

“Each Alcoholics Anonymous group ought to be a spiritual entity *having but one primary purpose* - that of carrying its message to the alcoholic who still suffers”.

Tradition Five (The Long Form), Alcoholics Anonymous

## A YEAR IN REVIEW

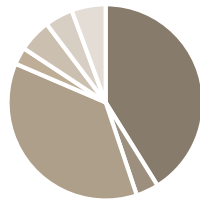
March, 2020



### ACE BOARD HAS BEEN HARD AT WORK

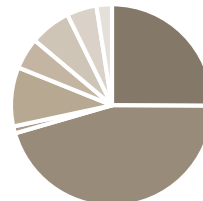
The Board is committed to making the club a great place to hold AA and Alanon meetings!

#### INCOME



- Coffee/Food/Product Sales (41%)
- Membership Dues (4%)
- Room Pledges (37%)
- Donations (3%)
- Fundraising/Grants (5%)
- Sign Lease (5%)
- Activities (5%)

#### EXPENSES



- COGS Coffee and Product Sales (25%)
- Payroll and Payroll Expenses (45%)
- Mortgage Interest (1%)
- Utilities (9%)
- Repairs and Maintenance (5%)
- Professional Fees (Insurance/Accounting) (6%)
- Depreciation (5%)
- Activities (3%)

...based on year-end 2019 financials

#### Events

Board member, and Activities Committee Chair, Darryl M. and volunteers helped plan many events in the past year to include a car show, golf outing, garage sale, holiday sale, karaoke nights, halloween party, new year's party, marathon meetings, featured bands, potlucks, and game nights.

### SERVICE WORK...HELP OTHERS!

*"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."*

The Alano Club East offers over 60 meetings per week. Attending meetings is service work. Make a commitment to attend at least one meeting week at the Alano Club East, so that newcomers can hear your message.

### From the President:

I currently serve as the President of the Board of Directors of the Alano Club East, Inc. As I write this, I'm preparing for the March meeting of the Board of Directors, our third Board meeting in 2020. The Board has been working very hard to grow and improve the club. There are many plans in the works and much work left to be done. The annual election for three positions on the Board of Directors will occur in April (nominations will be due in March). If you have an interest in serving on the Board, please contact me or another Board member.

As you can tell, there is a lot going on at the Alano Club East. We have been working diligently to improve the club's overall appearance, update financial practices and record keeping and many other things. We've had so much help from so many people over the past seven months and we are very grateful for your support, suggestions, comments and participation. With your help, we have accomplished many things since July of 2019.

Here is a list of one hundred accomplishments since July of 2019:

