

# Updated Literature Center Next Steps

## Plan of Action and Updated Timeline July 17, 2026

### Key Message

We are thoughtfully transitioning the Literature Center's vital services and benefits directly into District 3 to serve our membership better.

### Value Statement

"Our goal is to reduce operational costs and eliminate structural redundancy, guided by Al-Anon Principles and The Concepts of Service. Annual savings of \$10,000 are estimated."

### Direction

Following additional research, a careful review of our vital services, and having heard no objections, the AAISC Board recommends the following paths forward.

### Shared Services & Focus Areas

#### Financial Stewardship

- **Support leadership transitions** by allowing Beth to retire as Treasurer, with the Chairperson assuming the role.
- **Maintain continuity** as Beth remains on the Board until the transition is complete.
- **Establish a Prudent Reserve** of approximately \$14,000 to fully fund operations until all transitions are complete and all obligations are met.
- **Return most funds** exceeding the Prudent Reserve back to District 3.
- **Update the remaining 2026 Budget** to reflect these structural changes.
- **Redirect fellowship support** by encouraging Groups to switch their donated funds to the District and Area rather than the Literature Center, once a "Wind Down" budget is approved by the Board.

#### Outreach Integration

- **Embrace the principle** that "Outreach is Connection" and not simply information.
- **Entrust all outreach activities** to the District 3 Outreach Committee to create a single, unified source for local outreach.
- **Repurpose trusted service roles** by utilizing Beth's phone volunteers as "Responders" for a new website chat feature.

#### Fellowship Fundraisers

- **Bring future fundraising activities** under the supportive umbrella of District 3.
- **Cease all independent** Literature Center fundraising.

#### Mail & Group Mailboxes

- **Invite District 3 to decide** the best path forward for maintaining the current P.O. Box.
- **Encourage individual Groups** to care for their own physical mail delivery moving forward.

#### Existing CAL Inventory

- **Suggest that District 3 consider** establishing a Literature Coordinator position.

- **Launch an inventory sale** by putting all Conference Approved Literature (CAL) on sale to the entire Area with no sales tax, no markup, and free shipping.
- **Pause new literature purchases** from the WSO for the immediate future, with a few narrow exceptions.
- **Prepare a mindful backup plan** to move our remaining literature inventory into storage if an early lease departure becomes possible before all books are sold.

### Legal & Corporate Care

- **Maintain our existing Corporation status** and fulfill current legal obligations to ensure a smooth, secure transition.

## Proposed Timeline

### Immediate Focus

- **Return \$5,000** to the District. Bank accounts currently hold nearly \$20,000; utilizing the updated \$14,000 Prudent Reserve allows for this immediate \$5,000 return.
- **Request Area-wide support** by asking all Districts and Groups in Area 13 to purchase their literature from the D3 Literature Center until our inventory is cleared. We will support this by eliminating the Service Fee, Sales Tax and providing Free Shipping.
- **Pause new literature orders** from the WSO, unless a specific item is required for immediate sale rather than inventory.
- **Coordinate the transition** of fundraising events over to District 3.
- **Encourage Teresa's Literature Center volunteers** to remain in their valued positions for as long as the physical office remains open.
- **Assist the D3 Outreach Committee** in smoothly becoming the sole local outreach presence.

### August District Meeting

- **Present this recommended** transition plan to the fellowship.
- **Share the updated 2026 Budget** with District 3.
- **Introduce the Area-wide CAL sale.**

### Third Quarter (3rd QTR)

- **Review the Prudent Reserve** regularly to ensure the Literature Center maintains sufficient funding to meet all financial obligations until the transition is finalized.
- **Encourage Groups** to actively transition their donations to the District and Area.
- **Explore phone presence options** by adding a "Chat Room" feature to the website, allowing users to ask questions and receive a response within 24 hours.
- **Transition Beth's phone volunteers** to serve as the primary Responders for this website Chat Room.
- **Consult with the Post Office** on the best options for closing or moving the current P.O. Box.
- **Begin a dialogue with the WSO** regarding our LDC (Literature Distribution Center) status.
- **Meet with leasing agents** to discuss potential early termination options and secure the necessary insurance policy for the backup storage unit.

### Fourth Quarter (4th QTR)

- **Draft a specific timeline** for completing the final stages of the transition, based entirely on the outcome of the Third Quarter discussions.