

FINAL



ORANGE COUNTY/GREATER LONG BEACH AL-ANON INFORMATION OFFICE:
www.ocalanon.org
SOUTHERN CALIFORNIA AL-ANON WORLD SERVICE: www.scws-al-anon.org
AL-ANON FAMILY GROUPS HEADQUARTERS: www.al-anon.org
LOS ANGELES COUNTY AL-ANON CENTRAL OFFICE: www.alanonla.org

**Minutes of the Orange County/Greater Long Beach
Intergroup Meeting of
June 19, 2024**

The Intergroup meeting of June 19, 2024, was called to order at 7:30 p.m. by the Chair Ajit S. The Serenity Prayer was recited.

Readings:

Twelve Traditions – Sue D. (D57)

Twelve Concepts of Service – DJ K. (Chair-Elect)

Spiritual Reading – Ajit S. (Chair) – Many Voices, One Journey, Pages 233-234

ROLL CALL:

Officers: Chair – Ajit S., Chair-Elect – DJ K., Ex-Officio – Sarah G.,
Secretary – Cherie S., Treasurer – Sam M.

Committees: Alateen – Tawny T. (Absent), Institutions – Alejandra M. (Absent) and Morgan M. (Absent), Nominations/Historian – Theresa M. (Absent), Orange Blossom – Jon M. and Cheryl S., Public Information – Linda T., and Eric N., Fundraising Liaison & Phone Coverage – Gary G., World Service Liaison – Veronica B., Farsi Language Liaison – Ben P.; Spanish Liaison – Cindy R. and Marilen H.

REPORTS:

Treasurer: Sam M.

Full monthly reports are linked under Calendar of Events on the website.

As of May 31, 2024, the current period total sales were \$8,362.44. The total cost of sales was \$4,102.18, resulting in a gross profit of \$4,260.26. Total operating expenses were \$4,515.49, leaving an operating loss of **(\$255.23)**. Interest income was \$49.54, resulting in a net loss of **(\$205.69)**. Total assets as of May 31, 2024, from checking/savings/other equaled \$168,390.20.

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

Secretary: Cherie S.

Quorum: 15% of 180 registered groups = 27 ISRs needed for quorum.
ISRs present = 43.

The minutes of April 17, 2024, were reviewed and corrected.

Action: Motion made by Cheryl S. (D57) and seconded by Pam F. (D60) to approve the minutes as corrected.

Decision: Motion approved. Yes votes = 43

Service Board Meeting (May 15, 2024) Report: Meeting was held in person; vote was held to hold future Service Board meetings in person at 9350 Bolsa Avenue, Westminster, CA 92683 (clubhouse – Cindy R, hosting). Dan P. (Fundraising and Telephone Coverage) stepped down from his position.

Old (unfinished) Business – Public Information Committee has been requested to undertake a project to spread the word about AI-Anon to underrepresented communities. Suggestion was made to contact churches. This is likely to be an ongoing project.

Fundraising and Telephone Coverage committee has been working on implementing phone coverage for nights and weekends, as well as implement a Spanish greeting for after hours.

New Business – A suggestion had been made at the April Intergroup Meeting to consider having a printed version of the directory available at the office for those members without internet service. The Service Board discussed options. Not printing the directories is a tremendous cost-savings tool. Discussion was held regarding the creation of a downloadable pdf version of the directory; however, this would not solve the issue for members without internet service. The office could keep a few directories on hand and members could print the directories themselves. It was decided that this issue needs additional evaluation.

Office Oversight & Continuity Committee (OCC): Julie S.

A tremendous amount of feedback was received on the Draft Proposed Revised By-Laws in late April/early May. A Town Hall meeting to discuss all of the input was held Tuesday, June 4, from 7:00 to 9:00 p.m. Many of the corrections (spelling, grammar, consistency) had been made by that meeting. Further discussion was held regarding a number of items for which members had requested clarification and/or expressed concerns. Minutes from the Town Hall meeting are attached to these minutes.

FINAL

The Oversight Committee has continued to work on these items and feels that a second Town Hall meeting may be needed to finalize the Proposed By-Laws before presenting them to the Service Board for approval, having an attorney review them, and then presenting them to the groups to be voted on. The second Town Hall meeting is tentatively scheduled for Tuesday, July 23, from 7:00 to 9:00 p.m.

Service Board Chair: Ajit S.

Ajit reported that this was his last meeting as Chair. He thanked all of the Service Board members and Information Service Representatives (ISRs). He will serve as Ex-Officio for the coming year.

Chair-Elect: DJ. K.

DJ expressed his gratitude to all of the ISRs and incoming ISRs. He is excited to be stepping up to the Chair position and has exciting plans for the year to come.

