Intergroup Association, Inc.
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Board of Trustees (BOT) Minutes
Meeting Date: June 18, 2026

BOT In-Person Attendees: Maryrose M, Troy B, Gary S, Steve G, Taylor C, David D, Tanya D
BOT Zoom Attendees: Benjamin B
BOT Absent: Kirk T, Belinda, E, Mark D, Debbie L, Byron (SETA)
Non-BOT Attendees: Kelli R (Executive Secretary), Cody B (Assistant Manager)

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: May 21, 2026 **Kirk T-Secretary**

Draft minutes from the May 21, 2026 BOT meeting were presented and comments/corrections were requested. The BOT provided some minor comments to the minutes. *A motion made by Troy B to approve the May 21, 2026 minutes, as revised; seconded by Steve G. All in favor.*

V. Reports

1. Treasurer's Report **Steve G - Chairman**

- Steve G discussed P&L for May, noting that Intergroup came in with budget—gross profit was slightly down, but so were expenses, and budget overall for the year is looking good. On the balance sheet side, the accounts are steady, and nothing particularly of note to discuss. Taylor suggested for year-over-year comparison, based on month (2026 to 2025) and to show changes in a third column, which the BOT agreed to.

2. Executive Secretary's Report **Cody B**

- Cody informed the BOT that Kim had to go to the hospital and will be having back surgery, requiring an absence. Kelli and Cody had discussed ways to reduce expenses and to keep her on staff. Cody mentioned Constant Contact is used to mass mail The Link newsletter and their cost is going up, but registered non-profits can get a Canva account, which is free. Additionally, there are less expensive mass mailing services available, and Cody also would be willing to perform janitorial services himself, which will offset costs to keep Kim on staff. Kelli mentioned that another hire is needed in the interim, and when Kelli retires, she will also be off payroll. Troy did not think Cody should be performing janitorial duties, and there are other ways to reduce costs. The BOT discussed potential replacements and to define the role and hours needed. The BOT will add more information to July's agenda.

3. Facilities Report **Gary S**

- Gary informed the BOT that he has been getting bids and sourcing suppliers for painting (one for $7,000 and the other for $5,500, but Gary thinks $4,000 may be a more realistic number); for the door, he has received a bid for $1,624 and one for $862, and Gary will find out more detail to determine if the work is comparable; on the carpet, he has received bids for $6,593 and almost $6,000; for the front windows, the length of blinds has become an issue, and a representative from blinds.com will come next week to provide an estimate. Gary asked BOT members to meet with the representative (Friday between 2 and 4), and Troy accepted.

4. Events Report **Debbie L (absent)**

- In Debbie's absence, Maryrose noted that the Summer Open House will be on Saturday, August 22nd (tax-free day), with speaker, lunch and cake auction.

5. Outreach Report **Mark D (absent)**

- No updates

6. Nominating Committee **Taylor C**

- Taylor reported that he has spoken with two individuals that are interested in joining the BOT (an IT specialist and a business operator).

7. Ad hoc Lease Investigation Committee **Maryrose M**

- Maryrose informed the BOT that lease negotiations are continuing to go well and should be finalized soon.

8. Houston Intergroup SETA Liaison: **Byron (absent)**

- Byron provided an email to Maryrose informing the BOT that he will be chairing the "accessibilities", conducting walkthrough of the Hyatt Regency in Beaumont for the August 16th SWRAASA convention, and the Area Assembly will be July 10th through 12th at the Holiday Inn in Beaumont.

VI. Old Business: **Maryrose M**

- Steve and Benjamin met with Tommy for the Form 990 process, which is ready to be signed by current chair and reviewed by the Treasurer, and Steve will prepare procedures and finalize the Form 990 for the next meeting (July). Troy asked that a copy of the Form 990 be sent to all BOT members to review.
- Discussed old computer equipment, which will be appropriately discarded.

VII. New Business: **Maryrose M**

- Troy will work with Kelli and Cody to develop the Form 990 policy and procedures.
- Steve reviewed the May 2026 balance sheet format and columns.
- Troy suggested the SETA liaison have voting rights as either of BOT member or as a delegate. The BOT discussed term (3 years) and details of how the SETA liaison would serve. Taylor suggested amending the bylaws to have the SETA liaison serve in a special capacity and determine the length of service or have the SETA liaison serve in an advisory capacity, which would not require an amendment to the bylaws.

Adjourn & Close

Motion made by Steve to adjourn and close the meeting at 7:59 p.m. and seconded by Troy. All in favor.