

# **ALANO SOCIETY of Greater St. Louis, MO, Incorporated**

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## **WRITTEN NOTICE OF NOMINATION PROCEDURE**

**TO ALL GROUPS:** Pursuant to the by-laws of The Alano Society of Greater St. Louis, Mo. Inc., the following is the Nomination Procedure for the Annual Election of Officers to the Board of the Alano Society.

**NOMINATION PROCEDURE:** The Board of Directors shall appoint a Nominating Committee whose responsibility shall be to impanel a recommended slate of candidates for the office for the following year. The Nominating Committee shall be appointed no later than November 30, and will submit its recommendations no later than December 31. The Nominating Committee will assure itself that its recommended slate of officers meet the qualifications set out in these By-Laws, and will further secure an expression of willingness to be nominated, and to serve if elected, on the part of each nominee.

Other nominations for office may be submitted by written application to the Board of Directors prior to December 31, verifying the qualifications of the Individual Member for the office sought, and signifying their candidacy and willingness to serve if elected.

Yours in the Fellowship;

*TOM N*

Executive Secretary

**Alano Society of Greater St. Louis  
Intergroup Representatives' Council**

November 19<sup>th</sup>, 2024, 7:30pm  
Zoom ID: 822 1669 6438 pw: 245445

**AGENDA**

I. Opening: 7:30 (President)

II. A.A. Preamble

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety

III. Welcome to the New IRs!

The New I.R. Orientation is at 6:30pm, prior to the IR meeting, in-person and online.

IV. Birthdays:

V. Introduction of Board Members:

VI. Approval of October Minutes:

VII. Financial Report:

VIII. Office Report:

1. All IR's please sign in. If online, please put your name, group, & contact info in the chat.

XI. Summary of Tonight's Alano Board Meeting: (President)

XII. Old Business:

1. Upcoming events:
  - a. Alano Banquet, Saturday, Nov 23<sup>rd</sup> (last day to buy tickets – morning of Nov 21<sup>st</sup>)
  - b. Holiday Open House, Saturday, December 14<sup>th</sup>
2. Report: Code of Conduct committee

XIII. New Business:

New Business Items from IR's

XIV. Q&A: General questions for your Alano Board

XV. Group Networking: (IR's are encouraged to exchange ideas and share issues of group concern with other groups, rather than just announce events from across the fellowship!)

Close: I am responsible... When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

**Alano Society of Greater St. Louis**  
**Intergroup Representatives' Meeting Minutes**  
**October 17<sup>th</sup>, 2024**

I. Opening: 7:30 (President)  
Serenity prayer.

II. A.A. Preamble  
Read by Dave.

III. Board Introductions: Mike M, Betty O'D, Mary E, Mary A, David G and Deborah J.

IV. Welcome to the New IRs!  
Mark and Greg.

V. Birthdays:  
Jim F, 33 years

VI. Approval of August Minutes:

Linda B. pointed out the Financial Report misquoted the profit from the Ice Cream Social. It was actually \$230, which was a break even. The picnic brought in \$723. Minutes were approved as corrected.

VII. Financial Report:

Treasurer (David G) commented that we are behind budget. (Numbers are in the report.) Year-to-date we are behind also. Bob K. asked where the budget amounts originated, noting there are cents in some of the numbers. There was discussion of CAM ("Common Area Maintenance") expenses being considerably above budget.

VIII. Executive Secretary (Office manager) Report:

1. All IR's please sign in.
2. A.A. World Services is increasing prices, especially on pamphlets.
3. The plain language Big Book should be available for ordering on November first.
4. Paper *Where and When's* are available now. Dave asked about the *Where and When* corrections. We rely on each group to keep their information up to date. To make changes they can email us or to call in to keep the information current. Groups may charge what they like. Costs are still undetermined.
5. (Past Delegate Jim F.) The plain language text has been "being written" for several years. At the 2024 Conference the manuscript was approved. It came out of a corrections commission in California, as a simpler read. It is designed to be easier to read and to understand. We don't know if it will be available online.

