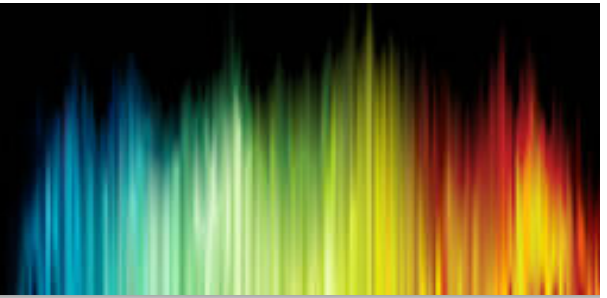


# MINUTES

April 10, 2016

## Lambda Center

### Board of Directors



**Board Members present:** Tom A. (Chair), Paul T. (Chair-Elect), John F. (Secretary), Dave U. (Secretary-Elect), Kathi S. (Treasurer), Laurel K. (Secretary-Elect), Mat W. (Membership), Eric C. (Membership-Elect), Mikey W. (Fundraising), Marc S. (Fundraising-Elect).

**Board Members not present:** 0

**Corporate Officers present:** Lisa McDugald (Chief Technology Officer)

**Members and visitors present:** Lloyd G., Melinda, Sam B., Evan, Kamal, Brandy

**Call to Order:** Tom A. opened the meeting at 5:05 pm.

**Confirmation of a Quorum of the Board:** John F. confirmed that a quorum of the Board was present.

#### SECRETARY'S REPORT:

**Presented by John F. (Secretary)**

- The Minutes for the Month of March will be presented in the next Board Meeting on Sunday, May 1, 2016

**Visiting Member Evan Spoke:**

- Discussed how District 20 would like to form a General Service Committee which will be a Public Information Committee to serve as a liaison to the public level and provide information to the public as well as providing service work.
- The new service entity would be funded by District 20.
- The original meeting to discuss this was tabled due to the possible lack of interest and the District is trying to pass the motion to move forward on their next meeting on Saturday May 7, 2016.
- If the motion passes Evan asked if meetings held in respect to the committee could take place at Lambda Center.
- If the entity is established, the availability of meeting space for the committee will be considered at the next Board of Directors meeting of Lambda Center.
- Laurel K. agreed to attend the meeting on May 7 as an AA member and not as a representative of Lambda Center.

### **Visitor Brandy Spoke:**

- Brandy addressed the Board stating being clean and sober for the past 18 days.
- She requested to have the 15 minute before and after a meeting restriction to her presence on Lambda Center property removed.
- Tom agreed to meet with Brandy's sponsor regarding her sobriety.
- It was mentioned that the safety and peace of mind to the members and guest to the Center is of utmost concern to the Board of Directors and Brandy is aware of the disturbance she has created and will prevent it from happening again.
- Eric C made a motion, seconded by Dave U to lift the ban of 15 before and 15 after for a 30 day trial to see how things work. The motion was carried.

### **Visitor Kamal Spoke:**

- Kamal would like to structure a new P11 meeting. The meeting would be two (2) months long (8 weeks). The topics would be taken from the P11 Pamphlet and would have a different topic in each of the 8 weeks of the course.
- Kamal would like to be the the group chair for the first month (four weeks). Lisa Mc volunteered to be the group chair for the second month.
- The concept would entail a short, targeted course with a specific curriculum in hopes that it will help with the success of the meeting which has been started a few times and quickly had a loss of interest and was not attended.
- The time of the meeting was approved for Saturdays at 12:45 p.m. beginning on Saturday, June 4 in Room 4.
- Paul T made a motion to approve the meeting and the time and was seconded by Mikey W, the motion passed unopposed and was carried.
- Promotion of the meeting will take place by having posters made to be placed in the lobby and place a spot on the website for interest.

### **TREASURER'S REPORT:**

#### **Presented by: Kathi S. (Treasurer)**

- The financial statements were reviewed in detail.
- In the review of the Statement of Activity, Eric C asked about the low number of fundraising income as he is aware that the previous month yielded more than what was posted.
- To answer any questions of what month a particular event, purchase or sale was booked into the system, Lisa Mc recommended to have the Statement of Activity reflect the past three months in addition to the last years comparison to the current month being reviewed.
- Tom A indicated he wants to have an operating budget for 2017.
- Kathi S and Mikey W agreed to work with Rebecca (the accountant) to brainstorm and see what is necessary to set up what is necessary to have a budget for next year.
- There were two Comerica Credit cards one has Lynette's name and the other was in Pat Bryan's name. The one with Pat Bryan's name was used by Lisa Mc to purchase the new computer. When the statement showed Pat's name, it was determined that there will be only

one card (In Lynette's name). The second account was closed and the card for that account was destroyed.

