

FINAL



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**Minutes of the Orange County/Greater Long Beach
Intergroup Service Board Meeting of
November 17, 2021**

The Intergroup Service Board meeting of November 17, 2021 was called to order at 7:05 p.m. by the Chair, Carol G. Serenity Prayer was recited.

Reading: Twelve Traditions were read by Chip G.

Spiritual Principles Reading: Laura B. read from the Al-Anon/Alateen Service Manual 2018-2021 (version two (2), pages 197-198.

Reading of Bylaws: Chip G., Nancy R., and Lauren H. read page 19 through Article VI, Section 4 on page 22.

PRESENT:

Officers: Chair – Carol G., Ex-Officio – Amber E. (no vote), Chair-Elect – Laura B., Treasurer, Sarah G.; Acting Secretary, Chip G. (no vote).

Committees: Alateen – Keli M., Institutions - Ginger C., Nominations/Historian – Amber E., Orange Blossom - Rachelle A. and Nancy R., Public Information- Marni C. and Mary M., Fund Raising Liaison & Phone Coverage - Lauren H., and World Service - Isabel C.

Non-Voting Liaisons: Ben P. - Farsi Language Liaison; Spanish Liaison – Vacant

Also present: Kevin O. Office Coordinator – Al-Anon Information Service Office of Orange County/Greater Long Beach

Quorum: A majority of the Service Board (10 of 14 voting members) were present to satisfy the quorum requirement.

Acting Secretary – Chip G. – After review of the minutes of September 15, 2021, motion made by Marni C. and seconded by Lauren H., minutes were approved as presented. Yes = 8, No = 0, and Abstentions = 0. **Carried.**

Treasurer – Sarah G. - see report appended to these minutes. Monthly reports are linked under calendar of events on the website. As of end of October 2021, the total Service Office income was \$8,335.93. Group contributions totaled \$3,135.34 for the month. Total Service Office expenses were \$9,295.17, comprised of payroll, literature, rent and other office expenses, producing a shortfall of -\$959.24. Total assets from checking/savings/other equals \$133,409.36.

Action: It was suggested to present the financial report at your meetings. Tell members what the money is for. Contributions need increasing across the board.

7th Tradition - Please continue to make contributions through ocalanon.org. There is a button to click for contributions. Please include meeting information where indicated.

OLD BUSINESS:

1. Zoom Thought Force Report on Online Zoom Meetings – Members reviewed the report attached to these minutes. The first item discussed was recording the Zoom meeting. The logic being that the Secretary can reference the recording to verify minutes and votes. It was also suggested that the recorded meeting be archived and shared on the OC Alanon website. There was concern regarding confidentiality of posting the recording on the website. The Secretary suggested that the recording be destroyed after the minutes are approved at the next meeting. Members would have to be informed about being recorded

Action: Motion made by Marni C., seconded by Nancy R. as follows: Adopt the suggestion to Record Board meetings only for now, notify members about being recorded, and destroy recording after minutes are approved at the next meeting. The remaining items will be discussed at another meeting.

2. Consider setting limit on amount Board members can spend on their service area work without getting Board approval. Suggested limit, \$50. Per the ex-officio, this suggestion was not approved by the Board. There were previous in which the money would automatically be spent instead of returned. The Chair pointed out that this is not our money and we have a fiscal responsibility to the program. The Plan for Success is to return any unused funds to the AIS Office. No action required.

NEW BUSINESS:

1. Consider purchase of software for Orange Blossom (OB): Nancy R., OB Chair, reported on this proposal. A lot of announcements sent for Orange Blossom publication are in Adobe format. The office does not have Adobe software at this time. Purchase would save time and increase the quality of the publication

Action: made by Chip G. to purchase Adobe Reader Software for publication of the Orange Blossom. The cost is \$360.00 per year. Seconded by Sarah G.

Decision: Yes = 8, No = zero, and Abstentions = zero. **Carried.**

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2. Proposed Bylaws Change:

As the Staffing Task Force has been reviewing bylaws related to office operations, it found a requirement that the AIS has been violating for years—the requirement that there be a salaried employee present when a volunteer is on duty. Although in the past “salaried” may have been legally applied to a part-time employee, as today’s labor code states, the term “salaried” applies only to a full-time employee. Therefore a volunteer cannot be on duty when a part-time employee is covering the office in the absence of a full-time employee. Suggested change to propose for Intergroup Service Representatives’ approval—delete the word “salaried” from the requirement that an employee be on duty when a volunteer is serving in the office.