IX. Summary of Tonight's Alano Board Meeting: (President)

1. We have a bylaws review committee reviewing issues. We expect to get a document next month.
2. The lease committee is in the process of clarifying the current lease document and to improve the definition of the CAM ("common area maintenance" expenses).
3. The Alano Banquet is November 23rd at Orlando's South. Tables are available from the website or at the office. Tickets are \$46, the same as last year.

4. Holiday open house will be December 14th at Central Service from 2 to 6pm.
5. The Alano pot luck will be February 8, 2025 at Well Springs Church on South Lindbergh at 6pm. There may be baskets.
6. Tom will be available to attend the code of conduct meeting on October 24th.
7. We are reviewing our personnel policy about cannabis use now that it is legal in Missouri.
8. We are continuing to review our prudent reserve policy.
9. We elected an alternate board member, Deborah.
10. We are making a contribution to the Code for Recovery, which is the nonprofit organization that maintains the software for the online meeting guide application. We are contributing \$50 a month.
11. The Alano speaker is outstanding! The location for the Banquet has been corrected on the website to the south Orlando's. We have twelve scholarships available for the Banquet. Our speaker is Kent from Decatur.

X. Old Business:

1. Intergroup Council Committee to Encourage Service: Bill B. reported on the new committee which is focused on service work. The purpose is to contact all 675 groups in Area 38. The intent is to help groups prioritize getting contact information for each group (GSR, IR) to prioritize A.A. service. We will visit groups as needed to achieve this purpose. Action steps are discussions with GSO, Area 38 registrar and Central Service to coordinate efforts. There is a pilot outreach with District 52 as a sample run.
2. Code of Conduct committee: Joe reported a rough draft to be presented before the next meeting.

XI. New Business: Q&A / General Questions for Your Alano Board

1. Online people please put your name, phone and email.
2. Bob K asked if we've had an outside review of our finances. There has been a complete review of our books. Next we need to review the financial controls pertaining to how we handle cash in real time. We have gone back to 2021 and everything lines up.

XII. Q and A:

1. There was a request to repeat the financial information as it was intelligible. Also the drug and alcohol policy for office staff.
2. Bob K asked for a written report of our CPA report; which is in progress.

Meeting was closed with the Responsibility Statement.

# Alano Society of Greater St. Louis

## Office Report

19 November 2024

### Office Lease Renewal

The Board has proceeded with the goal of remaining in our current location, if possible. There are two main factors to consider: First, will we be able to afford the standard rent increases over time? Second, can we negotiate the terms so that the Common Area Maintenance expenses will be more predictable than in recent years, so that we can keep to our budget?

Initially, we thought we would use the “option to renew” – for five additional years – that was set up in our original lease; however, that lease was written in 2010, and the world of real estate has changed a great deal since then. By negotiating a new lease, we believed we could get better terms.

Negotiating a new lease has been a new and unanticipated project for the office. Happily, we are benefitting from the help of several A.A. members with relevant experience, and we have an experienced broker referred by one of our volunteers.

As of November 15<sup>th</sup>, we have made an offer to the landlord, received a counter-offer, and we’re working on our next offer. The prospects for a “win-win” on the lease appear very good.

The new lease project has required dozens of calls and emails, numerous meetings, generating reports of past expenses, etc. Obviously, this work must be prioritized over other projects, because the current lease ends in May! Because of the time required for a new lease, some other projects have received less time, and will take longer than anticipated.

### Unanticipated CAM Expense

When we received a \$5600 Common Area Maintenance annual “adjustment” in 2023, we looked at the previous five years and found that it had been under \$1000 for those years. So we split the difference, and budgeted \$2000 for 2024. When the bill arrived, it was for \$6400! We let the groups and members know, and folks really stepped up! Problem solved! Of course, the process of “getting the word out” was another new project!

### CPA assistance with bookkeeping, office procedures

Some IR’s already know that we are modernizing the office procedures around sales, contributions, and money-handling. By the end of Covid, the procedures were very much out of date and inefficient. In order to handle “other people’s money” responsibly, and according to our fiduciary duties as a nonprofit, it was necessary to make significant changes. We have reached the stage in the process where we are able to invite an accountant to consult with our bookkeeper, examining our books and our offices practices, to ensure that everything is sufficient. At year’s end we intend to have a full report.

