

TTF Meeting Minutes 01-19-23
Zoom 504 973 4809 Pw: serenity
Start 6:03pm End 7:04pm

Newt led the Serenity prayer. Newt read from the Service Manual— Introduction to the Concepts.

Newt introduced the attendees from the participant list: Newt, John H, Michelle R, Debbie S, Cindy P, Denise, Kathi E.

Minutes from 01-12-23 had minor spelling errors noted by Cindy P via email. These were corrected. No additional edits or corrections. Motion to accept the corrected minutes made by Newt, seconded by John H, vote-motion passed.

Newt led discussion regarding the Guideline document PDF.. Discussion included inserting guidelines for the District Officers and also creating the Alateen Representative guideline, which is a position in our bylaws.

It was noted that the guideline was a work in progress for the service coordinator positions. The TTF purpose was to give District a working platform, not necessarily a finished, completed document, but a place to expand or revise by GRs vote moving forward.

Motion to have TTF continue to meet to produce the officers and additional service position-Alateen Representative guidelines made by Debbie S, seconded by Newt, vote: 4 yes/ 1 no/ 2 abstained Motion carried.

Further discussion tabled to next week to detail additional work by TTF.

Newt screen shared a single document PDF of Guidelines voted on and approved at last meeting.

Discussion as to the presentation of this document to District as the TTF work product to be posted on website and for GRs to vote on.

Newt stated this document was basically the same as what we had voted on; he had put on a cover/title page, an table of contents (minus the Social Media Coordinator position, which he had not had time to include in contents but it was in the document pdf). He also had done formatting to clean up the totality of the document. Discussion points included the title page as worded, additional time to review the total document- before posting and presenting it, and correcting any typos or citations not supported by the contents.

Newt made a motion to recommend the guidelines as included in the pdf to District to be reviewed and voted on by GRs., Cindy P seconded.

Vote 1 yes / 4 No / 2 Abstain

TTF agreed to utilize the guideline pdf as a "Draft" to present at the Service Coordinator meeting for members interesting in serving following TTF tonight. This will be described as a "working document" and TTF work product but not a finished document until further discussion next week.

It was duly noted that individually TTF members had reviewed and approved 12 of the 13 guidelines prior to 01-19-23.

John H presented his report of financial activities and requested a priority of business should be that District call a special meeting to form the Finance Committee and Budget Committee. John H-had detailed his recommendations in an email sent to TTF and pertinent body is included below for reference:

“...here is a high level list of financial related matters that should be addressed:

1. Invite prospective members and call first meetings of the Finance and Budget Committees. Begin work on the budget for the remainder of 2023 and set stage for 2024

2. Finance Committee - Decide upon how many bank accounts are needed or what type and in which bank(s). I suggest having all accounts in one bank to leverage the value of all accounts. I suggest a checking account for District 12, a separate checking account for the books sales as it would be easier to reconcile and a savings account for reserves, etc. I suggest you also get a Business Deposit card (BofAs term) for each account. This can be used with mobile apps and ATMs and usually avoids going inside the bank.

- 3 Have the GRs vote on the persons approved to sign checks and manage the accounts. Create a written corporate District 12 Resolution (signed by the Secretary) for delivery to the bank(s).

4. Taxes and governmental filings.

a. State and federal income returns for Nonprofits. Due May 15. Very easy to file the 'postcard' return if gross receipts from activities is usually less than \$50,000

b. bi-annual Statement of Information to CA Secretary of State. Informs CA who the current corporate officers are with names, addresses and phone numbers

c. The Statement of Information also asks for the name of the **corporate Registered Agent**. The person designated to receive legal notices. In the past it has been **Stephen G. Bradvica, CPA** in Ventura who also filed the various corporate forms and taxes. I think his last fee was \$650.00. I filed the forms for 2019, 2020 and 2021. You might want to have him take that up again. In any event you should consider who is the Registered agent - it can be any adult, it should be someone with a reasonably permanent address.

5. There are auto payments from the AIS BofA account and other subscriptions I will discuss with Adriana that may need to be addressed when the corporate bank accounts are identified and opened.

6. Last, LDC maintains an inventory of materials for sale. As in years past, the inventory should be counted and valued at cost. The December 31, 2022 current value should be recorded in Quickbooks Online, as the value is needed for the tax and informational returns.”

John also recommended the GRs consider voting in Sara (LDC) as the District Alt Treasurer to unify the new District 12 Ventura County Al-Anon/A lateen Family Groups financial interests.

Newt made a Motion that the TTF recommend to District to call a meeting and form the Budget Committee and Finance Committee to address the above financial items of business. John H seconded, vote unanimous. John will directly contact DR in a week to discuss.

Meeting closed with the Al-Anon Declaration at 7:04pm.

Next TTF meeting Thursday January 26, 2023 6:00 pm-7:00 pm. Same zoom information.