

ASIS Board & Quarterly Meeting Summary

Date: February 18, 2026

Time: 6:47 PM – 8:13 PM

Location: Zoom Meeting

Prepared by: Laura (Chair)

1. Welcome & Serenity Prayer / Meeting Protocols

- **Chairperson:** Laura
 - **Opening Remarks:** Laura welcomed attendees, opened with the Serenity Prayer, and reviewed meeting etiquette (two-minute share limit, mute when not speaking, respectful listening).
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2. Attendance

Name	Role/Title	Present	Notes
Laura	Chair	✓	Led meeting
Barbara	Treasurer	✓	Presented budget report
Terry B	Beginner Meeting Coordinator	✓	Presented role description
Patricia M	Public & Institutional Speaking Coordi	✓	Reported outreach visits
Theresa W	Corresponding Secretary	✓	Reported on communications
Judy F	Website Coordinator	✓	Shared website posting form coordination
Rose K	Phone Service Coordinator	✓	Reported on coverage and upcoming vacancy
Mary Ellen	Alateen Coordinator	✓	Reported on certification classes and outreach
Matt C	Liaison to AA	✗	Absent
Judy O	Public Outreach	✗	Absent

Name	Role/Title	Present	Notes
Debbie O Bridget M	Hugs Hope & Healing	✗	Not Present
Steve W	Literature Coordinator	✗	Absent
Kathy S	Post Office Coordinator	✗	Absent
Vacant	Liaison to ALISON	✗	Position open
Vacant	Digital Services Coordinator	✗	Position open
Vacant	Meeting List Coordinator	✗	Position open
Vacant	Speaker Exchange Coordinator	✗	Position open

3. Old Business

- **Open Board Positions:** Laura reviewed ongoing vacancies and directed members to the ASIS website for role descriptions.
- **Recruitment:** Rose will announce openings at meetings.
- **Board Report Table:** Members appreciated the new online reporting format.

4. Board Member Reports

Treasurer Budget Review (Barbara B)

Category	Discussion Summary
January 2026 Financials	Reconciled bank balance \$10,600 (\$5,521 available to spend); \$300 in contributions
Website Budget	Hosting renewal \$600 due June; domain \$25–50 due October.
Treasurer Term	Final year of service; will recruit replacement.

Alateen Coordinator (Mary Ellen)

- **Updates:** New NY South Alateen Coordinator (Amy) started; certification class Feb 16, next March 5.
 - **Outreach:** Requested help spreading word to groups.
 - **Safety:** Reminded members to route Alateen speaker requests through AMIAS sponsors.
 - **Next Steps:** Continue outreach and coordinate with Rose on calls.
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Liaison to AA (Matt C)

- **Status:** Absent; no report.
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Liaison to Al-Anon Information Service of Nassau (Vacant)

- **Status:** Position open.
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Beginner Meeting Coordinator (Terry B)

- **Discussion:** Thrive rent \$100/month paid; attendance 2–10 per meeting (348 total participants). Website page includes calendar and sign-up form.
 - **Decision:** Form ad hoc committee (Laura, Mary Ellen, Terry) to review job description.
 - **Next Steps:** Committee to meet and finalize description; continue volunteer recruitment.
-

Corresponding Secretary (Theresa W)

- **Report:** Handled flyer inquiries and email blast coordination with Judy O.
 - **Next Steps:** Provide email-blast blurb for website form.
-

Digital Services Coordinator (Vacant)

- **Status:** Open.
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Hugs Hope & Healing (Bridget M, Debbie O)

- **Status:** Not present; no report needed.
-

Literature Coordinator (Steve W)

- **Status:** Absent; see board report after minutes.
-

Meeting List Coordinator (Vacant)

- **Status:** Open.
-

Phone Service Coordinator (Rose K)

- **Report:** Coverage maintained; needs more volunteers. Intends to step down later in year.
 - **Next Steps:** Recruit volunteers and promote Alateen awareness.
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Post Office Coordinator (Kathy S)

- **Status:** Absent; see board report after minutes.
-

Public & Institutional Speaking Coordinator (Patricia M)

- **Report:** Shadowed Judy F at Seafield and Talbot House; connected with Phoenix House for parent group; followed up on Alateen/Meetings on Wheels contact.
 - **Next Steps:** Continue outreach and schedule Phoenix House meeting.
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Public Outreach Coordinator (Judy O)