### After-hours Phones

In early summer, we had guessed that we could have an all-volunteer phone committee handling after-hours phones by late summer. We’re making progress on that goal (talking to other offices about their volunteer phone committee, learning about different forwarding systems), but this is the project most affected by the new lease project, the CPA exam, and the unexpected CAM adjustment.

## AA Central Service Office Financial Summary Report October 2024

	Oct 24	Budget	Jan - Oct 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b><u>INCOME</u></b>					
<b>CONTRIBUTIONS</b>					
Group Contribution	11,546.42	0.00	85,228.76	0.00	0.00
Individual Contribution	1,430.42	0.00	31,288.38	0.00	0.00
CONTRIBUTIONS - Other	0.00	11,666.66	0.00	116,666.66	140,000.00
<b>Total CONTRIBUTIONS</b>	<b>12,976.84</b>	<b>11,666.66</b>	<b>116,517.14</b>	<b>116,666.66</b>	<b>140,000.00</b>
<b>SALES</b>					
Total Merchandise Sales	1,498.90	1,500.00	16,475.35	15,000.00	18,000.00
Total Literature Sales	3,528.10	4,708.34	51,951.15	47,083.34	56,500.00
<b>Total SALES</b>	<b>5,027.00</b>	<b>6,208.34</b>	<b>68,426.50</b>	<b>62,083.34</b>	<b>74,500.00</b>
Meeting Room Rent	1,701.50	1,583.33	15,817.90	15,833.33	19,000.00
RENT: Alanon & Area 38	426.92	394.33	10,299.53	10,144.33	13,000.00
Shipping & Handling	28.13	29.17	379.93	291.67	350.00
Alano Banquet Income	6,394.00	3,500.00	13,800.00	12,000.00	18,500.00
Other Income	303.39				
<b>Total Income</b>	<b>26,857.78</b>	<b>23,700.16</b>	<b>239,038.95</b>	<b>227,702.66</b>	<b>276,670.00</b>
<b>Cost of Goods Sold</b>					
Total Cost of Goods Sold	3,125.01	3,000.00	42,748.64	30,000.00	36,000.00
<b>Total COGS</b>	<b>3,125.01</b>	<b>3,000.00</b>	<b>42,748.64</b>	<b>30,000.00</b>	<b>36,000.00</b>
<b>GROSS PROFIT</b>	<b>23,732.77</b>	<b>20,700.16</b>	<b>196,290.31</b>	<b>197,702.66</b>	<b>240,670.00</b>
<b><u>EXPENSE</u></b>					
Rent - Building	4,114.33	4,114.33	41,143.30	41,143.30	49,371.96
CAM Annual Adjustment	1,066.44	0.00	4,265.76	2,000.00	2,000.00
Payroll & Taxes	8,599.47				
Utilities, phone, internet	1,243.59				
Other Expenses	2,482.98				
<b>Total Expense</b>	<b>17,506.81</b>	<b>15,893.49</b>	<b>164,796.87</b>	<b>166,634.96</b>	<b>221,821.96</b>
<b>Net Ordinary Income</b>	<b>6,225.96</b>	<b>4,806.67</b>	<b>31,493.44</b>	<b>31,067.70</b>	<b>18,848.04</b>
<b>NET INCOME</b>	<b><u>6,225.96</u></b>	<b><u>4,806.67</u></b>	<b><u>31,698.19</u></b>	<b><u>31,067.70</u></b>	<b><u>18,848.04</u></b>

### ACCOUNT BALANCES

Main Checking	72,639.12
Banquet Account	32.22
Prudent Reserve	110,279.89
Paypal Checking	<u>4072.78</u>
<b>Total, all accounts</b>	<b>187,024.01</b>

