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**Kansas Area Assembly Alcoholic Anonymous, Inc.
Minutes for July 18, 2015**

Attendees	Present	Attendees	Present
Tom H (Board chair)	X	Bob H (Odd # DCM)	X
Mike R (Alt. chair)	X	Kat M (Odd #GSR)	X
Mike H (Area chair)	X	Sam W (Even #DCM)	X
Ken D (Treas.)	X	Andy K (Even # GSR)	X
David R (Sec't)	X		

Opening: The Board Chair opened the meeting with the Responsibility Statement.

Roll Call: Secretary called the roll. All were present.

Minutes: The secretary read the minutes of the Apr. 2015 meeting.

Motion to approve minutes by: Even # DCM **Second:** Even # GSR Minutes approved.

Treasurer's Report by: Area Treasurer reported on the 2nd quarter, 2015 figures:

Income from groups	= \$ 5,570.70 (-8% over same period in 2014)
Income from other	= \$ 1,521.70 (+8% over same period in 2014)
<u>Income total</u>	<u>= \$ 7,092.57 (-7% over same period in 2014)</u>
Total income YTD	= \$19,003.78 (+9% over same period in 2014)
Expenses	<u>= \$ 7,230.12 (-8% over same period in 2014)</u>
Net income	= (\$ 137.55)
Net income YTD	= (\$1,283.18)

Balance sheet
Current Assets = \$ 28,593.34
Total liabilities & equity = \$ 28,593.34

State Conference report (YTD):

Revenues	\$ 4,743.72
Total expenses	\$ 359.91
<u>Net income</u>	<u>\$ 4,383.81</u>

State Conference balance sheet
Assets - Sunflower Bank \$ 7,383.81
Total equity & liabilities \$ 7,383.71

Move to approve Treasurer's report: Area Chair **Second:** Odd # DCM **Approved**

Office Report: KASO Office Manager

- OM (Office Manager) read her resignation letter, effective 12/13/15.
- OOMA phone is set up and working – cost is \$4.95 per month. Number is (785) 370-0745. No calls received to date.
- Tax return was filed May 15th.

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- State of Kansas report was filed on time.
- Had been using Sage for accounting files – this program is now obsolete, so OM is switching to Quick Books.
- GFP – when OM sends out an issue of GFP using the GoDaddy email on the Area Website, it chokes up the email server and she can't receive or send emails for 3-4 days.

GSR report: Even # GSR reported he'd sent out an email to all even # district GSRs, and had had no responses.

DCM report: None given.

Old Business:

Standing Agenda Items

Board Chair reviewed the standing agenda items for the Board of Directors, noting they'd all been addressed for July:

- a. Reviewed area financials to date.
- b. Reviewed & signed Conference Contract.
- c. Reviewed budget committee.

New Business:

1. Proposal concerning OM resignation.

Board chair & co-chair noted we have two options:

- A. Hire a new OM, move the office, and enter into a new copier contract
- B. Not replace the OM, and have officers & chairs take over many of the duties.

Board chair & co-chair presented a proposal to not replace the OM. (*See Appendices 1 & 2 for text of their proposal.*) There was much discussion about the proposal and whether or not the Board or the Assembly should develop the plan to implement the change, if the Assembly decides to approve the proposal.

Meeting closed with the Unity Declaration.

The Board reconvened at 5:15 to continue the discussion. Board Chair asked the Board to agree on making a recommendation to the Assembly.

Move to recommend to the Assembly that the OM not be replaced, and the proposal be implemented.

Moved: Area Secretary. Second: Area Treasurer. Motion passed, but not unanimously. Minority opinion was heard. Area Treasurer suggested a friendly amendment: **The Board recommend we do not replace the retiring office manager.** Seconded: Motion passed 5 for, 2 opposed, 1 abstaining, 1 absent. Minority opinion was heard. Final version was a 3 part recommendation.

1) Have a 2 day Area Committee meeting in October.

