

# Intergroup BOT Meeting Minutes

January 18, 2018

## Attendees

Rochelle B, Jim B, Roger B, Catherine D, Kelli R, David E, Brent F, Shawn S, Alton G, Lester B, Kelli R, Dick S Kathleen T (SETA)

- I. Call to Order @ 7:00 PM Rochelle B
- II. Moment of Silence followed by Serenity Prayer
- III. Minutes reviewed and Approved with minor corrections.
- IV. Reports

## Treasurer's Report

Roger B

### 2017 Year in Retrospect

Key Performance Benchmark Results – BOT role is to monitor + assist and report the results to the Fellowship via the Delegates throughout the year

- **Prudent Operating Reserve** suggested by WSO = 6 mo. fixed expenses
- **Prudent Reserve Deficit Reduction Goal** – Excellent progress this year!
  - Goal = \$ 120,000 (began year with \$ 47,376 (39% of POR goal)
  - Achieved = \$ 98,524 (82% of POR goal)
- **Operating Area Contributions** (in each of three areas)
  - Bookstore (2017 Plan=+64K / Actual=+67K) <Excellent!>
    - Bookstore missed funding goal by \$ 35,601
    - However, Cost Control netted positive operating contributions
  - Conference/Events ((2017 Plan=-\$79K / Actual=-\$74K) <Improvement>
  - Member Donations (2017 Plan=\$23.5K / Actual=\$52K) <Fabulous!>
- **TOTAL FUNDING** – from three areas above was below plan by \$ 9,647
- **Positive Net Operating Contributions** from the Bookstore and Membership Donations were able to offset any dilution from the Conference operating area.
- **Actual monthly Fixed Overhead** average for 2017 was \$15,306/mo.

### Recommendations

- Based on reduced costs, the BOT could consider a reduction in POR to \$ 100K

### 2017 Budget Recap

• YTD Bookstore Sales	\$ 349,411	(under plan -\$35,601)
• YTD Cost of Goods Sold	\$ 210,562)	(under plan -\$13,976)
• YTD Member Donations	\$ 112,098	(over plan +\$25,098)
• YTD Net Income	\$ 480,225	(under budget -\$9,647)
• YTD Expense	\$ 224,422	(under budget -\$10,047)
• YTD Total Income	\$ 45,241	

### 2018 – A Transition Year

- Dick Smith, Intergroup Executive Secretary, passing the baton after 5 years of service
- Roger reviewed Dick's achievements at intergroup

- Automated day to day operations (bookkeeping, for example)
- Positioned Intergroup to focus more on AA's single purpose, AA Traditions and the AA service structure.
- Dick mentored Kelli Roane as his replacement during her first year (2017)
- 2018 will be Kelli's first year implementing the Annual Operating budget and with full responsibility for Intergroup's day to day operations
- Roger thanked Dick for his service & encouraged Kelli in her new level of responsibility

General Comments

--Membership Donations & Positive Operating Expenses were both great news in 2017  
 --Reductions in COG sold helped shore up losses from diminishing bookstore sales  
 --Total Operating Expenses less than plan are due to efficient management efforts  
 --Thanks to Kelli and the staff and our Members and Groups for this tremendous response  
 --Questions concerning method used to allocate costs of the conference room

MOTION to approve Treasurer's Report by BrentF, Seconded RochelleB. Report Approved.

**Executive Secretary's Report**

Kelli R

- **Hearing Impaired Signers**– December Services 2017 \$320.00 paid in December.
- **Night Watch** – Available Dates:  
Feb. 23-26, Oct. 26-29, Nov 21-26 Thanksgiving, Dec 14-17, Dec 28-Jan 2, 2019 New Year's Holiday/Inventory Day
- **Group Donation** – December group donations were down from 2016 but overall 2017 donations were up from 2016 by \$18,018.50. Thank you notes have been mailed to all donating groups.
- **Bookstore** – Bookstore and on-line Price Reduction on AAWS, Monthly Aluminum and Yearly Bronze (average 7% discount) Very positive response since introduced in Dec.
- **Audit Committee:** Audit Committee activities are in Final stage; Kelli & Bart plan to complete a report with recommendations for review with the BOT members. A report draft will be sent to be followed by discussion in FEB meeting.
- **Office Expense** – New Computer Tower (CPU) expenses of \$ 632.16, were incurred in December (plus installation charges of \$ 625.00 for setting up Cherish).
- **Continuation of Cost Reduction** – Postage Tracked for Month of Dec. 2017 exceeded expenses by +\$184.65. Note: This number does not reflect postage related to Administrative Shipping and Handling expenses.