Ex-Officio: Sarah G.

Sarah reported that this is her last meeting with Intergroup on the Service Board (after 3 years of service). She has made lots of new friends. There have been a lot of changes, and she knows that there are more to come. DJ and Marque have a lot planned. Sarah has spent the last couple of weeks rereading all of the meeting minutes to see what we've accomplished and is excited to see all the enthusiasm in the ISRs and volunteerism. Sarah's written report is attached.

Announcements: None

Alateen Activities Coordinator: Tawny T. (Absent)

No report.

Spanish Liaison: – Cindy R. and Marilen H.

A Spanish-speaking meeting is being held in Garden Grove Tuesday, [Wednesday](#), Thursday, and Friday, from ~~6:30 to 8:00~~ [7:30 to 9:00](#) p.m. This committee's goal is to get all OC/Greater Long Beach Area meetings added back to the website (OC Directory) in some way. It has to be easier to find Spanish-speaking meetings in Orange County. Additional written report attached.

Farsi Liaison: Ben P.

After 12 years, Iran Al-Anon is official. Books can now be printed in Farsi. Ben helped to facilitate translation of Paths to Recovery, and that book has been finished. There are 3 Farsi speaking meetings a week in Orange County (on Zoom).

Institutions: Alejandra M. and Morgan M. (Absent)

No report.

Nominations/Historian: Theresa M. (Absent)

No report.

Orange Blossom/News Editor: Jon M. and Cheryl S.

Reminder that the Orange Blossom deadline is the 10th of the month prior to publication. Please remember that there are no longer space restrictions for the number of pages that the Orange Blossom can contain. Please submit your flyers and announcements.

Public Information: Linda T. and Eric N.

The Al-Anon booth at the OC Fair is scheduled from July 24-28 (Wednesday through Sunday). They have filled 94% of the shifts (only 3 shifts need to be filled). Compared to same time last year, they were only 67% filled. The goal is to obtain another 1st Place Ribbon this year. Additional written report attached.

Fundraising Liaison and Telephone Coverage: Gary G.

Phone coverage and forwarding of phones will be implemented by the end of June.

World Service Liaison: – Veronica B.

Veronica attended the World Service Assembly on Saturday, May 18, from 9:00 a.m. to 4:00 p.m. Elections were held for a new Alternate Delegate (Sean N. elected) and Treasurer (Vicki V. elected). Veronica received an email from SCWS that the Area Chair had resigned and has been replaced by an Interim Chair, Past Delegate Tim P., appointed to fulfill the Area Chair's responsibilities until the November Assembly.

OLD BUSINESS:

None

NEW BUSINESS:

Announcement was made that the Al-Anon Survey, held once every 3 years, is open until July 31. It was stressed that the completion of the survey is important in many ways, but also to guide literature development and resources that members need.

Birthdays:

May: Robin R. – 6 years; DJ K. – 12 years; Cheryl S. – 9 years

June: Cheryl – 16 years; Kurt M. 4 years; Jon M. – 8 years; Cheryl J. – 7 years;

Meredith – 7 years; Danielle D. – 6 years; Cherie S. – 30 years

Julie C. -- 1 year (July)

Next scheduled Intergroup Meeting is August 21, 2024.

Motion to adjourn the meeting was made by Barbara S. (D60) and seconded by Meredith H. (D66). Motion passed.

Respectfully submitted,

Cherie S., Secretary

May 31, 2024

0940 C 6-30

Al-Anon Info Service Of O C
12391 Lewis Street Suite 102

Garden Grove, CA

Al-Anon Info Service Of O C
12391 Lewis Street Suite 102

Garden Grove, CA
May 31, 2024

0940

BALANCE SHEET

6-30

ACCT DESCRIPTION

ASSETS

CURRENT ASSETS

102	Cash in Bank Farmers and Merchants	\$	29,458.14	
103	Farmers & Merchants Savings		4,047.86	
104	Farmers & Merchants CD#9179		77,780.46	
105	Farmers & Merchants CD#9454		18,731.88	
106	Accounts Receivable		130.56	
110	Petty Cash		101.45	
130	Inventory		<u>38,139.85</u>	
	TOTAL CURRENT ASSETS			\$ <u>168,390.20</u>
	TOTAL ASSETS			\$ <u><u>168,390.20</u></u>

LIABILITIES & EQUITY

CURRENT LIABILITIES

233	Accrued Payroll Tax - State	\$	(57.51)	
236	Sales Tax Payable		<u>813.09</u>	
	TOTAL CURRENT LIABILITIES			\$ 755.58
	TOTAL LIABILITIES			755.58