- **Status:** Absent; see board report after minutes.
-

Website Coordinator (Judy F)

- **Report:** Introduced new Website Posting Request Form; proposed adding “Email Blast” option for Theresa W; researched website migration with NYC and CINY contacts.
 - **Next Steps:** Implement dual notification for flyer submissions and continue migration evaluation.
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Speaker Exchange Coordinator (Vacant)

- **Status:** Open.
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5. New Business

- **Beginner Meeting Coordinator Description:** Ad hoc committee formed (Laura, Mary Ellen, Terry).
 - **Recording Secretary Vacancy:** Board approved trial use of board reports and AI summaries as minutes. Barbara and Mary Ellen supported; Laura to compile February draft.
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6. Next Board Meeting Date

- **March 18, 2026**
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7. Next Quarterly Meeting Date

- **April 15, 2026**
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8. Motion to Close with the AI-Anon Declaration

- **Motion By:** Patricia M
 - **Seconded By:** Rose K
 - **Vote:** In Favor – All | Opposed – 0 | Abstained – 0
 - **Outcome:** Approved
 - **Closing:** Laura led the AI-Anon Declaration to adjourn.
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**The above minutes were created using Zoom AI Companion.

Detailed board member reports can be found below.

ASIS BOARD REPORTS FOR FEBRUARY MEETING

POSITION	MEMBER	REPORT												
ASIS Board Chair	Laura M. ASISChair@al-anon-suffolk-ny.org	Reached out to Terry B regarding ASIS Guidelines description of the Beginner Meeting Coordinator position. Will suggest an ad-hoc committee to discuss/approve his proposed position description. Arranged with Treasurer, Barbara B, for an upcoming meeting at TD Bank to become an equal co-signer on the bank account, per ASIS Guidelines. Sent link to all board members to try out using this new Monthly Reports format.												
ASIS Board Vice Chair	Open Position													
Treasurer	Barbara B treasurer@al-anon-suffolk-ny.org	Cash Available at January 31 is \$ 5,521. <table border="0" data-bbox="840 1198 1774 1430"> <thead> <tr> <th data-bbox="840 1198 1344 1230"><u>Key Metrics</u></th> <th colspan="2" data-bbox="1354 1198 1774 1230"><u>Month To Date</u></th> </tr> <tr> <th data-bbox="840 1263 1344 1295"><u>Inflows</u></th> <th data-bbox="1417 1263 1564 1295"><u>Amount</u></th> <th data-bbox="1606 1263 1774 1295"><u>% of Budget</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="840 1328 1344 1360">Group & Individual Contributions</td> <td data-bbox="1470 1328 1564 1360">\$ 300</td> <td data-bbox="1606 1328 1774 1360">65.5%</td> </tr> <tr> <td data-bbox="840 1393 1344 1425">Literature (percent of quarterly budget)</td> <td data-bbox="1522 1393 1564 1425">0</td> <td data-bbox="1606 1393 1774 1425">0.0%</td> </tr> </tbody> </table>	<u>Key Metrics</u>	<u>Month To Date</u>		<u>Inflows</u>	<u>Amount</u>	<u>% of Budget</u>	Group & Individual Contributions	\$ 300	65.5%	Literature (percent of quarterly budget)	0	0.0%
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Literature (percent of quarterly budget)	0	0.0%												

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Corresponding Secretary	Theresa W. Correspondingsec@al-anon-suffolk-ny.org	Continuing to work on updating records. Many AFGs have no ISR or Group Rep. This may cause communication disruptions and not all AFGs receiving information.
Meeting List Coordinator	Open Position	
Website Coordinator	Judy F. website@al-anon-suffolk-ny.org judy.asisweb@gmail.com	<ol style="list-style-type: none">1. Training....(mostly) done!2. New functionality to accept flyers & website posts (Events Page, click the button)3. New Website Committee Member: Paige (Tuesday Night Women in Peace)4. Evaluation Under Way: Evolve to a more modern web experience<ul style="list-style-type: none">• Timing: DotEasy contract expires in June• Considerations: Timing. Affordability. Level of Difficulty. How Best to Serve Members.• Initial Steps:<ul style="list-style-type: none">○ Replicate Al-Anon WSO content○ Evaluate other sites to see what's possible<ul style="list-style-type: none">▪ nycalanon.org/

