

Intergroup BOT Meeting Minutes

August 17, 2017

In attendance: JonS, PeterC, DavidP, RogerB, DaveP, RochelleB, CatherineD Intergroup
KelliR, DickS, SETA KathleenT Guest Jim and Pam

Call to Order with a moment of Silence followed by Serenity Prayer @ 7:03 JonS
Minutes were reviewed with a Motion to approve with minor corrections. Approved

Old Business:

Treasurer's Report

RogerB

Bookstore still off \$10,588.17
Cost of Goods sold came in under plan by \$8626.90
Net Income under Budget \$4645.10
Member Donations off by \$1692.89
Total Income off \$11,693.17
YTD Total Income \$294,493.24 off budget \$2022.51
YTD Expense \$130,447.28
YTD Income \$37198.45

Areas of Concern:

Net Income for the Month of July 1st Negative of the year at \$1975.19
There is a Maintenance Assessment from Landlord going back to 2016 for back utility and maintenance on entire property of about \$83,000.00. Kelli will investigate with Landlord about the assessment and report back at next BOT Meeting.
POR- down to \$74,618.34
SETA CFC 2 months out on Invoice for about \$9,000.00

Executive Secretary's Report

KelliR

Hearing Impaired Signers– July Services of \$400.00 paid in July 2017
Nightwatch – At this time all slots filled. Continue to look for weekday/night time backups.
Audit Committee –Roy to discuss. The committee made a request for a Procedures Manual. Kelli currently is working with Staff in reviewing and revising old procedures.
IG Seminar – Kelli will be attending the 32nd Annual IG Seminar in Northern Virginia October 5th – 8th Registration fee of \$30.00 has been mailed.
Air Conditioning Bid Proposal - Received first Bid John with Silver Services (current AC Vendor) 1 unit \$6924.00 or \$13,200.00 for both . Add Return air in Bookstore stock room \$350.00

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Received 2nd Bid from Airforce of Houston. Both units the cost would be \$11,000.00. Have not received bid for Bookstore Air – called twice

3rd Bid from Integrity Air Solutions came out and will be emailing a bid shortly is schedule this week. Have not received a bid from the Company called twice.

4th Bid Professional Air – Company came on 8-14-17 to prepare two separate bids for the new units and one for Bookstore unit. As of this date not seen a bid.

Continuation of Cost Reduction –

Not buying water from Office Depot has saved money.

Track Postage for Month of July 2017 and not including Administrative postage Shipping and Handling income exceeded postage expense by \$95.35

Motion by Roger B to fix AC Vents in Bookstore carried by unanimous decision.

Event Coordinator

DickS

Outside Workshops - presented “How to Chair a Meeting” for District 31 at Old Town Spring. Attendance was excellent in excess of 60 people. On 7-29 gave same workshop for Delta in Dist. 52. Attendance was about 25 Response at both was very positive.

District 31 is considering a repeat of workshop in Huntsville area later in the year. Baytown is considering a half-day workshop covering Sponsorship am “The AA Group” on August 27th Sept 2 will be making a presentation at Third Tradition Anniversary on “Safety in AA”

District 81 – Made a presentation to District 81 GSRs on August 2. 35 GSRs and Alternates in attendance. Covered current financial situation, website hits for Dist. 81 and donations YTD of groups in Dist 81. The lack of awareness of Intergroup within Dist. 81 is amazing.

Traditions Workshop - Will be held August 26th. The estimated attendance is around 70 people. Subject isn't of as much interest as other workshops.

CFC Round Up – Aug. 5th CFC of Houston held the 2017 Round Up in the conference center. Attendance was around 60 people.

The Link – Will go out 8-2-2017. Average open Rate is about 25%.

Credit Card Sales – Information sheet included on a years worth of Sales is attached.

Book Sales – Info sheet attached on 6 month comparative

Suggestions made to include a survey with a bookstore discount on “where you buy literature”

Coming Events:

August 26th Traditions Workshop

August 27th Baytown half day workshop Baytown Club

September 2nd Third Tradition workshop “Safety in AA

Convention for next year – Board Members will be needed in planning and execution. Dick will work out the duties. No Special line item is needed for accounting in QuickBooks.

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SETA Liaison Report

KathleenT

Area 67 Inventory – Handout will be given to delegates. Survey can be accessed aa-seta.org, QR Code PDF or thru Survey Monkey. Targeted to Individuals and the GSR's.

Register for SETA Conference in Beaumont on Jan 19, 20, 21

Kathleen also brought up the need for AA to do 12 step calls again.

BOT Challenge

JeffH

No Report from outreach

Audit Committee

Roy

Roy and Kelli almost have Punch list available for Audit Committee and Procedure Manual is in progress. Timeline is to get moving in the next couple months.

Dismiss with the Lords Prayer 7:48

Next BOT Meeting - September 21, 2017