EQUITY

283	Fund Balance		154,812.36	
	Profit		<u>12,822.26</u>	
	TOTAL EQUITY			<u>167,634.62</u>
	TOTAL LIABILITIES & EQUITY			\$ <u><u>168,390.20</u></u>

Al-Anon Info Service Of O C
12391 Lewis Street Suite 102

Garden Grove, CA
May 31, 2024

0940

OPERATING STATEMENT

6-30

ACCT	DESCRIPTION	CURRENT PERIOD	ELEVEN MONTHS YEAR TO DATE	PERCENTAGE CURR.	YTD
SALES					
302	Uncategorized Income	\$ 740.77	\$ 15,020.56	8.9	13.0
303	Alateen	187.91	2,794.57	2.3	2.4
304	Books	2,801.50	35,898.54	33.5	31.0
305	Contributions - Other	860.27	10,704.63	10.3	9.2
306	Directories & Newcomer Packe	288.40	4,962.83	3.5	4.3
307	District 57 Contributions	122.80	6,429.15	1.5	5.6
308	District 60 Contributions	501.94	6,573.84	6.0	5.7
309	District 63 Contributions	71.00	5,726.18	.9	4.9
310	District 66 Contributions	1,112.26	12,554.14	13.3	10.8
311	Miscellaneous Lit	148.00	2,220.00	1.8	1.9
313	Orange Blossom	10.00	43.00	.1	
314	Pamphlets	415.45	5,026.70	5.0	4.3
315	Shipping	23.00	357.00	.3	.3
316	Spanish	586.14	4,642.69	7.0	4.0
317	Workbooks	493.00	2,985.00	5.9	2.6
	TOTAL SALES	8,362.44	115,938.83	100.0	100.0
COST OF SALES					
402	Purchases	1,590.39	30,109.18	19.0	26.0
410	Supplies		164.02		.1
415	Direct Labor	2,268.00	28,204.50	27.1	24.3
442	Payroll Taxes	243.79	2,577.89	2.9	2.2
	TOTAL COST OF SALES	4,102.18	61,055.59	49.1	52.7
	GROSS PROFIT	\$ 4,260.26	\$ 54,883.24	51.0	47.3
OPERATING EXPENSES					
512	Freight & Postage	12.79	463.32	.2	.4
520	Rent	2,328.28	24,904.26	27.8	21.5
522	Equipment Lease	145.51	2,473.67	1.7	2.1
524	Computer Expense	64.99	716.87	.8	.6
526	Utilities		217.95		.2
529	Telephone	219.96	2,185.53	2.6	1.9
530	Repairs & Maintenance		96.13		.1
535	Insurance - General		3,109.11		2.7
538	Meals & Entertainment		16.14		
548	Licenses & Permits		89.00		.1
549	Website Fee		19.99		
552	Vehicle Expense	163.48	1,754.04	2.0	1.5
564	Legal & Accounting	600.00	3,600.00	7.2	3.1
566	Office Expense	915.21	1,807.25	10.9	1.6
567	Bank Charges		22.74		
568	Merchant Fees	65.27	1,128.40	.8	1.0
	TOTAL OPERATING EXPENSES	4,515.49	42,604.40	54.0	36.8
	OPERATING PROFIT or (LOSS)	\$ (255.23)	\$ 12,278.84	(3.1)	10.6
OTHER INCOME & (EXPENSE)					

Al-Anon Info Service Of O C
12391 Lewis Street Suite 102

Garden Grove, CA
May 31, 2024

0940 OPERATING STATEMENT 6-30

ACCT	DESCRIPTION	CURRENT PERIOD	ELEVEN MONTHS YEAR TO DATE	PERCENTAGE CURR.	YTD
901	Interest Income	<u>49.54</u>	<u>543.42</u>	<u>.6</u>	<u>.5</u>
	TOTAL OTHER INCOME & (EXPENSE)	<u>49.54</u>	<u>543.42</u>	<u>.6</u>	<u>.5</u>
	NET PROFIT or (LOSS)	<u>\$ (205.69)</u>	<u>\$ 12,822.26</u>	<u>(2.5)</u>	<u>11.1</u>

Al-Anon Info Service Of O C

CHANGES IN FINANCIAL POSITION

May 31, 2024

0940 BALANCE SHEET ANALYSIS 6-30

ACCT	DESCRIPTION	CURRENT PERIOD	ELEVEN MONTHS YEAR TO DATE
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CHANGES IN ASSETS

CHANGE IN CURRENT ASSETS

102	Cash in Bank Farmers and Merchants	\$ 554.75	\$ (201.30)
103	Farmers & Merchants Savings	.18	1.87
104	Farmers & Merchants CD#9179	47.92	468.96
105	Farmers & Merchants CD#9454	1.44	72.59
106	Accounts Receivable	(528.22)	(29.79)
110	Petty Cash	(751.55)	(230.55)
130	Inventory	931.95	12,075.79
	NET CHANGE IN CURRENT ASSETS	<u>256.47</u>	<u>12,157.57</u>