2) Allow Area Chair to appoint a Registrar *now* so they can work with outgoing OM and be trained by January.

3) Allow the Board to develop a plan for not replacing the OM.

Respectfully submitted

David R, Area Secretary

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APPENDIX 1

GOALS HOPED TO BE REACHED BY THE FOLLOWING PROPOSE OF SUGGESTED CHANGES
TO AREA 25 ASSEMBLY AND KAAAA, INC.
(SEE FINICAL COMPARISONS ATTACHED.)

- A. TO CREATE MORE PARTICIPATION BY AREA GROUPS THOROUGH ON SITE WORKSHOPS AND SHARING SESSIONS USING AREA COMMITTEE CHAIRS AND OFFICERS. THE FUNDING PROVIDED BY AREA 25 FOR THE FACILITY AND TRAVEL EXPENSE.
- B. TO CREATE BETTER UNITY, ENCOURAGING PARTICIPATION OF GROUPS AND DISTRICTS.
- C. TO BETTER UTILIZE CONTRIBUTIONS BY PROVIDING SERVICES TO GROUPS AND DISTRICTS AND PROVIDING SOME OR ALL FUNDS FOR THE EVENTS.
- D. TO TRIM EXPENSES BY RETURNING DUTIES TO AREA ELECTED TRUSTED SERVANTS THAT HAS BEEN BEING COMPLETED BY AREA OFFICE MANAGER.
(CREATE AN AREA CHAIR OF **REGISTRAR** TO KEEP AREA GROUPS REGISTERED WITH THE GENERAL SERVICE OFFICE AND MAKE SURE NEW GROUPS ARE ENCOURAGED TO PARTICIPATE IN THE AREA THROUGH PERSONAL CONTACT.)
- E. TO SEND MOST IF NOT ALL AREA CORRESPONDENCE ELECTRONICALLY, INCLUDING THE GRAPE FREE PRESS, MINUTES OF MEETINGS, FLYERS ANNOUNCING AREA EVENTS.
- F. TO PROVIDE PARTIAL FUNDING TO AREA AND REGIONAL SERVICE EVENTS FOR ELECTED TRUSTED SERVANTS.
- G. TO BE ABLE TO DEVELOPED STATE OF THE ART AREA WEB SITE AND AN AREA 25 MOBILE APPLICATION FOR EASIER AND CONVENT ACCESS TO AND WITH ELECTRONIC COMMUNICATIONS.

APPENDIX 2

Notes from discussions between executive committee of KAAAAI Board & Area Chair

We have been having informal conversations about the role of the KAAAAI and have concluded that we should be looking at the future of Area 25 and should provide leadership in developing goals and plans for the next 5 to 10 years. Some of the present circumstances that have prompted this perspective are:

- 1) The KASO office accounts for 2/3 of our area budget.
- 2) We generate a lot of paper through the KASO office and the lease on the copier expires soon – we will need another substantial expenditure for a copier.
- 3) We believe we should expand the use of the area website to better communicate and to decrease the amount of paper. This, too, will require increased ongoing investment.
- 4) The distribution of the Grape Free Press by postal mail and the bulk mailing permit this requires is inefficient.

