



Board of Trustees (BOT) Minutes
Meeting Date: May 21, 2026

BOT In-Person Attendees: Maryrose M, Gary S, Mark D, David D, Kirk T

BOT Zoom Attendees: Taylor C, Troy B, Benjamin B, Steve G, Belinda E

BOT Absent: Debbie L, Tanya D

Non-BOT Attendees: Kelli R (Executive Secretary), Cody B (Assistant Manager), Byron (SETA)

I. Call to Order AT 7:00 PM

Maryrose M - Chairman

II. Moment of Silence, followed by Serenity Prayer

III. Announcements

Maryrose M - Chairman

None.

IV. Minutes: April 16, 2026

Kirk T - Secretary

Draft minutes from the April 16, 2026 BOT meeting were presented and comments/corrections were requested. The BOT provided some minor comments to the minutes. *A motion made by Mark D to approve the April 16, 2026 minutes, as revised; seconded by David D. All in favor.*

V. Reports

1. Treasurer's Report

Steve G - Chairman

- Steve G discussed P&L for April, noting that bookstore income was down slightly, offset by membership contributions; administrative office expenses were slightly higher with Quickbooks subscription (annual payment), and underbudget for equipment and facilities (question asked about the common area maintenance (CAM) fees. Slight loss for the month, but less than budgeted. For year-to-date 2026, revenues are up in both bookstore income and membership contributions, and expenses are under-budget through April. Steve asked Kelli to include a year-end 2025 balance sheet added to the presentation for comparison purposes, and Byron also requested a month-over-month comparison. Steve is going to discuss the prudent reserve with Kelli and Cody. Taylor asked about the prudent reserve and if there is a minimum amount to be maintained. Kelli responded that she prefers to keep approximately \$20,000 in reserve to cover overhead (rent and payroll) for the following month in the Master Account (all income goes in this account) and transfer approximately \$5,000 per month to the operating account to cover operating expenses.

2. Executive Secretary's Report

Cody B

- Cody informed the BOT that liability and D&O insurance payments are coming up in July and August, respectively. Premiums have increased approximately \$1,750 for the year. This was later adjusted as Cody was mistaken. Benjamin B requested a copy of the D&O policy to review. Kelli noted that she is working on/updating Intergroup policies and procedures. HVAC maintenance coming in July Cody mentioned that there are numerous old electronics (computers, credit card machines) in the back office, which he would erase the data and donate, sell or otherwise dispose.

3. Facilities Report

Gary S

- Gary informed the BOT that obtained a 2nd bid for the door repair and new carpet. Maryrose was able to get the landlord to include the door repair and new carpet as part of the new lease. Kelli noted that the occupant next door had notified her of a leak they believe is migrating from the restroom. Maryrose requested copies of the bids (and a 2nd bid) in order to provide to landlord and to obtain a quote for interior paint.

4. Events Report

Debbie L

- Absent/nothing to report.

5. Outreach Report

Mark D

- Mark attended the Safe Harbor Group (The Woodlands) on and will continue to perform his outreach to various groups.

6. Nominating Committee

Taylor C

- Nothing to report.

7. Ad hoc Lease Investigation Committee

Maryrose M

- Maryrose informed the BOT that lease negotiations are going well—62 month lease (two “free” months); will fix door and will have an allocation for improvements; rent will increase, as demand has risen since last lease, which was entered into during COVID. Kelli noted that the current lease has a requirement for HVAC maintenance (\$500/quarter), but any replacement of AC will only be \$2,500 as part of this service contract.

8. Houston Intergroup SETA Liaison:

Byron

- Byron reported that there will be a two-day assembly in Beaumont in July, SWRAASA convention will be held in October, and District 90 will hold their convention August 8th and 9th.

VI. Old Business:

Maryrose M

- Maryrose informed the BOT that the Memorandum of Understanding (MOU) for the Northwest Unity Group (subleasing/accessing bookstore space) has been finalized to allow the Group to continue accessing the space they have been using.

VII. New Business:

Maryrose M

- Steve discussed the need for the BOT to review and approve the annual Form 990 (annual financial and operational report for non-profits) next month, and Steve and Kelli recommended adopting a policy and procedure for the review and approval of the Form 990, with a Board-wide approval. Benjamin and Steve will develop the policy and procedure.
- Celebration of Kelli’s 20 years!!

Adjourn & Close

Motion made by Gary to adjourn and close the meeting at 7:53 p.m. and seconded by Mark. All in favor.