NET CHANGES IN ASSETS	\$ <u>256.47</u>	\$ <u>12,157.57</u>
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CHANGES IN LIABILITIES & EQUITY

CHANGE IN CURRENT LIABILITIES

233	Accrued Payroll Tax - State	\$ 34.02	\$ 542.32
236	Sales Tax Payable	428.14	(707.01)
	NET CHANGE IN CURRENT LIAB.	<u>462.16</u>	<u>(164.69)</u>

NET CHANGES IN LIABILITIES	462.16	(164.69)
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CHANGE IN EQUITY

283	Fund Balance		(500.00)
	Net Profit or (Loss)	(205.69)	12,822.26
	NET CHANGE IN EQUITY	<u>(205.69)</u>	<u>12,322.26</u>

NET CHANGES IN LIAB. & EQUITY	\$ <u>256.47</u>	\$ <u>12,157.57</u>
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Al-Anon Info Service Of O C

STATEMENT OF CASH FLOWS

May 31, 2024

0940 CASH FLOW ANALYSIS		6-30	
ACCT	DESCRIPTION	ELEVEN MONTHS YEAR TO DATE	TOTALS
	INCREASES TO CASH FLOW		
	Net Income From Operations	\$ 12,822.26	
106	Accounts Receivable	29.79	
110	Petty Cash	230.55	
233	Accrued Payroll Tax - State	542.32	
	TOTAL INCREASES TO CASH FLOW		\$ 13,624.92
	DECREASES TO CASH FLOW		
130	Inventory	\$ 12,075.79	
236	Sales Tax Payable	707.01	
283	Fund Balance	500.00	
	TOTAL DECREASES TO CASH FLOW		<u>13,282.80</u>
	NET CHANGE TO CASH FLOWS		<u>\$ 342.12</u>

Al-Anon Info Service Of O C

YEAR TO DATE COMPARATIVE

For the Eleven Months Ended May 31, 2024

0940 CURRENT TO PRIOR 6-30

ACCT	DESCRIPTION	YEAR TO DATE		VARIANCE	
		CURR YEAR	PRIOR YEAR	DOLLARS	PERCENT
SALES					
302	Uncategorized Income	\$ 15,022	\$ 11,814	\$ 3,208	27.2
303	Alateen	2,793	1,164	1,629	140.0
304	Books	35,900	24,881	11,019	44.3
305	Contributions - Other	10,704	14,940	(4,236)	(28.4)
306	Directories & Newcomer Packe	4,964	3,993	971	24.3
307	District 57 Contributions	6,428	7,745	(1,317)	(17.0)
308	District 60 Contributions	6,575	5,676	899	15.8
309	District 63 Contributions	5,724	6,189	(465)	(7.5)
310	District 66 Contributions	12,554	16,509	(3,955)	(24.0)
311	Miscellaneous Lit	2,221	2,586	(365)	(14.1)
312	Office Transactions		60	(60)	(100.0)
313	Orange Blossom	43	30	13	43.3
314	Pamphlets	5,027	4,630	397	8.6
315	Shipping	357	388	(31)	(8.0)
316	Spanish	4,642	3,676	966	26.3
317	Workbooks	2,985	2,520	465	18.5
	TOTAL SALES	115,939	106,801	9,138	8.6
COST OF SALES					
402	Purchases	30,109	31,978	1,869	5.8
410	Supplies	164	314	150	47.8
415	Direct Labor	28,204	26,880	(1,324)	(4.9)
442	Payroll Taxes	2,579	2,697	118	4.4
	TOTAL COST OF SALES	61,056	61,869	813	1.3
	GROSS PROFIT	\$ 54,883	\$ 44,932	\$ 9,951	22.2
OPERATING EXPENSES					
512	Freight & Postage	465	658	193	29.3
520	Rent	24,901	22,213	(2,688)	(12.1)
522	Equipment Lease	2,475	1,018	(1,457)	(143.1)
524	Computer Expense	717	680	(37)	(5.4)
525	Background Check		114	114	100.0
526	Utilities	218		(218)	
529	Telephone	2,186	2,398	212	8.8
530	Repairs & Maintenance	96	97	1	1.0
535	Insurance - General	3,109	3,018	(91)	(3.0)
538	Meals & Entertainment	16		(16)	
548	Licenses & Permits	89	14	(75)	(535.7)
549	Website Fee	20		(20)	
552	Vehicle Expense	1,753	1,456	(297)	(20.4)
555	Trade Show Expense		75	75	100.0
564	Legal & Accounting	3,600	3,000	(600)	(20.0)
565	Meeting Fees		39	39	100.0
566	Office Expense	1,807	1,497	(310)	(20.7)
567	Bank Charges	22	210	188	89.5
568	Merchant Fees	1,130		(1,130)	
580	Dues & Subscriptions		80	80	100.0

