

Intergroup BOT Meeting Minutes

Presented March 15, 2018 - from February 15, 2018 BOT Meeting

Attendees

Rochelle B, Jim B, Roger B, Catherine D, Alton G, David P, Brent F, 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

• YTD Bookstore Income	\$ 26,499.43	(under plan -\$ 938.57)
• YTD Member Donations	\$ 11,214.89	(over plan \$ 2,614.89)
• YTD Total Income	\$ 38,669.11	(over budget \$ 2,163.11)
• YTD Cost of Goods Sold	\$ 16,441.73	(under plan -\$ 669.27)
• Total Expenses	\$ 18,131.73	(over budget \$ 42.98)
• Net Income	\$ 4,095.65	(over budget \$ 2,789.40)

General Comments

- Book store revenues from January continue a downward trend of being below budget despite an intentionally reduced budget
- Membership Donations from the Fellowship continue in a positive direction
- Reductions in COG Sold and efficient management of Operating Expenses continue to help shore up losses from diminishing bookstore sales—thank you Kelli and staff!

Please note: The above results are not adjusted per the recent CPA performed Audit, which will impact 2016, 2017 and 2018 reports. However, this audit should not create a material impact—but rather shall result in GAAP* accounting recommendations. The completed Audit results will hopefully be discussed at the March 2018 BOT meeting, time permitting.

*GAAP definition: generally accepted accounting principles

MOTION to approve Treasurer's Report by Brent F, Seconded Jim B. Report Approved.

Executive Secretary's Report

Kelli R

Group Contributions

- 2018 YTD (January) contributions were \$ 10,111.54
- Over budget by \$2,611.54
- Comments—Awesome! A significant amount of 4th Quarter group donations came in during January

NightWatch

Available Dates for 2018 Weekend NightWatch:

- Nov 21-26 (Thanksgiving)
- Dec 14-17
- Dec 28-Jan 2, 2019 (New Year's Holiday/Inventory Day)

Bookstore

- Bookstore sales still slow
- Picked up at the end of January due to a workshop at Intergroup
- January book sales = \$ 30,620.87
- Positive verbal response to the price reduction but no obvious impact on sales

Office Expenses (Cost Reduction Efforts):

- Copier
 - Current Ricoh contract expires in April 2018
 - Upgraded to new Ricoh copier for 5 years with Ricoh / US Communities
 - Saved \$ 100/mo on new machine lease
 - Monthly expense will be ~ \$2.22 over budget but has additional capabilities
 - Cut cost by 50% for printed cost of copies (both black & white and color)
- Hearing Impaired Signers – January Services of \$ 320.00 (paid in January)
- Workman's Comp – Switched vendors to save \$ 242.00 annually
- Postage – income exceeded expenses this month by \$ 148.66
- Audit Report – Plan to give report to BOT in March, and Delegates in April

Harvey update – update as of 2/15/18

Harvey Donation Summary		
Description	Amount	Status
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
CyFair File Cabinet	172.11	Check # 12968
Peter (translation)	111.00	Check # 12973
Balance	\$29,297.97	No change

Current Projects

- Policy and Procedures Manual – Ongoing update effort is nearing completion

Hiring Initiative

- Hiring part-time bookstore personnel
- Advertised in the Link
- No resumes received

MOTION to approve Executive Secretary's Report by Catherine D, Seconded by Brent F. Report Approved.

Event Coordinator's Report

Dick S

February Link

- February Link Newsletter has awesome new format
- New Editor – Sarah H.
- 25 % Open Rate (yay!)

AA Group Workshop

- Registration is surprisingly weak – Feb 24

Convention

- Progress - Registration ~ 30 so far / Room Nights – 54 to date
- Hospitality Area – large meeting room right across from the ballroom
- Chairs – still need 2-3 chairs for:
 - Coffee Sales
 - Workshop Prep
- Book Store – Full on-site store to promote book sales; near the hospitality room
- Coffee
 - Starbucks coffee
 - All coffee (must come through hotel)
 - Our cost per cup = \$1.54 including tip (25 cent tip) - Sell for \$2.00;
 - No minimum or maximum
 - Will need to be staffed by Intergroup to keep costs under control;
 - Propose that a group take on coffee bar staffing as a service project.
 - Need a BOT member to enlist support of a group to staff this project—Lester
- District Presentations - to promote the Convention in April and May
 - BOT members
 - Kathleen present to SETA
 - Pkg available for this presentation
- Workshop Folder Stuffing
 - 3-4 hours – Catherine D (Journey Group)
 - within 30 days from June 15
 - perform this work at Intergroup
- Trustees – need BOT to Register and reserve 2 hotel nights

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 24 – CFC Training Workshop
3. June 15th-17th - (Houston) Convention

MOTION to approve Event Coordinator's Report by Brent F. Seconded by Roger B. Report Approved.

Ad Hoc – Legacy Committee

Catherine D

Website Committee Activities:

Vendor Selection Process

- 1. Interviewed 3 Vendors
- 2. Reviewed 3 Proposals
- 3. Final Choice – a Vendor with employees in the Fellowship

Resources

- 1. Project Manager - Catherine D
- 2. Other Stakeholders – Kelli, Alice (Accounting)
- 3. Consultants from the membership at large
 - o Sarah H (graphic designer)
 - o David T (web developer)
 - o Brent (IT focus)

Costs

- Initial Site Development - \$ 12,600
- \$ 260 monthly – hosting, security, updates, maintenance
- Plus, one landing page design per quarter

Timeframe

- March Kickoff meeting – Needs Analysis and Intake Process
- May Roll Out date – prior to Convention

MOTION made by Roger B, Seconded by Brent F, and motion carried.

SETA Liaison Report - Present this information to Delegates

Kathleen T

V. New Business

Kelli R

- Houston City-Wide Meeting
- 2nd Saturday of each month
- Potluck + speaker
- Sponsored by groups
- Pursue this now or after the convention
- Received multiple phone calls wondering if Intergroup would resume this
- Attendance declined over time at the City-Wide Meeting at the Council (Why?)
- Discussion
 - o Propose that the groups run it if interested?
 - o Offer Intergroup facility if they wish?
 - o Encourage the membership or another group to take it over
 - o Not consistent with our primary purpose (Intergroup supports groups)

VI. Adjourn and Close with the Lord's Prayer @ 7:45

Rochelle B

Catherine D, Secretary