (not present)

Nominations/Historian – Matt St. M. -no report.

Orange Blossom – Glenna F., Brandon C. (not present)- no report.

Public Information – DJ K., Norma Jean W. (not present) – DJ stated that he has not yet compiled cost figures for outdoor media or PSAs; also stated that Norma Jean has cancelled scheduled events due to COVID-19 guidelines.

Round Robin/Phone Coverage – Anna Marie S.- no report.

World Service –Marque H., Lupe M. – no report.

Foreign Language Liaison – Isabel C. – see report. Stated that OC Hispanic Convention remains scheduled for July 11-12, 2020. Fundraising event April 18, 2020. Isabel asked about the need for translation services if IG meetings move to electronic platform.

Old/Unfinished Business: Nominations Thought Force; Matt St. M. suggested scheduling a meeting in future.

New Business: none.

Birthdays – Sammy B. 3 years!

Next Service Board Meeting: May 20, 2020 at 7pm.

Motion to adjourn by Marque H. Seconded. Carried. Meeting closed at 9:29 PM.

Respectfully submitted,

Geri M., Secretary, Al-Anon Information Service of Orange County