



Meeting Date: 12/13/25

Meeting Start: 1:25 PM

Meeting Finish: 2:16 PM

Subject: ANNUAL MEMBERSHIP MEETING

Location: Alano Club Balcony Room

Attending: Hannah Chee (Vice Chair), Michael Jasperse (Treasurer), Bob DeYoung, Tami Roth, Regina Salmi, Michael Spielmacher.

Also Attending: Jena Johnson (Executive Director).

Absent: Brad Rose (Chair), Kevin Rogers (Secretary),

Minutes taken and prepared by Hannah Chee, Vice Chair.

Meeting Called to Order

Hannah called the meeting to order at 1:25 pm and led a moment of silence followed by the Serenity Prayer.

Opening Remarks

- Current Board Members were introduced
- Jena announced the departure of Micheal Jasperse, Treasurer, and thanked him for his work and guidance during his term as a board member. He decided not to run for reelection for the next term.
 - The Board reviewed the financials for the fiscal year ending September 30, 2025.
- Jena announced the election candidates for the two open Board member seats. Hannah Chee is running for reelection and Brittney Engster is running for election.

Executive Director Updates

- Overview of end-of-year fiscal report.
 - The full report is available on the Club website for members to review.
 - The report details financial comparisons from previous years to the most recent end-of-year report.



- Income for 2025 has come from a variety of sources. Room rent is an important source of income, however in 2025 the Club has worked to diversify the income sources through grant funding, café sales and membership dues.
 - Grant Funding: In 2025 the Club was able to secure \$100,000 in grand funding.
 - Café and Literature sales have also increased and will be described in depth later in the meeting.
 - Room Rent: Members have been very supportive in trying to raise awareness for room rent. We have seen increases; however, we still do not make \$35 for each meeting.
 - Membership: We saw an increase in membership dues from \$84 to \$100 a year.
- Rise in additional funding allowed the Club to complete some much-needed maintenance and repairs projects. The extra income has also allowed the club to bring most staff wages above poverty levels.
- The Café has also been able to help the staff members receive food service training and certifications that the staff members can use in jobs beyond the Club.
- Beginning in January, staff members will now have access to basic health and retirement plans which we could not provide before.
- Endowment Proceeds (Michael Jasperse):
 - Endowment is managed by Grand Rapids Community Foundation.
 - We found that the annual proceeds were in a separate account and not being applied back to the original account.
 - CDs were set up and are now accruing interest. The interest rates were negotiated to receive higher interest rates than previous. The current interest rate is at 4.25%.
 - The Club has a secure operational reserve that can serve as an emergency fund. This fund is growing interest.
 - QUESTION: Are we able to use these funds as needed. Are there guidelines set up?



- Answer: There is not currently any polices or stipulations on the use of the CDs. There is a possibility that the Board can set up guidelines in the future.
- The endowment proceeds can be used for any maintenance and operational needs.
- Donations
 - We are looking to expand membership and individual donations.
 - We could gain fundraising at events and will be working specifically to explore sponsorship during those events.
 - Long term, we will be looking into tapping into Government and tax support.
- Food and Beverage (Hannah Chee)
 - The Club focuses on community and staff development, and some goals are not the current industry standard for For-Profit restaurants.
 - 2025 included changes in the menu and the pricing of menu items. Items were added and some items received a price increase to better manage the cost of goods.
 - All proceeds have been circulated directly back into the club.
 - Additional Café revenue support:
 - The Club received a grant specifically to support the start-up costs of the Café expansion. These funds were disbursed on a month-to-month basis.
 - A portion of the Membership dues were allocated to the Café Cost of goods support to help offset the cost of our member drinks.
 - Tracking Costs and Labor
 - We began tracking labor costs as we had to hire additional staff members to support the café's growth. The staff members also received food safety training and certifications to support their professional development.



- Our goal is to provide a good balance between the Cost of the goods and services needed to run the café and the pricing that is accessible to our community.
- Notable Changes for 2025:
 - Revamping kitchen and training procedures.
 - Increased sales from the year prior
 - Introduction of new items on the menu and weekly specials.
 - Inventory and Month to Month Cost of Goods Tracking.