**Average monthly expenses for 2023 were \$20,967.  
 Current prudent reserve is 5.26 month's expenses.**

**AA Central Service Office  
 Income & Expense vs Budget  
 October 2024**

	Oct 24	Budget	Jan - Oct 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>CONTRIBUTIONS</b>					
Group Contribution	11,546.42	0.00	85,228.76	0.00	0.00
Individual Contribution	1,430.42	0.00	31,288.38	0.00	0.00
Various Event Contributions	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS - Other	0.00	11,666.66	0.00	116,666.66	140,000.00
<b>Total CONTRIBUTIONS</b>	12,976.84	11,666.66	116,517.14	116,666.66	140,000.00
<b>SALES</b>					
Merchandise Sales	1,498.90	1,500.00	16,475.35	15,000.00	18,000.00
Literature Sales	3,528.10	4,708.34	51,951.15	47,083.34	56,500.00
<b>Total SALES</b>	5,027.00	6,208.34	68,426.50	62,083.34	74,500.00
<b>Credit Card Deposit</b>	0.00	0.00	0.00	0.00	0.00
<b>Interest Income - Investment AC</b>	18.60	27.91	271.10	279.16	335.00
<b>Investment Dividend Reinvested</b>	284.79	282.09	3,189.85	2,820.84	3,385.00
<b>Meeting Room Rent</b>	1,701.50	1,583.33	15,817.90	15,833.33	19,000.00
<b>Miscellaneous Income</b>	0.00	8.33	101.00	83.33	100.00
<b>Pay-Pal Sales</b>	0.00	0.00	0.00	0.00	0.00
<b>Reimbursed Expenses</b>	0.00	0.00	0.00	0.00	0.00
<b>Rent Income</b>	426.92	394.33	10,299.53	10,144.33	13,000.00
<b>Seminar Registration</b>	0.00	0.00	0.00	0.00	0.00
<b>Shipping &amp; Handling</b>	28.13	29.17	379.93	291.67	350.00
<b>Special Events Income</b>					
Other Event Contributions	0.00		100.00		
Alano Picnic 7th Trad	0.00	0.00	1,044.00	1,500.00	1,500.00
Alano Banquet Income	6,394.00	3,500.00	13,800.00	12,000.00	18,500.00
Ice Cream Social 7th Trad	0.00	0.00	230.00	0.00	0.00
Men's Gratitude Lunch (WDD)	0.00	0.00	8,862.00	6,000.00	6,000.00
<b>Total Special Events Income</b>	6,394.00	3,500.00	24,036.00	19,500.00	26,000.00
<b>Total Income</b>	26,857.78	23,700.16	239,038.95	227,702.66	276,670.00
<b>Cost of Goods Sold</b>	3,125.01	3,000.00	42,748.64	30,000.00	36,000.00
<b>Gross Profit</b>	23,732.77	20,700.16	196,290.31	197,702.66	240,670.00
<b>Expense</b>					
<b>Uncategorized Expenses</b>	50.00		50.00		
<b>Bank Fee Accounts</b>	290.37	200.00	2,904.70	2,000.00	2,400.00
<b>Dues and Subscriptions</b>	0.00	4.17	368.90	41.67	50.00
<b>Computer Expense Small Items</b>	101.86		258.82		
<b>Equipment Repairs &amp; Maintenance</b>	0.00	50.00	181.56	500.00	600.00
<b>Insurance</b>	0.00	0.00	4,049.00	3,500.00	3,500.00
<b>IT Expenses</b>	0.00	150.00	1,205.95	1,500.00	1,800.00
<b>Licenses and Permits</b>	10.45	0.00	426.61	400.00	400.00
<b>Literature Purchase</b>	0.00	0.00	0.00	0.00	0.00
<b>Merchandise - noninventory</b>	0.00	0.00	53.32	0.00	0.00
<b>Miscellaneous Expenses</b>	0.00	8.33	30.01	83.33	100.00
<b>Office</b>	209.54	200.00	1,969.36	2,000.00	2,400.00
<b>Payroll</b>	7,987.26	8,333.33	75,883.17	83,333.33	100,000.00
<b>Payroll Tax-Employers Liability</b>	612.21	916.67	7,004.77	9,166.67	11,000.00
<b>Postage and Delivery</b>	112.72	83.34	1,860.01	833.34	1,000.00
<b>Printing and Reproduction</b>	145.73	166.66	2,256.51	1,666.66	2,000.00
<b>Professional Fees</b>	720.62	500.00	6,624.87	6,000.00	7,000.00
<b>Reconciliation Discrepancies</b>	0.00	0.00	0.00	0.00	0.00
<b>Rent - Building</b>	4,114.33	4,114.33	41,143.30	41,143.30	49,371.96
<b>Seminar Expenses</b>	0.00	0.00	100.00	0.00	0.00