1. Office cleared of debris, decluttered and the carpets cleaned
2. QuickBooks updated & synced to bank accounts
3. QuickBooks & Square system synced
4. Square account & POS system updated
5. Donor tables purchased and placed in club
6. Old meeting room tables hauled away
7. Broken chairs hauled away
8. Employee replacement and training
9. Updated cash out & drawer practices
10. Updated drawer drop practices
11. Changed payroll system and pay date to one week behind actual days worked (previously employees were paid for work they hadn't done)
12. Office and board room trash removed
13. Old filing cabinets in office replaced
14. Shed cleared and organized
15. Disposed of trash from the shed
16. Shed doors and walls repaired
17. Disposed of older financial records
18. ACE Property returned to club from former manager's residence
19. Disposed of outdated records in file cabinets
20. Screens repaired
21. Old metal tool cabinet disposed of with tools being sorted and relocated to a secure location in the office
22. Building security system, electronic media and Facebook all switched over to board/club control
23. Created and published new website
24. Outer front doors painted
25. Parking lot lights repaired by BWL and working
26. Meeting room tables and chairs cleaned
27. Decluttering of coffee shop area (ongoing)
28. Stopped clothing, book and magazine donations
29. New account with MSUFCU opened & we have checks for payroll & operating accounts
30. North wall of building cleared of ivy vines and overgrowth into air handling system
31. Waste Management Contract Canceled (\$346 per month)
32. Granger container delivered for trash disposal (\$94 per month)
33. Parking lot cleared of junk cars & neighbors parking long term in our lot
34. Leaning tree over back fence trimmed. Stumps remain to be removed.
35. Trees bushes trimmed around the parking lot
36. Brush cleared from around the parking lot
37. Parking lot swept
38. Met with T-Shirt salesperson regarding moving product behind the counter & removing her racks from the club
39. Car & Motorcycle Show which was a huge success
40. Garage-O-Rama event was a huge success
41. Golf Outing was a huge success
42. Holiday Ornaments Sale was a huge success
43. Karaoke events were a huge success
44. Saturday Night Jams continues to be a huge success
45. The Halloween Party was a huge success
46. New Year's Eve Party & Dance was a huge success
47. Met with Protection One about camera setup & quote for changing system
48. Updated the foundation providing our matching grant of our status; they were very pleased with our progress
49. Key inventory
50. Installed new key box in office with number code for entry that can be reset (no key)
51. Camera above cash register replaced (we had one working camera on the shelf)
52. PA equipment moved to office to secure it
53. Contacted insurance agency & met with agent for updated quote, resulting in \$430.00 savings.
54. Shed Painted
55. Inner front doors cleaned, painted, handles and push pads replaced, Plexiglas replaced.
56. Janitor closet door repaired and handle replaced
57. Office storage closet handle replaced to be able to secure items
58. Payroll is now on a weekly pay, with Friday being pay day, and employees are paid for the previous week, rather than being paid for work not yet done
59. We will be moving funds and closing Huntington accounts soon
60. Cleared ACE laptop and desktop of unwanted, unnecessary or inappropriate files
61. North driveway entry repaired with concrete entry
62. Back room decluttered & reorganized

63. Time clock repaired
64. Lock installed on entry door to back room
65. Hired two new employees
66. Reorganized meeting rent collection and tracking using bar codes for each meeting and tracking in Square
67. Updated duties check lists for employees for day and evening shifts and closing.
68. Updated cigarette/coffee card count form
69. Sorted items and removed second cluttered shelf in office; one left to do.
70. Huntington Bank information regarding loan located and ordered
71. Invoices received from Huntington Bank for accuracy with commercial loan
72. Middle driveway entry repaired with concrete entry
73. Office and back meeting room painted
74. Bathrooms in back room painted
75. Member list updated (154 total)
76. Life Member List Updated (27 total)
77. New all-weather flag (donated by generous members) put up
78. New Life Member plaques engraved and posted
79. Bar codes for all meetings were created for room rent collection and recordkeeping
80. Updated karaoke discs and lists
81. Racks installed in electrical room to allow quick access to electrical and water supplies
82. Protection One/ADT information updated and codes removed for employees and updated with codes for new employees
83. North foundation of building repaired (temporary repairs for winter; will be properly repaired in the spring)
84. Installed a lock on the smoking shed.
85. Removed the fence in front of the smoking shed.
86. Held a Holiday Decoration Sale and Party
87. Installed a section of fence at the northeast corner of the building between the building and the privacy fence.
88. Membership Poster with the benefits of club membership was posted in the club
89. Due to superb fundraising activities and participation by members and guests, we exceeded fundraising goal of \$10,000.00 (to obtain matching grant funds)
90. We received a \$10,000.00 check from the Peter C. & Imagean Cook Foundation for our 2019 Matching Grant
91. Purchased new toilets and hardware for installation for the building
92. Plans to update the restrooms are underway
93. Purchased new wall heater for handicap bathroom
94. Plans to update our coffee service are underway
95. A drive to collect funds to purchase a new coffee machine is underway; as of 2/22/2020, \$514.35 has been donated towards this effort

96. Plans regarding the smoking shed and smoking policy are underway
97. Bids are being sought for replacing the roof(s), resurfacing the parking lot and updating our electrical panels
98. Plans to build a closet and bookshelf in the main room along the south wall are underway
99. Plans to replace the cabinets and countertops behind the service counter are underway
100. New website created and updated regularly ([www.alanoeastclub.org](http://www.alanoeastclub.org))