Maintenance Updates (Michael Spielmacher)

- Completed projects:
 - Installation of ADA doors on the upper and lower floors of the building.
 - The parking lot and security lighting have been repaired and replaced.
 - Windows in Rooms 1, 2, and 3 were replaced to fix a condensation issue that created moisture and fog.
 - Mortar Repair: Prior to this repair there were parts of the building where bricks were falling onto the pavement, resulting in the building crumbling in certain places. We were able to repair the mortar in those troubled areas.
 - Parking Lot: Spot repairs have been completed. However, the issues are still ongoing and are being monitored by the staff.
 - The elevator is also an area the Club is in the process of monitoring and creating a plan to address the malfunctions.
 - Security and camera repairs: Currently being explored and will be a priority for 2026.
 - QUESTION: What is the long-term outlook for the parking lot?
 - ANSWER: The project will take between \$150,000 and \$200,000 to complete. The club is looking into getting a full or partial grant as well as doing a fundraiser in the future to involve the membership.
 - In the meantime, we have a member of the community who will be creating an estimate and helping us garner funds to support the project. The estimate will be completed



sometime during the spring, when the winter weather is no longer an issue.

- QUESTION: Who is liable if something happens on the Club property? Like injury or assault? Are members liable?
 - ANSWER: The club has liability insurance. The members will not be held liable.
 - The club has addressed many of the concerns to security, and we have been working to fix any issues that could lead to injury when guests are at the club.
- Additional capital expenditure needs:
 - Flooring needs to be replaced in areas around the building. Mainly the lobby and the café. Some temporary fixes have been made but the maintenance committee will be doing more research.
 - The HVAC is over 20 years old and will need to be replaced soon. Repairs were made recently, however the technician said that certain areas were rusting and breaking down.
 - The club hopes to address those issues within the next 5 years.

Fundraising (Jena)

- The club had a lot of successful fundraising events in 2025:
 - Golf Outing netted \$11,000 in profit
 - Gala netted \$10,000 in profit
 - In 2026, the club will focus on growing our sponsorship relationships and opportunities. If any members have any suggestions, they would be greatly appreciated.

Membership Engagement (Tami Roth)

- The Membership Committee started up a monthly newsletter, that is distributed the first Friday of the month.
 - Available in print and through email.
 - Topics include upcoming events, monthly and yearly AA anniversaries.
 - Interviews of employees and volunteers of the Club.
- Membership Events included a celebration of AA's anniversary, in September for National Recovery Month there were membership drives and a 50/50 raffle.



- Christmas events that included a dinner and gift exchange.
- The committee comprises both Al-Anon and AA members and is always looking for additional committee members.
- A membership survey is coming up in 2026.

Personnel (Bob DeYoung)

- The committee has created a conflict-of-interest policy that requires applicable parties, like Board Members, to fill out on a rotating basis. This will include disclosures of possible conflicts and define the standard practices when those conflicts arise.
 - These disclosures will be available by request for members to review.
 - This will provide transparency and integrity checks for our organization. Both for internal use and for use when applying for grants and other funding.
- In 2025, the employee handbook has been reviewed, edited and updated.
- The personal committee is also looking for additional committee members who have an interest and experience in personnel policies and procedures, governance and other non-profit best practices.

Financial Review

- Upcoming within the next couple of months. This will be like an audit.
- A third-party accounting firm will review the Club's financial books to check for accuracy and completeness. This will ensure that the Club is reporting grants and other funding correctly.
- This review will be the first one since 2018.

Questions and Comments

- QUESTION: The officers of the Club have been elected for one-year terms. Based on the by-laws, is that election held at the Annual Membership meeting?
 - ANSWER: Those positions are appointed by the Board of Directors by way of vote. The vote will happen after any newly elected Board Directors have been confirmed. They will be selected by majority vote during the first board meeting of the year.
- COMMENTS:



- There is a possibility to encourage both individuals and meeting groups to donate to the Club. As well as encouraging members to memorialize certain members.
- Find ways to communicate the importance of becoming a member and participating in Club fundraising functions.
- Include in the newsletter a reminder on the importance of room rent. As well as encouraging club attendees to be active participants in the meetings that they attend. AA has opportunities for service work through AA group business meetings and having a General Service Representative.

Adjourn:

- Meeting was adjourned at 2:26 pm.

Next Meeting

The next Board Meeting is scheduled for 1/20/25 at 5:30pm in Room 2.

The agenda of the next Board Meeting will be prepared by Brad Rose and given to all Directors before the Meeting.