2:10 PM  
 11/15/24  
 Cash Basis

**AA Central Service Office  
 Income & Expense vs Budget  
 October 2024**

	<u>Oct 24</u>	<u>Budget</u>	<u>Jan - Oct 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Special Event - Alano Banquet	0.00	0.00	387.80	0.00	23,000.00
Special Events Expenses	286.37	0.00	2,172.32	800.00	1,200.00
Telephone & Internet	374.96	375.00	3,744.53	3,750.00	4,500.00
Travel, Business Expense	555.32	125.00	1,140.43	1,250.00	1,500.00
Utilities, Bus	868.63	666.66	6,715.17	6,666.66	8,000.00
CAM Annual Adjustment	1,066.44	0.00	4,265.76	2,000.00	2,000.00
<b>Total Expense</b>	<u>17,506.81</u>	<u>15,893.49</u>	<u>164,796.87</u>	<u>166,634.96</u>	<u>221,821.96</u>
<b>Net Ordinary Income</b>	<u>6,225.96</u>	<u>4,806.67</u>	<u>31,493.44</u>	<u>31,067.70</u>	<u>18,848.04</u>
<b>Other Income/Expense</b>					
Other Income	0.00		841.70		
Other Expense	0.00		636.95		
<b>Net Other Income</b>	<u>0.00</u>		<u>204.75</u>		
<b>Net Income</b>	<u><u>6,225.96</u></u>	<u><u>4,806.67</u></u>	<u><u>31,698.19</u></u>	<u><u>31,067.70</u></u>	<u><u>18,848.04</u></u>



**AA Central Service Office**  
**Balance Sheet Prev Year Comparison**  
As of October 31, 2024

	Oct 31, 24	Oct 31, 23
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Alano Main Checking 9251		
Alano Banquet Account Funds	7,406.00	0.00
Alano Main Checking 9251 - Other	65,233.12	60,856.26
<b>Total Alano Main Checking 9251</b>	72,639.12	60,856.26
Banquet Alano Account 9252	32.22	7,547.82
Edward Jones Corporate 2719	110,279.89	106,133.14
PayPal Alano Checking 9253	4,072.78	62.12
<b>Total Checking/Savings</b>	187,024.01	174,599.34
<b>Accounts Receivable</b>		
Accounts Receivable	100.91	164.39
<b>Total Accounts Receivable</b>	100.91	164.39
<b>Other Current Assets</b>		
Inventory Asset	29,592.29	18,527.17
Undeposited Funds	0.00	66.83
<b>Total Other Current Assets</b>	29,592.29	18,594.00
<b>Total Current Assets</b>	216,717.21	193,357.73
<b>TOTAL ASSETS</b>	<b>216,717.21</b>	<b>193,357.73</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable Credit Card	895.68	0.00
Accounts Payable	-232.32	2,581.74
<b>Total Accounts Payable</b>	663.36	2,581.74
<b>Other Current Liabilities</b>		
Gift Certificate Funds	126.00	0.00
Tax Fed/FICA/SS Liability		
Federal - FIT	403.76	0.20
Medicare - MED	-0.02	0.00
SocSec - OASDI	491.12	-209.62
State - ST	393.00	210.00
Tax Fed/FICA/SS Liability - Other	-1,334.51	0.00
<b>Total Tax Fed/FICA/SS Liability</b>	-46.65	0.58
<b>Total Other Current Liabilities</b>	79.35	0.58
<b>Total Current Liabilities</b>	742.71	2,582.32
<b>Total Liabilities</b>	742.71	2,582.32
<b>Equity</b>		
Opening Bal Equity	208,992.75	208,753.93
Retained Earnings	-24,716.44	-34,662.80
Net Income	31,698.19	16,684.28
<b>Total Equity</b>	215,974.50	190,775.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>216,717.21</b>	<b>193,357.73</b>