

MEMO

TO: Al Anon District 5

FROM: Richard H.

DATE: 17 August 2018

RE: Reimbursement for expenses for *3rd Annual Intimacy Talk: How has alcoholism impacted intimacy, as well as sex, in our lives?*

The purpose of this memo is to summarize the intimacy talk, provide financial information, and request re-imbursement. The event was held at Zion Lutheran church on June 30th, and 41 people attended. Three speakers shared (Kelli C., Katelyn Z., and Rick T.), each for 20 minutes. There was a coffee break during which time people were encouraged to write down anonymous shares on cards. Eleven were submitted and they were read from the podium. Informal feedback was positive. It seemed like the written share idea worked well, as it engaged more people than the oral sharing period tried in previous years.

The expenses and income are summarized below. I am requesting re-imbursement for \$14.71 from the district. Documentation of expenses is attached.

Expenses

Room	\$50.00
Flyer printing	\$24.56
Coffee and juice ¹	\$0
Office supplies ²	\$0
Total expenses	\$74.56

Income

Collection	\$59.85
Net	(\$14.71)

¹ Purchased from Panera Bread Co., but I lost receipt.

² Only used 11 cards from a pack, which I will re-use in teaching this coming term. So I am not requesting reimbursement.