Al-Anon Info Service Of O C

YEAR TO DATE COMPARATIVE

For the Eleven Months Ended May 31, 2024

0940		CURRENT TO PRIOR		6-30	
		YEAR TO DATE		VARIANCE	
ACCT	DESCRIPTION	CURR YEAR	PRIOR YEAR	DOLLARS	PERCENT
	TOTAL OPERATING EXPENSES	42,604	36,567	(6,037)	(16.5)
	OPERATING PROFIT or (LOSS)	\$ 12,279	\$ 8,365	\$ 3,914	46.8
	OTHER INCOME & (EXPENSE)				
901	Interest Income	542	65	477	733.9
	TOTAL OTHER INCOME & (EXPENSE)	<u>542</u>	<u>65</u>	<u>477</u>	<u>733.9</u>
	NET PROFIT or (LOSS)	<u>\$ 12,821</u>	<u>\$ 8,430</u>	<u>\$ 4,391</u>	<u>52.1</u>

Al-Anon Info Service Of O C

CURRENT MONTH COMPARATIVE

For the Month of May 2024

0940

ACTUAL - CURRENT TO PRIOR

6-30

ACCT	DESCRIPTION	CURRENT PERIOD		VARIANCE	
		CURR YEAR	PRIOR YEAR	DOLLARS	PERCENT
SALES					
302	Uncategorized Income	\$ 740	\$ 939	\$ (199)	(21.2)
303	Alateen	188	104	84	80.8
304	Books	2,802	2,136	666	31.2
305	Contributions - Other	860	458	402	87.8
306	Directories & Newcomer Packe	289	397	(108)	(27.2)
307	District 57 Contributions	122	412	(290)	(70.4)
308	District 60 Contributions	502	695	(193)	(27.8)
309	District 63 Contributions	71	485	(414)	(85.4)
310	District 66 Contributions	1,113	1,371	(258)	(18.8)
311	Miscellaneous Lit	148	242	(94)	(38.8)
313	Orange Blossom	10	13	(3)	(23.1)
314	Pamphlets	415	466	(51)	(10.9)
315	Shipping	23	8	15	187.5
316	Spanish	586	290	296	102.1
317	Workbooks	493	132	361	273.5
	TOTAL SALES	<u>8,362</u>	<u>8,148</u>	<u>214</u>	<u>2.6</u>
COST OF SALES					
402	Purchases	1,590		(1,590)	
415	Direct Labor	2,268	2,240	(28)	(1.3)
442	Payroll Taxes	244	229	(15)	(6.6)
	TOTAL COST OF SALES	<u>4,102</u>	<u>2,469</u>	<u>(1,633)</u>	<u>(66.1)</u>
	GROSS PROFIT	\$ 4,260	\$ 5,679	\$ (1,419)	(25.0)
OPERATING EXPENSES					
512	Freight & Postage	13	13		
520	Rent	2,328	4,603	2,275	49.4
522	Equipment Lease	146		(146)	
524	Computer Expense	65	60	(5)	(8.3)
529	Telephone	220	218	(2)	(.9)
552	Vehicle Expense	163	148	(15)	(10.1)
564	Legal & Accounting	600	1,200	600	50.0
566	Office Expense	915	93	(822)	(883.9)
568	Merchant Fees	66		(66)	
	TOTAL OPERATING EXPENSES	<u>4,516</u>	<u>6,335</u>	<u>1,819</u>	<u>28.7</u>
	OPERATING PROFIT or (LOSS)	\$ (256)	\$ (656)	400	61.0
OTHER INCOME & (EXPENSE)					
901	Interest Income	50	35	15	42.9
	TOTAL OTHER INCOME & (EXPENSE)	<u>50</u>	<u>35</u>	<u>15</u>	<u>42.9</u>
	NET PROFIT or (LOSS)	<u>\$ (206)</u>	<u>\$ (621)</u>	<u>415</u>	<u>66.8</u>