ASIS BOARD REPORTS FOR FEBRUARY MEETING

		<ul style="list-style-type: none"> • SquareSpace (NOT Wordpress) • Meeting List is very user friendly: nycalanon.org/find-a-meeting ▪ aaseny.org/ <ul style="list-style-type: none"> • They migrated FROM Squarespace to Wordpress • Calendar is very user friendly aaseny.org/my-calendar ○ Understand integration capabilities of the Al-Anon app • Big Idea: Menu label “Get Involved” <ul style="list-style-type: none"> ○ Encourage and facilitate local participation ○ Calendar, Meeting List, Alateen, Sunday Beginner’s, Anniversaries, Events, Hugs Hope & Healing, Meetings on Wheels, Speaker’s Exchange and more... <p>SENY Signup Sheet – March 20, 21, 22</p>
<p>Public & Institutional Speaker Coordinator</p>	<p>Patricia M. PI-Speakers@al-anon-suffolk-ny.org</p>	<p>Met with Judy F. to review position responsibilities.</p> <p>Reading over materials Judy sent me regarding contacts and what I need to know about position and actual meetings on wheels.</p> <p>Made a connection with Phoenix House for possible meetings. Will follow-up with an in-person meeting.</p>

ASIS BOARD REPORTS FOR FEBRUARY MEETING

		<p>Set up an email with Laura.</p> <p>Accompanied Judy to Seafield and will be going to Talbot House this week.</p> <p>I've been spreading the word to people who expressed interest.</p>
Public Outreach Coordinator	Judy O. Outreach@al-anon-suffolk-ny.org	A lot of pamphlets were given out at the Unity breakfast. I agree with Steve about the location of the tables. People did take the flyer for the beginners meetings. Will be looking into upcoming health fairs and connecting with wellness/recovery institutions.
Literature Coordinator	Steve W. Literature@al-anon-suffolk-ny.org	Sold 8 pieces of literature at the AA Unity Breakfast vs. 23 last year. The location of service tables outside the main room likely had an effect.
Beginners' Meeting Coordinator	Terry B. BeginnerMtgCoord@al-anon-suffolk-ny.org	<ul style="list-style-type: none">• Volunteers will host March 1 to March 22 when I am away on vacation.• 24 attendees so far this year = total of 348 since meeting's inception.• \$100 rent for 2026 has been paid to Thrive.• Literature has been replenished with a \$192.00 order.• Volunteer calendar and registration form is accessible on ASIS website under Member Pages > How it Works Beginner Meeting

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Phone Service Coordinator	Rose K. phoneservicecoord@al-anon-suffolk-ny.org	No updates, more phone coverage is always needed
Speaker's Exchange Coordinator	Open Position	
Alateen Coordinator	Mary Ellen AlateenChair@al-anon-suffolk-ny.org	<ul style="list-style-type: none">• February Alateen flyer posted to the Alateen website and distributed to ISRs and GRs.• Outreach to ISRs and GRs for help in connecting teens with the support and fellowship of Alateen.• AMIAS certification/recertification classes are underway. First class is February 16th from 3-5:15pm and second class Thursday March 5 from 7-9:15pm. Without AMIAS, we cannot have Alateen in our Area. If you are interested in training or have questions, please email the Area Alateen Coordinator at nysalateen66@gmail.com. Download a flyer for more details• Alateen meetings are underway at Northport, Bay Shore, Wading River and West Hampton Beach.• We held an AMIAS team meeting early February. We discussed our lessons learned from 2025 and ideas for moving forward in 2026. Great ideas!

ASIS BOARD REPORTS FOR FEBRUARY MEETING

P.O. Box Coordinator	Kathy S. postofficecoord@al-anon-suffolk-ny.org	I picked up ASIS mail from Farmingville Post Office on January 20 & February 10, & forwarded it to our treasurer, Barbara B.
Hugs Hope & Healing Family Workshop Facilitators	Bridget M. & Debbie O. HugsHopeandHealing@al-anon-suffolk-ny.org	Present Quarterly Updates and Final Post-Event Report.
Liaison to AA	Matt C. AAliaison@al-anon-suffolk-ny.org	No Report
Liaison to New York South Area	Open Position	
Liaison – ASIS to ALISON	Open Position	

ASIS BOARD REPORTS FOR FEBRUARY MEETING

Liaison - ALISON to ASIS	Open Position	
Choices Workshop Coordinator	Open Position	
Alanews Coordinator	Open Position	