



Board Meeting

AI-Anon Family Groups
Orange County/Greater Long Beach Information Service
12391 Lewis St., Suite 102
Garden Grove, CA 92840

AI-Anon Information Services Board Meeting – May 21, 2025

Potluck: 6:30pm, Meeting 7pm

Meeting location: Trinity Episcopal Church 2400 N. Canal St., Orange

Attendees: DJ K, Marque H, Ajit S, Hans E, Gary G, JoJo, Toni, Eric N, Meredith, Jon, Kevin O, Lisa N

- Call to Order and Serenity Prayer: by DJ 7pm
- Twelve Traditions (read by a volunteer): JoJo _____
- Twelve Concepts (read by a volunteer): Marque _____
- Read Spiritual Reading – (Chair): Courage to Change January 11 _____

REPORTS

Treasurer (Bill M.): Submission of financial report (Income and Expenses). Additional verbal information/comments: Hans provided a report.
Treasurer's Report, May 21, 2025
Submitted by Hans Eckardt

Financials

- Unavailable this month due to Treasurer transition. (Last update was March.)

Recent Activity

- Met with Claudia Muñoz, and Stacy Shuler from Feliz and Associates to understand bookkeeping and tax preparation
- Met with Mike Forshee to understand office procedures
- Up and running with Treasurer@OCAIanon.org E-mail, thanks to Ben

Immediate Focus

- Submit April and May revenue reports, sales tax reports, and bank statements to Feliz and Associates to get caught up on financials before ISR meeting in June
- Develop annual calendar of key dates for treasurer tasks (Weekly, Bi-weekly, Monthly, Quarterly, Annually)

Issues

- The office received a notice of delinquency from the CA Registry of Charities & Fundraisers. Issue is missing documentation from FY 2019-2020, FY 2020-2021

(Form 990) and 2021-2022 (renewal filing forms and fee).

Next Steps

- Work with board to develop 2025-26 budget. FY 2024-2025 ends June 30.
- Follow-up on CA Registry of Charities notice
- Continue general orientation
- FY 2024-2025 Form 990 due November 15

Request Help from Board

- Typical budget process?
- Need access to bank accounts
- Need access reporting from Square
- Hans access to the treasurer email account and prefers communication there.

California Offices of Charities contacted us and reported a missing form (990 form), which Feliz and Associates has so we will get them submitted. \$75 filing fee. Needs access to the bank accounts and square accounts.

7th Tradition (Bill M)

Secretary (Lisa N.):

- Quorum satisfied.
- Review and approve/correct minutes of the January and March Service Board meetings.

Secretary's Summary of old (unfinished business), new business, and any motions that were passed from the past Intergroup Meeting.

Additional verbal information/comments:

Finalize and accept January Minutes: Motion made by Marque, second by DJ, passed

Finalize and accept March Minutes: Ajit, second by Gary, passed, JoJo abstained, wasn't able to look over the minutes thoroughly enough.

Office Oversight Committee: (Kevin O. interim):

Additional verbal information/comments:

- By-Laws
- Marque created an employee handbook and it will be reviewed and adjustments will be made next Tuesday.
- Ajit is stepping down from the oversight committee, after serving for three years. Others may also step down

Chairperson (DJ K.):

Additional verbal information/comments:

- Welcome. Thank the new members of the board for stepping up.

- New Board Members on-boarding: Hans, Meredith, Nikki, Irene, Matt
Website Emails / Access & passwords (webmaster@ocalanon.org)

Keep up outreach efforts

Alateen Liaison much needed on the board. A volunteer must be an active AMIAS.

Chair-Elect (Marque H.):

Office Survey: Its up on the website, encourage people to access it, there is a QR code to access it.

Bylaws: Had an atty review them and she said some of the revisions don't make sense, so they will be worked on and sent via email to the board. Has a \$500 fee to pay the atty, which will be paid.

Our official name has been changed and we had to pay a fee to do so with the State, but according to the State website it has not been changed yet. This needs to be resolved before the bylaws go out, as the revised bylaws indicate the new name.

Additional verbal information/comments:

Ex-Officio (Ajit S.):

Additional verbal information/comments: No report

Brief Al-Anon Related Announcements:

N/A

Alateen Activities (Vacant):

No report

Alateen Liaisons (Alateens who are interested should contact the Alateen Activities Chairpersons):
District 57: open, District 60: open, District 63: open, District 66: open.

Co-Secretary – Records (Vacant):

Foreign Language Liaisons:

Spanish Liaison (OC Districts and District 64): (Cindy R.):

Spanish (Cindy) liaison is terming out and we need to identify a replacement.

Farsi Speaking (Vacant):

No report

Fundraising and Telephone Coverage (Vacant):

N/A

Institutions (Gary G):

Anaheim HS reached out to Eric and want an Alateen meeting Gary and Eric met with them and answered their questions. Provided them with some literature. Asked about AMIAS training etc. Provided them with info from World Service regarding AMIAS's. They will let us know what happens with approval on their end.

Meetings at AUHSD need to be registered with SCWS

Nominations/Historian (Vacant):

N/A

Orange Blossom News Editors (Jon M./Cheryl):

Submissions due on the 10th of the month, got a lot of late submissions this month so they will try and fit them in.

(Vacant – Graphics)

N/A

Public Information (Eric N., JoJo, Toni):

Eric: Received a request from a youth in San Clemente who asked for an AA or Alanon speaker needed in two weeks, however he hasn't replied back to Eric's request for more information.

OC Fair Dates: July 23-27, Sign Up link and flyer created, it will be in the Orange Blossom for June

Needs \$100 for the fair (office will help with that), needs certificate of insurance
Received a request from World Service for volunteers for an event in Long Beach. WS is asking us to solicit volunteers for this event.

Swag estimate: In the past PI spent up to \$700 to purchase swag.

Per treasurer: Each department should have a budget established at the beginning of the fiscal year, Hans will incorporate that into the next budget.

Additional verbal information/comments:

N/A

World Service Liaison (Vacant):

N/A

Old Business/Unfinished Business:

N/A

New Business:

Birthdays

May: DJ 12 years

Motion to Close: Jon, seconded by Marque at 7:45pm

Serenity Prayer: Dj_____