

Intergroup BOT Meeting Minutes

April 20, 2017

Trustees: John S, Peter C, Roger B, Nicole K, Dave P, Jeff H, Kathleen T (SETA), Dick S & Kelli R (Intergroup)

Call to Order with a moment of Silence followed by Serenity Prayer @ 7:08 John S

Review of Minutes Motion to approve with minor corrections. Approved

Old Business:

Treasurer's Report Roger B

Numbers looking good - no issues to report. Keep eye on bookstore expenses. Not sure if it will make plan/projection on budget. Prudent Reserve is significantly up \$19,000.00 ahead of plan. Total Income up \$6,779.32 over budget projection. Expenses are under budget \$2,040.05. Net Income \$8, 144.47

Executive Secretary's Report Kelli R

Hearing Impaired Signers – February and March bills of \$640.00 were paid in March.

Nightwatch – No confirmation for the November 2017 (17-20) weekend phone coverage. In need of one weekday volunteer for the 2nd Thursday of the month. In addition, nighttime backup volunteers for weekday evening coverage needed. This will be reported to Delegates.

Stream Realty – It has been determined that we owed Stream Realty \$3,301.67 for rent payment not paid in June 2014. This payment will be reflected in the April 2017 financials. Kelli requested current balance sheet from landlord reflecting the payment with a \$0.00 balance. This was due to accounting errors with Stream and Intergroup.

Audit Committee – Email sent to David on March 23, 2017 with no reply. Another email was sent to David on April 18, 2017 as a follow up. Roy was also going to call at a later date.

Continuation of Cost Reduction – Implementing new procedure for reducing cost. Postage machine is currently set up with account codes for Bookstore, Online, Admin and Misc. A report will be run at the first of each Month. Comparing the shipping and handling income with the postage charge. Reducing the expenses of office supplies by no longer purchasing certain items from Office Depot. Do some other purchasing from Costco and Sam's. New Copier proposal bid to be discussed in new business.

Intergroup BOT Meeting Minutes

April 20, 2017

Event Coordinator

Dick S

11th Step Workshop – Completely successful and well received, with 60 paid registrations on Friday and 125 for Saturday attendees. Cleared over \$2200.00 from the workshop plus an additional \$2500.00 in bookstore on Friday and Saturday.

District Reach out - Emails went out to DCM's and no response from most. We have received response from three Districts. Dist. 40 considering, Dist. 31 "a waste of time", Dist.81 happily invited for June meeting.

Mail Chimp - Moving up to paid service of \$25.00 per month (has been budgeted) as the 2000 limit is close to being reached.

Open House - Scheduled for June 3. Contract signed for rental items. Picnic theme with hamburgers and hotdogs served for lunch. Eric will be music again same as last year. Major help will be needed from BOT and groups.

SETA Assembly - Attended SETA Assembly in early April on Saturday morning. Nothing was mentioned by the contacts concerning Intergroup's financial position.

Conference – Confidential – Contract signed with Westin Oaks at Galleria for June 14-16 2018. Arrangements made with "tapers" and contact made with speakers with two committed at this time. Tentatively scheduling 3 workshops. Hotel website has been set up for reservations by the hotel, Room rate \$ 124.00 per night. We are contracted for 300 room nights

Coming Events:

May 20th District 32 Workshop in Conference Center

June 3rd Summer Open House

June 24th District 20 Workshops in the Conference Center

SETA Liaison Report

Kathleen T

SETA Convention –No adverse reaction and no questions form members.

CPC Committee Handout for Professionals to be discussed during Delegate meeting.

Intergroup BOT Meeting Minutes

April 20, 2017

New Business:

Further Discussion on Prudent Reserve

Jon S/Roger B

To be discussed further in a Question Answer format in Delegate Meeting.

Proposal for New Copier

Kelli R

Presentation with Anthony with TLC

We outsource about \$11,000.00 in printing per year. Biggest print Job is Meeting Directories at \$1.50 each, we sell in Bookstore at \$2.50 each. Meeting Directories cost Intergroup about \$10,000.00 printing from Jetta Printing. Bookstore spends about \$400.00 per year on toner. With a new and updated printer, we could move almost all printing in-house. At estimated \$10,944.00 per year on a 63 month lease. TLC to send back old Copier and satisfy current Vendor. About 8 Months left on old equipment. At end of Lease TLC will pick up equipment.

Jon S asked about getting competitive Bids from other Vendors. Find out exact expiration term of existing equipment. No action taken at this time

Meeting was closed at 7:55 PM with the Lord's Prayer

Next BOT Meeting May, 18, 2017