Al-Anon Info Service Of O C

BALANCE SHEET COMPARATIVE STATEMENT

For the Eleven Months Ended May 31, 2024

0940

ACCT	DESCRIPTION	CURR YEAR	PRIOR YEAR	VARIANCE	
				DOLLARS	PERCENT
ASSETS					
CURRENT ASSETS					
102	Cash in Bank Farmers and Mer\$	29,458 \$	27,821 \$	1,637	5.9
103	Farmers & Merchants Savings	4,048	4,046	2	.1
104	Farmers & Merchants CD#9179	77,780	77,312	468	.6
105	Farmers & Merchants CD#9454	18,732	18,659	73	.4
106	Accounts Receivable	131	1	130	3000.0
110	Petty Cash	101	332	(231)	(69.6)
130	Inventory	38,140	26,064	12,076	46.3
	TOTAL CURRENT ASSETS	<u>\$ 168,390</u>	<u>\$ 154,235</u>	<u>\$ 14,155</u>	<u>9.2</u>
	TOTAL ASSETS	<u>\$ 168,390</u>	<u>\$ 154,235</u>	<u>\$ 14,155</u>	<u>9.2</u>
LIABILITIES & EQUITY					
CURRENT LIABILITIES					
233	Accrued Payroll Tax - State \$	(58) \$	(610) \$	(552)	(951.7)
236	Sales Tax Payable	814	1,209	395	48.5
	TOTAL CURRENT LIABILITIES	<u>\$ 756</u>	<u>\$ 599</u>	<u>\$ (157)</u>	<u>(20.8)</u>
	TOTAL LIABILITIES	756	599	(157)	(20.8)
EQUITY					
283	Fund Balance	154,812	145,203	(9,609)	(6.2)
	Profit	12,822	8,433	(4,389)	(34.2)
	TOTAL EQUITY	<u>167,634</u>	<u>153,636</u>	<u>(13,998)</u>	<u>(8.4)</u>
	TOTAL LIABILITIES & EQUITY	<u>\$ 168,390</u>	<u>\$ 154,235</u>	<u>\$ (14,155)</u>	<u>(8.4)</u>

Ex-Officio Report

AI-Anon Information Service of Orange County & Greater Long Beach

June 19, 2024

Thank you for the opportunity to serve in this capacity for the Information Service Board. I learned so much and got to make new friends and connections in the process.

Board members rotate off frequently, and the history and continuity can get lost. Since I've been a part of this group for three years, I wanted to walk down memory lane.

I served a year as treasurer 2021-2022. Early in my tenure the office worker resigned. The AIS had been running in the red due to the pandemic and were close to dipping into our previously established prudent reserve of \$115,000.

The board officers by then had seen trends that needed to be addressed.

- 1) AIS running at a deficit every month.
- 2) Lack of continuity in board management of the office resulted in vulnerabilities. The board was not always aware of what was happening at the office, and the office worker was subject to an ever-changing, understaffed board.
- 3) Legal responsibilities of a non-profit board weren't being served well. The pandemic added to an existing decline in service among the fellowship, making it more difficult to fill the board each year.

During Q3 and Q4 2021, Carol Goold, Board Chair, and a team of board officers and past board chairs created a "Staffing Taskforce" committee to handle the office transition after the office worker resigned. This team talked with neighboring intergroups about their office management structure. She found that some offices had created a "Board of Directors" to handle the legal responsibilities of running the office and maintained their Service Board or Service Council as a board that handled local service work and cooperated with Area World Service and local AA boards. She also found that nearby offices weren't open full-time hours. Below are a few items that have occurred, with links to the minutes.

[In January 2022](#), Carol brought the issue of Office Continuity to the ISR Board. A motion to create the Office Oversight and Continuity Committee (OCC) was made and approved by the Board at the January 2022 meeting.

[In March 2022](#), the OCC reported that Julie S. had been elected chair of that committee.

[In May 2022](#), the decision was made to employ a bookkeeping service to maintain books, process payroll, and file taxes for the OC/GLB AIS. Greater definition of the OCC was made during this meeting by our Chair, Carol Goold. The decision had been made to hire two part-time workers moving forward, so the employees could back each other up, there would be some flexibility in the work arrangements, and we could reduce costs.

[In June 2022](#), I became Board Chair. I had been elected Chair-Elect, but the Chair-Elect had to step down. The OCC hired two part-time workers and announced the new hours of the office.

[In September 2022](#), the OOC reported that they were reviewing the By-Laws, Office Manual and Group Manual.

In the Winter of 2022 – 2023, the OOC worked with the office to change over the office systems to the WSO Meeting Numbers, and to update the website with WSO Meeting Numbers and Names. The Treasurer worked with the office on Inventory, and the point-of-sale system.

[In December 2022](#), the OOC provided a report to the ISRs and established a Volunteer Coordinator position for the position.

[In January 2023](#), the OOC reported that the Alathon is not sponsored by any AI-Anon entity, and so can't be advertised or announced at meetings as an AI-Anon function or fundraiser, per WSO guidelines. The Board voted to sponsor the Alathon and provide treasury support.

