

# Intergroup BOT Meeting Minutes

December 14, 2017

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In attendance: JonS, RochelleB, CatherineD, Intergroup KelliR, DickS, JohnK, NicoleK, JeffH, BrentF, ShawnS, AltonG, JimB, KathleenT SETA, Lester

Call to Order with a moment of Silence followed by Serenity Prayer @ 7:01 JonS

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

## Reports:

### Treasurer's Report

BrentF

Bookstore off -\$2,176.75

Cost of Goods sold came in under plan -\$3578.50

Net Income under Budget \$830.19

Member Donations \$7207.55 over plan

Total Income \$10,157.88

YTD Total Income \$447,301.86 off budget -\$8,128.33

YTD Expense \$202,935.72 under budget -\$13,835.28

YTD Income \$51,217.75

### **General Comment:**

All areas of Contributions with exception of Bookstore remain ahead of plan.

Membership Donations expected to finish the year over \$28,000.00 above plan.

COG sold will end the year \$35,000.00 less than plan.

Total Operating Expenses will finish year \$13,000.00 less than plan.

Net contributions to finish the year about \$45,000.00 better than plan.

Thanks to Kelli and the staff and our Members and Groups

Report Approved

### Executive Secretary's Report

KelliR

**Hearing Impaired Signers**– November Services 2017 \$320.00 paid in Nov. 2017

**Nightwatch** – Available Dates:

Feb. 23-26, Oct. 26-29, Nov 21-26 Thanksgiving, Dec 14, Dec 28-Jan 2, 2019 New Year's Holiday/Inventory Day

**Bookstore** – Income from Holiday Open House \$2,561.43. Speaker was great and packed house.

AAWS, Monthly Aluminum and Yearly Bronze continue on 10% discount. Not online

**Audit Committee:** Bart working with Kelli. In final stages, board to Review at January BOT meeting.

**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

**Coffee Machine:** Old machine was replaced at \$579.18. Too costly to repair old machine.

Expense to be reflected in December 2017.

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## **Continuation of Cost Reduction –**

Track Postage for Month of Nov. 2017 and not including administrative postage, shipping and handling income exceeded postage expense by \$109.88

Harvey update:

Total Donation.....\$37,561.63 General Liability  
Expenses paid..... \$1,870.00 Used for Invoices  
Keep money.....\$1,922.00 Moved to General Fund  
Money to Return.....\$2,389.00 Returned to Donors  
8373 Floor.....\$974.25 Check # 4704  
Cy-Fair File Cabinet..... \$172.11 Check # 12968  
Peter – Spanish DRP.....\$11.00 Check # 12973  
Balance.....\$30,123.27

**End of Year Projects:** 2018 Budget draft sent to Roger, Meeting Directory, Delegates meeting update Groups for January printing, Policy and Procedures – near complete, Prepare for Inventory – Jan. 2, 2018

## **Coming Attractions –**

Next BOT Meeting January 19, 2018

JeffH Motion to put Harvey Funds in to the general account after March 31. Any refund or substantiated damage related request to be paid out of the General fund. Passed

## **Event Coordinator**

DickS

**December Link:** about 24% opening rate. Lots of good information in the Link.

**AA History Workshop Nov. 18** –The story of AA coming to Houston and the very early history of AA. 81 Total Paid Registration. Cleared about \$600.00. Probably will repeat the workshop.

**Convention** – Convention Committee chairman list enclosed in Board Packet. May look at a different format for the hospitality suites.

**Holiday Open House** – Fantastic turn out 75+ for Speaker and 125+ came thru the bookstore during the day. New Format appeared to be very successful.

## **AD HOC – Legacy Committee**

CatherineD

### **Website Committee Activities:**

Expresso Moon Comprehensive Quote: \$12,800.00 initial and \$266.00 Monthly

Other Quotes are being solicited from First Data (Merchant Arm for Amegy Bank Clients). Next Step will be to review and potentially expand pool of Vendors.

Legacy AD HOC Committee Activities

No progress since last Month.

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Last Step: Met with Kelli to identify specific information for analysis of financial feasibility such as:

Historical info. And trending on Expenditures

Historical information and trending from Funding Sources

- Book Sales In-store and on-line

- Chips

- Conference Approved Literature

- Non-Conference Approved Literature

- Real Estate Generated fees

Next Step- Summary to Kelli for analysis of the two factors including trend analysis and modeling to help envision new ways for Intergroup to remain financially solvent and carry the message.

## **SETA Liaison Report**

KathleenT

SETA full Report in Delegate Meeting.

Lawsuit about document ownership dropped by AA World Service.

## **Business**

### **Old/Table**

AC

KelliR

Need to research further. One Bid from Silver Services for repair duct and replace 2 units \$13,550.00.

Move CherishR to Full-time Bookstore and Administrative Asst. Dick to reduce hours in January. Takes Salary to \$87,000.00 per year.

Office hours in 2018 move to close bookstore at 5:00PM

Board Member Position changes: RochelleB Chair, JimB Vice-Chair, CatherineD Secretary,

Dismiss with the Lord's Prayer 8:05

## **Next Board Meeting**

**February 15, 2018**