Financially, our Treasurer, Director Vickie V., has done a superb job of tightening our financial practices and recordkeeping. The books are now in order and we have solid numbers for the club's financial matters. Our tax filings have been brought up to date. This is the result of much work by Vickie and those who have assisted her. The club has generated a positive income flow since July of 2019. In part, this is due to not paying a Manager salary. Since July of 2019, I have been volunteering my time as the interim or temporary manager of the Alano Club East. However, our success is largely due to the updates to financial practices. The club's overall income is down slightly from the previous year, yet financially we are in a much better position. The Club's monthly financial reports are posted each month for your review. We plan to seek grants or donations from local business leaders for some of the larger scale projects we are planning. Having our finances in order is crucial to accomplishing these goals. If you are aware of potential donors, please let us know.

Annual and Monthly Memberships are up for renewal. If you haven't renewed your membership, please do. Lifetime members, your new cards and coffee cards are available at the front counter. Director Jack W. is the Chair of the Membership Committee and he has been working diligently to accomplish the goal of having all members renewed as soon as possible. The proration of membership dues received when members delay their renewals hurts the Club financially.

In closing, on behalf of the board I would like to thank all of you again for your generous support of the Alano Club East, Inc. This Club means a lot to me, as I know it does to you. It has been wonderful to witness the care that members and guests have for this beacon of hope for recovery from alcoholism that we call the Alano Club East. We are uniquely situated within our community to love and serve those who arrive at our doors and give them hope by showing them that there is a solution. This happens every day at the Club, I have had the pleasure of witnessing this "carrying of the message" time and again.

Yours in the fellowship of the spirit,

 Tom

## Organizational Review

When the new Board took office they discovered that other non-profit organizations were operating within the club. During this time of discovery one of the organizations volunteered to move to another location. ACE wishes them the best in that new location. Upon further review of the bylaws and policies, which were already established, the only organization that should be operating the club is the Alano Club East.

### HOW YOU CAN HELP! MANY HANDS MAKE LIGHT WORK!

Did you know that the Alano Club East is made up committees? Currently we have the following committees that are led by a board member:

- 1)Activities - Plans events to take place at the club (potlucks, car shows, garage sales, holiday sales, game nights, karaoke, game nights, etc.)
- 2)Membership - Recruits new members to join the club.  
-Makes recommendations to the board for member benefits.
- 3) Newsletter - Prepares content and final preparation of the newsletter.

THE ALANO CLUB EAST THANKS ALL MEMBERS THAT HAVE DONATED TIME TO HELP WITH THE RUNNING OF THE CLUB, MEETINGS, ACTIVITIES, MEMBERSHIP OR PROMOTION. WE APPRECIATE YOU ALL! A HUGE THANK YOU TO OUR STAFF BILL, NIKKI, RAY, LINDA AND NICK, AS WELL!

#### 4) Fundraising

-seeks donations and grants (monetary and in-kind donations)

All of these committees could use volunteers to help fulfill the purpose of the committee. This is great service work, that will in turn, help your personal sobriety.

If you are interested in assisting any of these committees, please leave your name, contact information, and the committee that you would like to assist with the counter staff, and they will pass it on to the board. Someone will contact you to let you know how you can help

## BECOME A MEMBER! IT HELPS OTHERS!

### Membership – What Does it Mean?

\*A commitment to your personal AA recovery program by choosing to belong to the Alano Club East. It is the entity that's purpose is to maintain the inner workings of the building (meeting rooms, coffee shop...), the facilities and grounds so that alcoholics and alans have a place to meet.

### What are the Benefits of Belonging?

\*Pride, that you are part of making the Alano Club East the best it can be in serving the needs of alcoholics and their families. And most importantly, securing the future for alcoholics seeking help to have a safe place to go.

\*Receive a free coffee card when you join for a year. Then be able to purchase coffee for a reduced rate.

\*Able to attend and have a voice in board meetings, vote on membership issues and board elections, and hold office.

### How Much Does it Cost?

\*\$9.00 per Month, \$60.00 per Year, or \$600.00 for Lifetime

### Where Can I Sign Up?

#### **Current Member Count**

154

27 - Lifetime

Membership forms will be available on meeting room tables and around the club. Fill one out and present it to the counter staff to receive your membership and free coffee cards.