

# Minutes

Plymouth 2 Alano Society Board Meeting



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**Meeting date:** 2023-10-12

**Time:** 18:30

**Location:** P2A meeting room + Hybrid

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## Board members present:

- Melanie H, President
- Chris W, 1<sup>st</sup> Vice President
- Tim B, 2<sup>nd</sup> Vice President

- Derek N, Secretary
- Chris G, Assistant Secretary

- Diane K, Treasurer
  - Chip N, Assistant Treasurer
  - = present
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## Call to order

A quorum being present, the regular meeting of the Plymouth 2 Alano Society Board of Directors was called to order at 18:30 with the Serenity Prayer.

## Introductions and visitors

Visitors present:

## Agenda confirmed

Additions to agenda: None

## Approval of minutes

It was moved by Chris W, seconded by Diane K to approve the minutes of the 2023-10-12 regular meeting of the Plymouth 2 Alano Society Board. **Motion carried.**

## Reports

### Treasurer's report

1. That the board accept the attached "October Treasurer's Report" (Attachment 1) as prepared by Special Treasurer's Delegate Brenda L on 2023-11-04.

It was moved by Chris W, seconded by Diane K.

**Motion carried.**

## Old business

1. Google Workspace for Non-profits implementation

**That** the matter be tabled indefinitely.

Derek, the lead on the effort does not have time to move forward with the project as time. It will be brought up again if the situation changes.

It was moved by Derek N, seconded by Chris W.

**Motion carried.**

2. Holiday party preparation and planning

**That** a budget for the Holiday Party is approved in the amount of \$2000.

It was moved by Diane K, seconded by Derek N.

This amount includes anticipated \$1200 expense for the catered dinner. \$800 left for decoration and prizes.

Dinner: same caterer and essentially same menu for catered dinner. The board noted that the quote includes sales tax, and the organization is exempt, so the quoted sales tax figure will ultimately be waived.



Prizes: fewer, more valuable prizes will be offered this year in the free raffle. At least approximately 20 prizes worth approximately \$20-30 each will be given away. Fewer gifts should shorten the raffle/giveaway period, which ran long in prior years.

In discussion, the board considered whether a coordinator was needed. It was decided that while a coordinator is not necessary, identified responsibilities have been picked up voluntarily by board members who will then seek additional volunteer support as needed. A sign-up sheet for service volunteers should make available additional support. Volunteer duties explicitly identified include gift procurement and raffle (Melanie H), food service (Diane K), decorations (Melanie H).

Additional gift donations have been solicited to reduce giveaway prize expenses.

Voluntary contributions to begin shortly with a designated basket with envelopes to remain in the main meeting room.

Derek to design and produce flyers to announce the event.

(Budget) **motion carried.**

### **New business**

#### 1. Coffee maker overflow

New coffee maker has been overflowing when brewing. Chris W and Chris G volunteered to contact Bunn support and work to resolve.

### **Information**

#### 1. Group Liaisons (contacts) update effort

Derek N and Melanie H have been working to confirm and update group contact information.

### **Adjournment**

Business completed, the meeting adjourned at 19:25, closing with the AA Responsibility Pledge.

### **Certification**

I hereby certify that the foregoing narrative and exhibits constitute a true and accurate record of the Plymouth 2 Alano Society Board regular meeting of 2023-11-09.

Approved this 14<sup>th</sup> day of December 2023 by Derek N, Secretary.

### **Attachments**

#### 1. October 2023 Treasurer's report (dated 2023-11-04)