**Harvey update** – see table below

<b>Harvey Donation Summary</b>		
<b>Description</b>	<b>Amount</b>	<b>Status</b>
Total Donation	\$37,561.63	General Liability
Expenses paid	1,940.30	Used for Invoices
Keep money	2,277.00	Moved to General Fund
Money to Return	2,789.00	Returned to Donors
8373 Floor	974.25	Check # 4704
Cy-Fair File Cabinet	172.11	Check # 12968
Peter (translation)	111.00	Check # 12973
Balance	\$29,297.27	

### Current / Recent Projects

- Updated Meeting Directory – for January printing great response to this initiative
- Annual Inventory – successfully completed Jan. 2, 2018

### Coming Attractions

- **Policy and Procedures Manual** – Ongoing update effort is nearing completion
- **THE LINK Newsletter** – New, redesigned edition arrives February first
- **Bookstore Assistant** – Now Accepting Applications (Part-Time 30 hours per week)
- **Next BOT Meeting** – February 15, 2018

*MOTION to approve Executive Secretary's Report Lester B, Seconded Brent F. Report Approved.*

## **Event Coordinator's Report**

Dick S

### Convention

- **Budget** – details presented, reviewed and discussed
- **Chairs** – still need chairs for 3 main areas (Registration, Coffee, AV)
- **Hospitality Suites**
  - Intergroup will pay for Room Suites (~ \$140 each x 2)
  - Still need resolution with Hotel on Hospitality Room issues
- **Book Store** – Full on-site store to promote book sales
- **Promo Items** – coming soon
- **Cost Saving** measures include foregoing:
  - Marathon meetings – (save room and staffing costs)
  - Movie (save AV costs – replace with workshop)
  - Ice cream social, Dance – alternative options in the mall
- **Security** – not required due to presence of mall security
- **Coffee** – Discussion around topic of FREE coffee in hospitality suites Vs Intergroup coffee sales, (which would need to be staffed by Intergroup to keep costs under control); Solicit feedback from the delegates on this issue:
  - Intergroup buy at \$ 48 / gallon (sell at \$ 2.50 per cup to break even)
  - Avoid putting entire burden on groups to foot the bill for Hospitality Suites

December Link – Great new format redesign by Sarah H.

### Coming Events

1. **Feb. 24** (Houston) AA Group Workshop Feb. 24
  - How to make AA come alive in your home group.
  - \$15.00 Fee / 10AM-1:30 PM / Includes lunch
2. **March** – (Huntsville District 31) – “How to chair a Meeting”
3. **April 21<sup>st</sup>** – (location?) – Spring workshop Local AA History
4. **June 15<sup>th</sup>-17<sup>th</sup>** - (Houston) Convention

*MOTION to approve Event Coordinator's Report by Catherine D. Seconded by Brent F. Report Approved.*

## **Disaster Response Plan**

Peter C

Necessary steps presented for development and execution of Disaster Response Plan to coordinate AA meetings during times of disaster when AAs may not have access to regular meetings. Coordination activities would require developing contacts within local government, charitable organizations, & public service groups. Background was provided on activities to date. Discussion took place about the scope of the project and a recommendation was made to work within the guidelines established by AA's traditions.

A motion was made for the Disaster Response Committee to begin exploring contacts within the appropriate agencies necessary to facilitate a disaster response plan.

*MOTION made by AltonG, seconded by DavidE and motion carried.*

## **Ad Hoc – Legacy Committee**

Catherine D

Website Committee Activities:

### Vendor Goals

1. 3 Interviews – 1 completed; 2 additional vendor interviews planned
2. 3 proposals – awaiting 2 new; then review original proposal in depth

### Resource Plan

1. Project Manager Named
2. Project Management Plan Defined
3. Content Provision Resources Identified
4. Delivery Criteria Established – Implementation Goal = April 2018 (prior to Convention)

### 2018 Budget Item

\$13,000 initial cost and \$266.00 monthly

Committee Chair requested approval from BOT for ability to move forward upon conclusion of vendor selection process.

*MOTION made by RogerB, seconded by BrentF, and motion carried.*

## **SETA Liaison Report**

Kathleen T

SETA conference Beaumont Jan 19-20-21

- V. New Business

2018 Budget was reviewed. JimB motioned to approve and ShawnS seconded. Budget was approved.

Dismiss with the Lord's Prayer @ 9:05

Rochelle

Catherine D, Secretary