Action: Motion made by Nancy R. to approve an immediate Bylaws change to delete the word “salaried”. Seconded by Lauren H. Refer to ISR meeting on December 8, 2021 for approval. Decision: Yes= 9, No= zero, and Abstentions=zero. Carried.

3. Addition of Search Function to Website:

Consultation with our longtime Web Master and Technical Services Volunteer, Ben P., on making it possible to do a word search on our entire Web site has indicated that it could be done for an additional software charge of \$99 per year or \$349 for the lifetime of our software license. Being able to do a word search would not only make it easier to survey old minutes for information on board actions, but it would also give members the ability to search our entire meeting directory for specific types of meetings (in-person, electronic, hybrid) and for specific meeting features (babysitting, handicapped access).

Action: Motion made by Sarah G. to purchase additional software that would allow a word search on our entire website. The cost for the additional software is \$99.00 per year or \$349.00 for the lifetime of our software license. Seconded by Lauren H. Decision: Yes= 9, No= zero, and Abstentions=1. **Carried.**

Acting Office Coordinator– Kevin O. gave an oral summary of items. AISO now has a full stock CAL literature. Literature sales are on the rise with the opening of more in-person meetings. Office hours were modified to Tuesday through Thursday, 9:00 am to 4:30 pm.

- At the end of October, we closed the storage shed we had for our Public Information Committee based on anticipated increase of rent.
- We have a telephone conference call with the Labor Commissioner’s Office on November 22, 2021 at 9 am. The purpose of the conference is to discuss the validity and settle the claim filed. Members had numerous suggestions as to how to handle the situation. Details of the meeting will be reported at a future Board meeting.
- We are looking at our payroll company, iSolved, to see what HR services they provide. There will be more information to follow.
- There are currently 66 meetings being conducted in person. We have 23 concurrent meetings and 58 via Zoom only.

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- Our literature sales are steady at about \$3,160 per month over the last 4 months.
- The Zoom portion of the Alathon on December 4th will be hosted in the AIS office. The Alathon committee will also store and auction off the donated baskets out of the office.
- The AIS office will be closed as follows: Thanksgiving Day and the Friday after, Friday, Christmas Eve and Saturday, Christmas Day, and Friday, New Year's Eve and Saturday, New Year's Day.

Chair-Elect – Laura B. – No report. .

Ex-Officio – Amber E. – No report.

Alateen- Keli M. – Alateens have a meeting on sight at a local high school that includes a school counselor and administration.

Alateen Liaison – Position open.

Farsi Liaison - Ben P. (not present)

Spanish Liaison - Position vacant.

Fund Raising Liaison/Telephone Coverage – Lauren H. – No report.

Institutions –Ginger C. – No report.

Nominations/Historian – Amber E. –No report.

Orange Blossom –Rachelle A. and Nancy R. – No report

Public Information – Marni C. and Mary M. - no report.

World Service – Isabel C. reported that the World Service Assembly will meet on November 20, 2021. The District 66 Workshop on Working Things Out: Positive ways to reason things out using the principles of the AI-Anon program was held on November 13, 2021. 68 people attended.

Service Board Chairperson – Carol G. presented items from her written report which is appended to these minutes:

Staffing Taskforce: - The Office Coordinator's plans have changed, making it possible for him to continue to serve the AIS well into spring 2022 and eliminating the need to hire and train staff before the end of the year.

Financial Disclosure - At our October 20 Intergroup meeting when our Office Coordinator was reporting the status of a current Labor Board claim against the AIS, it was done as a report on our financial status, not as a human resources matter as an ISR had described it.. We have an obligation to keep our members apprised of matters affecting our financial status. We were following the communications model used by the Southern California World Service Area when it experienced a significant loss of funds. An attorney advised the Area to inform the membership of the loss but avoid mentioning names of persons involved.

No Extension of Terms – A member said she heard there had been discussion of extending our Board members' terms if they were working on projects that would continue beyond their terms. There has been no such discussion. What has been discussed is possible adoption of the plan the Los Angeles Intergroup uses for oversight of office operations and giving office personnel continuity despite changes in Intergroup leadership every year. In discussing how the plan works, it was noted that oversight board members in Los Angeles can serve more than one term.

Next scheduled Intergroup Service Board Meeting is January 17, 2022.

Motion to adjourn the meeting of the Intergroup Service Board at 9:20 p.m. was made by Marni C., seconded by Lauren H., and passed by unanimous vote.

Respectfully submitted,
Chip G., Acting Secretary
(As edited by Service Board members)