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- 5) Our office manager, Heather, desires to end or reduce her duties as an employee of the KAAAA, Inc. We would need to hire another manager by Jan. 1, 2016, and move the office. We have developed the outline of a plan to address changes at the KASO, and have some ideas about how Area 25 and its Area Committee might proceed.
1. We could reduce the duties of the office manager. Heather has agreed to remain a contract employee for the near future, continuing to take care of the financial accounting for the Assembly. We would reduce salary, rent, payroll taxes, etc. This would allow us to use a greater part of our contributions for other purposes.
 2. We could re-design and improve the Area website, hiring a webmaster on a contract basis to do the ongoing work effectively. All area information, minutes, agendas, reports, budgets, etc. would be available (anonymity protected) from the website. We would get out of the paper business the way we've gotten out of the coffee business. Any copying we still need to do would be out-sourced.
 3. The GFP would be distributed by e-mail or on the website only, eliminating the need to mail copies back to ourselves to keep the bulk mail permit. The state conference committee would need to address their need for a bulk-mail permit. This, too, could probably be out-sourced.
 4. Standing chairs and Area officers could take up the duties vacated by the office manager. The Area Secretary & Alternate would be responsible for agendas, minutes, and Area Service Manuals. The Grape Free Press editor would assemble and publish the newsletter, with the help of the GFP committee. The Delegate and Area Chair and their alternates would have to do more of their own communications. We propose that the Area Chairperson appoint a Registrar to be approved by the assembly. The Area Registrar would keep group records, make changes at rotation, register new groups, provide rosters and email addresses, etc. Secretary, GFP, Delegate, Chair and Registrar would need to cooperate closely with Web Chair and DCMs. Public Information Chair could be the anonymity watch. Of course, everyone will need to cooperate on guideline changes.
 5. The Office Manager would continue financial duties: accounting, filing non-profit forms, receiving, depositing and recording contributions, generate income & expense statements, balance sheets, group contribution reports, and pick up the mail at the post office box. The Office Manager could agree to be available for special projects on a contract basis. Heather would work with the Registrar on becoming familiar with GSOs New Vision software.

We have included a financial analysis of the changes at KASO. We'd like to see the KAAAAI board and the Area Committee start a process of planning and goal setting for the next 5 to 10 years. We believe a long range, continuing project like this will require much participation and communication, resulting in more unity in Area 25.

Re-structuring KASO will make contributions available for many projects and improvements in our ability to help Area 25 AA groups carry the message. Our ability to do these things will also require some additional money and we believe participation by groups and districts who do not presently come to assemblies is the best source of increased contributions. We'd like to see the Assembly and Area Committee reach out and sponsor these AAs who we really need in Area service.

This would be one goal in the 5 to 10 year plan. Others might include:

1. Encouraging participation of Area Standing Chairs in regional events (SWRAASA, Regional Forums) by helping with expenses.
2. Improve and expand use of Area Website
3. Translation of all Area information into Spanish.
4. Fully funding the delegate's expenses to the General Service Conference.
5. Resuming Area contributions to GSO.
6. Traveling on-site workshops by the Area Committee to reach groups/districts not participating in Area service.

These ideas could serve the Area as a starting place for having a discussion on what the Area might look like in 5 to 10 years if we really worked together. The changes at the KASO will require more immediate action, and we propose the KAAAAI Board and Area Committee consider a special meeting, to include any AA who is interested, to be held in a central location after the July Assembly but before the October Committee meeting.

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COMPARISON OF BUDGETED KASO EXPENSES

<u>ACCOUNTS</u>	<u>CURRENT EXPENSES</u>	<u>PROJECTED EXPENSES</u>	<u>SAVINGS</u>
Office rent	3,068.00	420.00	2,648.00 (\$35/mth for storage files)
Office supplies	200.00	200.00	0.00
Postage	250.00	50.00	200.00 (Thank You notes)
Printing outside	250.00	100.00	150.00
Manager travel	0.00	0.00	0.00
Copier paper	400.00	50.00	350.00
Salary, manager	12,162.15	0.00	12,162.15
Contract labor	0.00	1,200.00	0.00
Employer payroll tax	930.00	0.00	930.00
Wage US Contribution	180.00	0.00	180.00
Utilities	384.00	0.00	384.00
Comp. soft & hardware	120.00	120.00	0.00
Comp. internet service	120.00	120.00	0.00
GFP paper	400.00	0.00	400.00
GFP copier rent	940.00	0.00	940.00
GFP postage	<u>300.00</u>	<u>0.00</u>	<u>300.00</u>
Totals	22,514.15	2,260.00	21,454.15