

Intergroup BOT Meeting Minutes

November 16, 2017

In attendance: JonS, PeterC, RogerB, DaveP, RochelleB, CatherineD, KelliR- Exec Sec, DickS- EC, JohnK, NicoleK, JeffH, DavidE, JimB, BrentF, ShawnS, AltonG

Call to Order with a moment of Silence followed by Serenity Prayer @ 7:05 JonS

Minutes were reviewed with a Motion to approve with minor corrections. Approved

Reports:

Treasurer's Report

RogerB

Bookstore off -\$3130.05
Cost of Goods sold came in under plan -3257.04
Member Donations \$107.24 over plan
Gross Profit \$792.16
Total Income off \$1755.62
YTD Total Income \$397,100.57 off budget -\$19,208.81
YTD Expense \$182,927.57 under budget -\$12,099.43
YTD Income \$39,872.07

Areas of Concern:

POR YTD - \$122,708.87 began the year at \$47,376.
Continued erosion of Bookstore Sales, Member donations appear to be flat, second negative Month. Other Issues: POR – may need to revisit amount in reserve, 2018 Operating Budget to look in to bookstore sales, capital improvements (AC, website), reserve for convention and “communication” for fellowship. Conference area space/utilization and Physical location needs. May need subcommittee to look at project.

PeterS move and accept.

Executive Secretary's Report

KelliR

Hearing Impaired Signers– October Services of \$400.00 paid in Oct. 2017

Nightwatch – Thanksgiving Nightwatch covered by Champions Group. 2018 Weekend Nightwatch Schedule mailed to groups for confirmation of dates.

IG Seminar – Presentation to be given at December 14, 2017 Delegates meeting

Bookstore – Preparing for Holiday Open House sale and clearance items. Will have AAWS on sale at 10% off the whole month of Dec. and announce thru MailChimp. Additional AAWS items restricted to the Holiday Open House day. Would like to add Dec or Jan agenda item to re-structure pricing for AAWS

Intergroup BOT Meeting Minutes

November 16, 2017

Website: Domain for both website \$54.51 and bookstore \$30.00 have been renewed. SSL Certificate \$158.83 for bookstore also renewed. Expenses to show in Nov. financials

Merchant Service: Meeting held with Kelli, Alice and Toba with First Data Partners with Amegy Bank. Look at way to save money revisit closer to Oct 2018 when contract expires with current vendor.

Continuation of Cost Reduction –

Track Postage for Month of Oct. 2017 and not including Administrative postage Shipping and Handling income exceeded postage expense by \$378.84 Handling Fee not applied to orders for month of Oct. Addressed with Staff to make sure fee is applied.

Leon volunteered his Handyman Services to fix areas around the office. Kelli sent Thank you note.

Other Projects: 2018 Budget, Meeting Directory, Delegates meeting update Groups, Winter Open House, Delegates Presentation - IG Seminar, Policy and Procedures – complete, Prepare for Inventory – Jan. 2, 2018

Coming Attractions –

Next BOT Meeting December 14, 2017

Event Coordinator

DickS

AA History Workshop Nov. 18 –The story of AA coming to Houston and the very early history of AA. About 73 Registered and Paid.

Convention – Dick and JimB visited Hotel plans are proceeding along well. Promo items Pens and cards are coming and will be available at Holiday Open House. Advertising will begin.

Holiday Open House – DougDeB will be the Saturday afternoon speaker. Hoping to increase attendance with an afternoon Saturday date.

Coming Events:

AA History Workshop Nov. 18th

Intergroup Holiday Open House Dec. 9 Saturday

Disaster Response Plan

PeterC

#1 Keep up to date information on open and closed meetings (in a disaster) Suggestion of a separate page on website for closures during a disaster

#2 Getting meetings in to large facilities (NRG/Reliant) and other county areas and communities The goal would be to do it ahead of time. Include Spanish Intergroup, DCM thru SETA Delegates, City, County and Clubs. (Ask in a cooperative effort.)

Still need to find out who is going to do what and what resources are going to be needed.

Committees and sub-committees

This is a framework and not a finished product. There was a general consensus by the board for Peter to continue. Peter had an expense of \$110.00 for translation of the framework from English to Spanish. Board approved for Peter to be reimbursed from the Harvey donation fund. Any additional expenses are to be brought to the BOT for approval.

Intergroup BOT Meeting Minutes

November 16, 2017

AD HOC – Legacy Committee -

CatherineD

Looking into Proposals from Vendors for Website for IG
There will be other discussion needed for funding and resource expenditure
Additional research into other websites and getting additional details on website examples.
From 3 vendors:
Vendor1 & 2 waiting for the proposal for website
Vendor 3 1st Data to be contacted about building a website
Progress being made. More to come as bids are received

SETA Liaison Report

KathleenT

No Report

Business:

Old/Table

Harvey Contributions

KelliR

Spreadsheet made with donations listed. \$2,289.00 had been returned to those who requested their donations back. \$2,000.00 had been spent for Harvey related expenses. Deadline of Dec. 15 set for requests for donations to be returned by those that were contacted by IG. Harvey donations will not be moved before the end of the year. No Harvey donations are reported in IG financial reporting.

AC - 3 bids have been received. No action

Dismiss with the Lord's Prayer 8:19

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Intergroup BOT Meeting Minutes

November 16, 2017