The remainder of the minutes for ISR and Board meetings are posted here:

<https://www.ocalanon.org/intergroup/minutes/>. You are welcome to review these anytime.

In summary, these strategies overall have resulted in a more successful AIS organization. We've adopted practices consistent with neighboring AIS offices.

- The change in office hours helped the board comply with wage & hour law. We advised employees to take their required breaks meal breaks.
- The board reduced employment expenses significantly by reducing the hours the office was open and employing part-time workers.
- Sick time is applied as mandated by the state of California.
- The Orange Blossom is no longer printed and shipped by the office staff using a non-profit mail status. The Orange Blossom is posted online by the board volunteer and emailed to Information Service Reps and those who request it by the office workers. Mailing could occur on a smaller scale, using the copier in the office, and envelopes and postage required. Since we don't mail enough to use the non-profit mailing system, the AIS would pay for the postage.
- The web site meeting information is maintained by the Webmaster Volunteer and the Orange Blossom Editor – both volunteer positions.
- Groups do not send their registration information to the AIS. Instead, they send it to the Southern California World Service Records Coordinator, who then emails the data to the AIS Secretary and other Board positions. The Secretary, most recently, has been maintaining a list of ISRs. Our board is working on the solution to maintaining records for ISRs for Orange County, to keep a better handle on voting. The board has better access to lists of ISRs; however, maintaining the records is cumbersome.
- Payroll and bookkeeping duties are now handled by the Bookkeeping service and the Board Treasurer, a volunteer position.
- The AIS Office uses World Service Meeting IDs. The Orange County ID numbers have been retired.
- District 64 meetings, or non-registered Spanish meetings were removed from the directory based on guidance from the SCWS Group Records Coordinator. Spanish Language Meeting Liaisons work with District 64 to share information. I believe our AIS will come up with a solution that better meets the needs of our membership.

Overall, it's been an eventful three years! I was only seeing what's left undone, so this review exercise has been helpful to me. I'm grateful for all your love and support and look forward to seeing you in meetings!

Love In Service,

Sarah G. (714)403-1780

Public Information Report

Information Service Board Meeting – June 19, 2024

1) OC Fair

- a. 94% spots filled as of today (as opposed to 66% at this time last year!) 12 volunteers returned from 2023!
 - i. 3 open spots:
 - 1. Wed (7/24) Back Up All Day (to fill any spot) -1
 - 2. Thrs (7/25) Back Up All Day (to fill any spot) - 2
- b. Request reimbursements (need receipts?):
 - i. Dry Cleaning 2 large tablecloths \$76.00
 - ii. Booth Rental \$100.00
 - iii. QR Code Generator for 3 months \$119.97
 - iv. Spanish Literature \$36.75
 - Total \$332.72
- c. First Place Ribbon last year. The goal this year is to repeat!
- d. We will mail the tickets and parking passes to volunteers
- e. Restocked English literature. Total was approx. \$164.00. Do not need reimbursement since Mike zeroed total out
- f. Thanks to Cherie for attaching the OC Fair flyer to ASR emails!

2) Very few PI requests this past month. Kaiser reached out in March and I missed the email. Mike in the office tried several times to contact me through the PI email. He had an incorrect personal email. I texted Morgan from Institutions. He found out that the panels are being run by someone named Tammy. I don't know who or from what organization. I apologize for not reading the PI emails more regularly. I vow to do better.

Sincerely,
Linda Tettermer
Public Information Board Member

Report from Information Service Board- Spanish Liaison

June 19, 2024

On June 8, 2024 attended the Oficina Hispana Intergrupala in Baldwin Park.

They continue working on updating group records and the website

www.oficinaintergrupalahispana.com

As Spanish Intergroup covers all of Southern California, I asked if meetings list could be sorted by counties to make it easier to find them.

They offer several workshops, please check website for dates. Cindi is uploading several fliers.

The office has updated job descriptions and they are posted in website. They are looking for volunteers to be able to expand the days open to sell literature at the Santa Fe Springs location

Currently those days are Monday – 10AM- 2PM, Tuesday 10AM-3PM and Saturday 10AM-3PM

Thank you for letting be of service

Marilen H

Town Hall Zoom meeting minutes

Date: June 4, 2024

The purpose of the meeting is to review proposed By-law amendments.

The Zoom meeting is recorded by Sarah G.

Julie S. called the meeting to order at 6:57 pm.

Julie thanked all attending. Some introductory remarks were given by Julie and Sarah. Julie discussed comments that were sent in by AI-Anon members. Sarah shared the screen with a copy of the proposed by-laws copy. Julie proceeded by covering section-by-section the by-laws and explaining the proposed revisions.