It was brought up that to avoid possible confusion, the heading of Member Pledges on the Statement of Activity will be changed to read Member Dues.

### **OPERATIONS COMMITTEE REPORT:**

**Presented by: Tom A. (Chair)**

- Tom gave his report regarding his review of the Comprehensive and General Liability Insurance (CG&L), our Directors and Officers Insurance (D&O) and our Flood Insurance. All three of these are in force.
- No word has been heard from Rafe on his ban from Lambda. Neither Brandy or Gareth are causing any problems with their behavior at the Center.
- The keys to the interior doors are only available for Board Members, Officers and Staff.
- The proofs of the Gun Ban signs have been reviewed and the signs will be posted this upcoming week.
- The office and storeroom spaces have been switched and the storeroom has been organized. Thanks were given to Mikey W, Lisa Mc, Eric C, Troy, Melinda and Laurel K. for their assistance in this endeavor.
- The A/C in the front of the building is shot.
- Tom will initiate the process of getting three bids to have the A/C units looked at and to come up with suggestions and a plan of how to proceed.
- The permitting process of having the units replaced and doing so to meet the city code was discussed regarding if more than 'like for like' changes being made with the units are made that it may trigger the City of Houston Permit Office to look at the buildings structural, electrical and plumbing compliance and the possibility of having the Occupancy Permit of the building being investigated.
- Tom was looking into reviewing the alarm system and updating it to include glass break detection so the burglar bars in the front could be removed. Lisa Mc and Mikey W suggested speaking with Comcast to if a better price for security may be obtained by bundling the security of the building with our internet service.

### **MEMBERSHIP REPORT:**

- Mat W is continuing to work on updating the Lambda Center Website including updating the Meeting Schedule.
- The updated meeting list will be reviewed with the Treasurer to see if the meetings are represented by envelopes with contributions from the baskets of the meetings to insure they are actually taking place and are being attended.
- One example of a change was the name of the meeting on Thursday at 8:00 p.m. was changed from 'Recovery Pages' to 'Lit Up'.
- The newsletter Mat W has been working on will be started next month.
- The Draft of a 'Membership Survey' was proposed to query members to volunteer providing information through the use of Survey Monkey.

- The purpose of the survey is to grab demographic information and it will collect information such as:
  - the number of meetings the person attends, checking to see if the correct items for sale at the coffee bar for sale, etc. A list of possible questions were provided as a template for the information to be asked.
- The survey would be promoted as voluntary and would be available to all people who attend meetings at Lambda Center and not just Members.
- It would be completed online and would not have a paper trail so it could be anonymous.
- Tom wants to start a committee to explore the questions necessary to provide the data which will be helpful once it is completed. Eric C, Mikey W, and Laurel K agreed to be on the committee.
- The name of the ‘Membership Survey’ was suggested to be ‘Lambda Census’ so it would not seem as if you needed to be a dues paying member to fill the census out.
- Laurel K made a motion to start the survey process and was seconded by Mikey W. The motion was carried and was unopposed.
- The CTO indicated that membership is strong and that we have 210 active members.

### **CHIEF OF TECHNOLOGY’S REPORT:**

#### **Presented by Lisa Mc. (CTO)**

- The new computer was purchased and will be installed soon.
- Lisa asked Mikey for help with something to lock the new computer in place at the desk to help prevent it from being removed.
- It was agreed that a new scanner with a document feeder will be purchased to aid in the uploading of important documents to the Cloud.
  - Mikey W made a motion to set aside 400.00 for the purchase of the scanner and this was seconded by Kathi S. The motion carried and was unopposed.

### **FUNDRAISING REPORT:**

#### **Presented by: Mikey W. (Fundraising)**

- The Talent Show will be Saturday, April 16. Judges for the talent will be Laurel K, Mat W and Paul T.
- Easter Brunch and Bonnet Contest was a huge success, a specific dollar amount was not discussed; however, this was deemed a social event and not a fundraiser. Fundraising protocol was discussed regarding such events. The thought of having (or not having) a person at the door to seek donations if they are voluntarily given was approached.

**NEW BUSINESS:**

- Lisa Mc will have a form available from the State of Texas, which can be presented when purchases are made so sales tax does not need to be paid on a purchase.
- Lloyd G. will donate the funds necessary to purchase two (2) wireless microphones for events. The microphones were estimated to be \$147.00 a piece.

**MEETING ADJOURNED:**

- A motion to adjourn the meeting was made by Marc S. and was seconded by Dave U. The motion passed.
- Meeting adjourned at 6:43pm.