Members had questions and comments which were addressed by Julie and Sarah. As suggestions were made, Sarah noted them on the proposed by-law copy visibly in red.

There were some minor word corrections made as detailed in red on the revised copy, as well as numbering corrections.

The following changes have been recommended by members:

1. Article IV, Section 1 - "Intergroup" is changed to "Information Service"
2. Article VI, Section 1, "B" – Add "In the event of a Service Board tie vote, the most recent ex-officio will break the tie".
3. Article VI, Section 3, Chair-Elect – Eligibility – "Any person who has served or will have served for at least one year by June 30th of the current term..."
4. Article VI, Section 4, "A", Service Board – Eligibility – Same wording change as mentioned above.
5. Article VI, Section 4, "B" – Re-election of Service Board and Chair changed from two years to five years.
6. Article VII, Section 3, "Service Board Nominations" A, 1, "a" – Add "Nominees shall be present at the annual meeting in April".
7. Article VII, Section 4 "Voting" – Add "...and must be present at the annual meeting."
8. Article VII, Section 5, "Balloting" Add "C" – "Two nominees with the greatest number of votes shall be deemed elected to the Service Board". Add "D" – "Election results shall be announced after votes are validated by the Service Board officers".
9. Article VIII, Section 5, "I" "Duties of the Treasurer" – Change to read "Assisting Office Staff with Point of Sale".
10. Article IX, "Standing Committees" Section 1, A, 4, Change to read "Report on Orange Blossom activity at meetings".

11. Article IX, "Standing Committees" Section E, 2, Change to read "May act as the Treasurer for ALS sponsored events".
12. Article IX, "Standing Committees", Section G, 2, add "and Greater Long Beach".
13. Article X, Section 1, "A" – Change "Foreign Language Liaison" to "Community Liaison and/or District 64 Liaison".
14. Article X, Section 1, "4" – Change "Spanish Liaison" to "Language Liaison".
15. Article X, Section 1, C, - Add 1. "Shall be voted in as chair by the prior year's Alathon Committee".
16. Article X, Section 1, C, "3" – Add "...Board Fundraising Coordinator or other Board member may serve..."
17. Article X, Section 1, C, 6, - Change to read "... no later than January of each year".
18. Article XI, "Office Oversight and Continuity Committee Members" B, - Add 7 "Volunteer in office for experience". Add 8 "Provide Office report to inform Service Representatives and ALS Service Board". Add "C" – "Term of service/Rotation of Leadership".
19. Article XII, Member Services Representatives, Section 1, Add "B" - "MSRS must be active Al-Anon members." Add "C" – "MSRS must not be a dual member of Al-Anon and Alcoholics Anonymous".
20. Article XII, Section 1, F, Add to read "...Information Service Office of Orange County and Greater Long Beach".
21. Article XIII "Finances", Section 1, Change to read "... (noted under DIGEST OF AL-ANON AND ALATEEN POLICIES) and current Al-Anon guidelines, Al-Anon Information Service G-4".
22. Article XIV, Amendment of By-Laws, Section 1, Standing Committees, Add "Volunteer Coordinator".
23. Attachment "A" to By-Laws, Contributions – Other Al-Anon Service Contributions, Add "All contributions are added to the general fund and cannot be earmarked to a specific use".

There are several clarifications needed as pointed out by members comments. These are:

1. Article V, Section 3, "B" – Clarify who can make motions and who may not.
2. Article V, Section 7, "Voting" Clarification of description is requested.
3. Article VI, Section 2, "Chair Eligibility" – Define "Like Capacity" in the description.
4. Article VII, Section 1, A, 2, "Chair Nominations" – Clarification requested
5. Article VIII, Section 2, E, "Duties of the Chair" – Clarify check signing
6. Article VIII, Section 4, "Duties of the Secretary and/or Co-Secretary" – Clarify "Co-Secretary" as positions are difficult to fill and other board members could be asked to help.
7. Article VIII, Section 5, "Duties of the Treasurer and/or Co-Treasurer – Clarify "Co-Treasurer" same as above.
8. Article VIII, Section 5, #G, "Duties of the Treasurer" – Clarify office workers.

9. Article X, Section 1, C, - Clarify "Alathon Chair" description, #3 – Clarify if other Board members may service as Alathon Treasurer, #4 – Clarity Committee meetings by August or sooner.
10. Article XI, #A, "Number and Qualifications of Committee Members – Clarify description.
11. Article XIV, Section 1, Service Board Structure, "Standing Committees" -Clarify description of Volunteer Coordinators.

The meeting was ended by Julie S. at 8:59 pm with the Serenity Prayer.

Respectfully submitted by Rhonda E.